



MADISON PARISH SHERIFF'S OFFICE

POLICY REGARDING THE REQUEST AND PRODUCTION OF PUBLIC RECORDS

Effective: September 17, 2026

Under the Louisiana Public Records Law (LRS 44:1 et al), the public has the right to request certain public records from the Sheriff's Office. All requests for public records directed to the Madison Parish Sheriff's Office must be in writing and hand-delivered or mailed to the Madison Parish Sheriff's Office to the attention of the "Custodian of Records", 100 N Cedar St, Room 3, Tallulah, LA 71282. Requests must contain the requestor's name, copy of driver's license or photo id with date of birth, and return address and must include a detailed explanation of what record is being requested. Requests received by any other method will not be considered as received by the Sheriff's Office and will not be processed.

The Custodian of Records will review each request to determine if the requested records are public records pursuant to the Louisiana Public Records Act and will then, within 5 days of receipt (excluding weekends and legal public holidays) contact the requesting party with an invoice outlining the cost to produce the records or Custodian may contact requesting party if more information is needed to ascertain what documents are being requested or to attempt to narrow the request if the scope of the request would substantially disrupt the operations of the Sheriff's Office.

Payment must be made prior to the release of records. Acceptable forms of payment are cash or money order in person or money order by mail. Payment address is the Madison Parish Sheriff's Office, Custodian of Records, 100 N Cedar St, Room 3, Tallulah, LA 71282.

SIGNED this 17TH day of September 2026, in Tallulah, Madison Parish, Louisiana.

CHAD H. EZELL, SHERIFF