

**WARRICK COUNTY BOARD OF COMMISSIONERS  
RESOLUTION NO. 2015-04**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF  
WARRICK COUNTY, INDIANA ESTABLISHING AN OFFICIAL PROCEDURE FOR  
HANDLING REQUESTS FOR RESTRICTED ACCESS PURSUANT TO I.C. § 36-1-8.5**

**WHEREAS**, the Indiana Legislature has authorized certain individuals listed in I.C. § 36-1-8.5 to make a request that their home address be restricted from disclosure; and

**WHEREAS**, a procedure is needed to direct County departments in how to proceed when such a request is made; and

**WHEREAS**, the Board of Commissioners wishes to establish a procedure in order to expedite said requests; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of Warrick County, Indiana as follows:

The following policy, is hereby implemented with respect to requests by covered individuals to restrict disclosure pursuant to I.C. § 36-1-8.5.

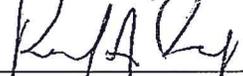
- 1) A request under I.C. § 36-1-8.5 must be made in writing. The written request must including the following:
  - a. the individual's full name;
  - b. the individual's full address(es);
  - c. a statement that the individual is either a judge, law enforcement officer, or domestic violence victim as defined under I.C. § 36-1-8.5; and
  - d. a statement that the individual is requesting pursuant to I.C. § 36-1-8.5 that public access to the individual's home address(es) be restricted.
  
- 2) Only written requests by judges, law enforcement officers, and victims of domestic violence as are defined in I.C. § 36-1-8.5, shall be approved for restricted disclosure. The individual must provide verification that the individual is covered under I.C. § 36-1-8.5 if requested by the County Administrator.
  
- 3) The County Administrator shall prescribe a form to be filled out and signed by any requesting party, identifying those public access restrictions available and being requested. Any County office or department receiving an individual's request for public access restrictions shall refer them to the County Administrator. All requests must be processed through the County Administrator's office.

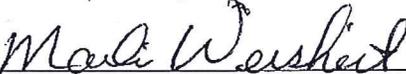
- 4) Upon the receipt of a written request, the County Administrator shall take all reasonably necessary steps to ensure the following steps are completed and the access is restricted as required under I.C. § 36-1-8.5:
  - a. The County Administrator shall take all reasonable steps necessary to restrict access on the County's GIS mapping website;
  - b. The County Administrator shall contact the Treasurer's Office, who shall take all reasonable steps necessary to restrict access on the Treasurer's "Public Property Data Base Web Site" as required by I.C. § 36-1-8.5;
  - c. The County Administrator shall contact the Assessor's Office, who shall take all reasonable steps necessary to restrict access on the Assessor's "Public Property Data Base Web Site" as required by I.C. § 36-1-8.5;
  - d. The County Administrator shall contact the Recorder's Office, who shall take all reasonable steps necessary to restrict access on the Recorder's "Public Property Data Base Web Site" as required by I.C. § 36-1-8.5, including but not limited to the "Free Name Search"; and
  - e. The County Administrator shall take any and all other reasonable and additional steps necessary to comply with the statute.
  
- 5) This policy does not apply to searches performed on County-owned and operated public workstations located in County offices and departments that are directly connected to the applicable server and not searching via the internet.

Passed and adopted by the Warrick County Board of Commissioners this 12<sup>th</sup> of January, 2015.

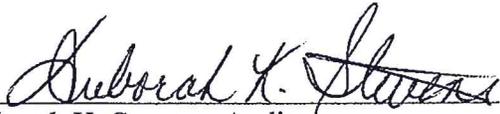
WARRICK COUNTY  
BOARD OF COMMISSIONERS

  
\_\_\_\_\_  
Don Williams, President

  
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Richard A. Reid, Vice President

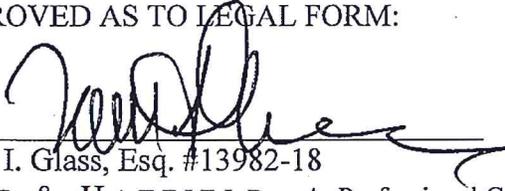
  
\_\_\_\_\_  
Marlin Weisheit, Commissioner

ATTEST:



Deborah K. Stevens, Auditor  
Warrick County, Indiana

APPROVED AS TO LEGAL FORM:



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Warrick County Attorney



## NOTICE

### Resolution Number 2015-04

This Resolution was amended on June 13, 2016 with Resolution Number 2016-06. Please refer to said Resolution for changes. Thank you.

Debbie Stevens, Auditor