MANATEE COUNTY SHERIFF’S OFFICE
GUIDELINES FOR REQUESTING BY
DISCOVERY, PUBLIC RECORDS AND VIEWINGS

I. DISCOVERY REQUEST
When requesting Recordings by Discovery of CD’s, DVD’s, or photos held in Property & Evidence, please follow the procedures set forth below. All other items listed in the Discovery Exhibit must be obtained from the State Attorney’s Office.

A. DISCOVERY REQUESTS MADE BY PUBLIC DEFENDER/PRIVATE ATTORNEY
   1. Provide a copy of Discovery Exhibit with Counsel listed as Attorney of Record
   2. Provide Substitution of Counsel Order (if Attorney of Record had been changed previously).
   3. Provide the MCSO case number
   4. Provide blank media replacements (CD or DVD)
   5. Provide pick up instructions or self-addressed stamped envelope for mailing by USPS

B. DISCOVERY REQUESTS MADE BY A PRIVATE INVESTIGATOR ON BEHALF OF A PUBLIC DEFENDER OR PRIVATE ATTORNEY
   1. Provide a signed letter from the Attorney of Record giving authorization on their behalf to obtain items in a specific case identified in the Docket
   2. Provide a copy of Discovery Exhibit with Counsel listed as Attorney of Record
   3. Provide Substitution of Counsel Order (if the Attorney of Record had been changed previously.
   4. Provide the MCSO case number
   5. Provide blank media replacements (CD or DVD)
   6. Provide pick up instructions or self-addressed stamped envelope for mailing by USPS

Discovery request may be mailed to: Manatee County Sheriff’s Office
ATTN: Property & Evidence Unit
600 US Hwy 301 Blvd W, Ste 158
Bradenton, FL 34205

Or e-mailed to: pande@manateesheriff.com

Or Fax: (941) 744-3781

*Requests “to examine and copy or photograph evidence” must be arranged through the State Attorney’s Office

*Requests that reference F.S. 119 will be handled as a public records request and not as Discovery.
II. REQUESTS FOR PUBLIC RECORDS

For public record requests, it is recommended that you submit your request in person, by mail, or by calling Records at (941) 747-3011, ext. 2295. For more information, please visit our website at http://www.manatesheriff.com/Public/RecordsDepartment.

Manatee County Sheriff’s Office
ATTN: Records Section
600 US Hwy 301 Blvd West
Bradenton, FL 34205
Fax: (941) 723-5196

PLEASE NOTE THE FOLLOWING:

A. Confidential and exempt information will be redacted from records produced in response to a request for public records.

B. "If the nature or volume of public records requested to be inspected or copied pursuant to this subsection is such as to require extensive use of information technology resources or extensive clerical or supervisory assistance by personnel of the agency involved, or both, the agency may charge, in addition to the actual cost of duplication, a special service charge, which shall be reasonable and shall be based on the cost incurred for such extensive use of information technology resources or the labor cost of the personnel providing the service that is actually incurred by the agency or attributable to the agency for the clerical and supervisory assistance required, or both” F.S. Section 119.07(4)(d).

C. The statutory obligation of the custodian of public records is to provide access to, or copies of, public records “at any reasonable time, under reasonable conditions, and under supervision by the custodian of the public records” provided that the required fees are paid.” F.S. Section 119.07(1)(a) and (4).

D. A Schedule of Charges for the Manatee County Sheriff’s Office may be obtained from the Records Section or viewed at www.manatesheriff.com under the PUBLIC tab select “Records Fees”.

Revised: February 28, 2017
III. REQUESTS FOR VIEWINGS WITH MCSO P&E UNIT:
Manatee County Sheriff’s Office will require a written request to view criminal evidence contained in our Custody at least 2 business days prior to the requested viewing date.

Some evidence might be out of our Custody: Outside Labs, Clerk of Courts, Investigative purposes, etc.

PROCEDURES FOR VIEWING CRIMINAL EVIDENCE:
MANATEE COUNTY SHERIFF'S OFFICE -
600 301 Blvd W, Suite 158,
Bradenton FL 34205

A. Manatee County Sheriff’s Office is charged with guarding the integrity of criminal evidence within its possession. We must treat criminal evidence contained within our office with the utmost security to maintain the integrity of the evidence and the chain of custody.

B. To insure that a request to view criminal evidence is properly completed, our Agency will provide access to criminal evidence in a secured area at the Manatee County Sheriff’s Office upon reasonable request and opportunity for the Agency to review evidence for required redaction of non-public information.

C. The procedure for viewing criminal evidence is as follows:

1. Make a written request to the Manatee County Sheriff’s Office via email: pande@manateesheriff.com. Your request should state with particularity any specific items of evidence you wish to view.

2. Provide several alternate times and dates that you are available for viewing the evidence.

3. Provide any special information such as your intent to bring cameras, crews etc. for the making of a separate record of the evidence that you may view.

4. Allow the Agency at least 2 business days to respond. §119.07 (1)(c)(d) (e) and (f) Florida Statutes require the Agency to respond to a request for public information and viewing of criminal evidence with reasons for any refusals, and in particular if there are any items that are under court seal or denied due to statutory exemption.

5. Allow sufficient time in your planning for the possibility that you may need to seek an order of the court to view certain items before access to that evidence is scheduled.

6. Please arrive at least fifteen minutes prior to the appointed time on the date of the viewing.

7. You will be met by an Evidence Custodian who will escort you and your party to a secured viewing area.

8. You will be required to wear latex gloves for the handling of any evidence offered to you by the evidence custodian (MCSO and SAO Designee only).
9. In the unlikely situation that you will have to conduct the viewing yourself, the evidence will be “checked out” to you (MCSO and SAO Designee only).

10. In the viewing room, the designated viewing person will disperse each item of evidence to you for view.

11. BE ADVISED THAT DURING THE VIEWING OF THE EVIDENCE, YOU WILL BE SUBJECT TO SURVEILLANCE CAMERAS INSTALLED IN THE ROOM.

12. Once you have completed your viewing and photographing or recordation of the evidence, you will return each item to the designated evidence custodian who will log the item as “checked in” and will return it back into the containers of evidence for the case.

D. If your equipment set up and tear down will be extensive, you need to plan ample time for this part of the procedure. Also, be aware that a MCSO or SAO representative is required to be present with you and your party for the entire procedure.

Please be advised that requests to view evidence presented on the same day as you wish to view that evidence may not be granted. There may be exceptions, but in general, no evidence will be retrieved for viewing from the vault except by pre-arrangement.

Manatee County Sheriff’s Office thanks you for your consideration, attention and cooperation in this matter.