

**NOTICE OF AVAILABILITY OF PUBLIC RECORDS
WISCONSIN STATUTE CHAPTER 19
VILLAGE OF ELM GROVE ORDINANCE CHAPTER 65**

The Elm Grove Police Department is an authority for the purpose of record keeping as defined in Wisconsin Statute 19.34(1). The Elm Grove Police Department is responsible for the enforcement of laws and ordinances, the apprehension and prosecution of persons who violate laws and ordinances, the preservation of public peace and order, and to provide such other services as may be required by the Village of Elm Grove and, when resources allow, the delivery of other services.

RECORDS: as defined within Wisconsin Statute 19.34(1), and Elm Grove Ordinance Ch. 65-1, retained at the Elm Grove Police Department are available for inspection to any person requesting same between the hours of 9:00 a.m. and 4:00 p.m., Monday through Friday, excluding holidays.

The Chief of Police is the custodian of the records of the Elm Grove Police Department. The Chief of Police has designated the Administrative Captain of Police as deputy records custodian, and records and information from them or their designee.

Certain records or portions of records retained at the Elm Grove Police Department are exempt from inspection and/or copying pursuant to Wisconsin Statutes 19.36(20), 48.396, 895.50, 905.09, and 905.10, and to the Federal Freedom of Information Act.

No Person shall be allowed to remove an original record from the Elm Grove Police Department.

The Elm Grove Police Department is not required to purchase or lease photocopying, duplicating, photographic or other equipment or to provide a separate room for inspection, copying, or abstracting of records [Wis. Stat. 19.35(2)].

The following fee structure shall be charged for providing copies of Elm Grove Police Department records:

- A. Photocopies of all reports: \$0.35 per side of page.
- B. Photographs, video or audio tape: The actual, necessary and direct cost of reproduction.
- C. The actual, necessary and direct cost of mailing or shipping any of the above records.

If the cost of locating a record retained by the Elm Grove Police Department exceeds \$50.00, that cost may be charged to the person making the request [Wis. Stat. 19.35(3)(c)].

If the total estimated cost of reproduction and/or locating a record exceeds \$5.00, prepayment may be required before the record is provided to any person [Wis. Stat. 19.35(3)(f)].

Requests do not have to be in writing and the requester does not have to identify him/herself. The requester does not need to state the purpose of the request [Wis. Stat. 19.35(1)(h)(i)]. The written record request form used by the Elm Grove Police Department will aid in the research of the record and facilitate communication with the requester. Responses to a request will be provided as soon as practical and without delay. Generally the record will be produced within 10 days business of the request unless otherwise advised.

ELM GROVE POLICE DEPARTMENT
13600 JUNEAU BLVD., ELM GROVE, WI 53122

REQUEST FOR PUBLIC RECORD INSPECTION OR COPY

Per Wisconsin Statutes Open Records law, §19.31 through §19.39, I am requesting to inspect or obtain copies of the following records:

NOTE: In order to efficiently locate the record you request, please provide as much detailed information that is available or known in regard to the record of interest.

Date of Your Request: _____

Type of Record Requested:

Accident Report
Date: _____
Location: _____
Driver Name/s: _____

Arrest Report
Date: _____
Defendant: _____

Other Report (specify details below)
 Videotape (\$5.99 each plus tax)
 Audiotape (\$5.99 each plus tax)
 Photographs (\$1.00 each plus tax)
 Written Statements
 Incident Report
(i.e. Theft, Burglary, Damage to Property, etc.)

Other or Additional Description of Record requested:
Date of Record creation or span of dates:

When the record has been located, I wish to:

- Inspect the record at the Elm Grove Police Department
- Obtain a photocopy of the record to be picked up at the Elm Grove Police Department
(35¢ per one side page plus tax)
- Obtain a photocopy of the record to be sent via U.S. Mail or other parcel carrier
(35¢ per one side page plus tax, plus the actual, necessary and direct cost of mailing or shipping any of the above records)

Mail to:

NAME:
ADDRESS:
CITY/STATE/ZIP:

- Obtain a facsimile transmitted copy of the record (35¢ per one side page plus tax)

Send FAX to telephone number: _____ Attention to: _____

Please include contact information in the event there is a delay or problem in locating the record you request:

Contact Name: _____ Telephone: _____

If the total estimated cost of reproduction and/or locating a record exceeds \$5.00, prepayment may be required before the record is provided to any person [Wis. Stat. 19.35(3)(f)]. If the cost of locating a record retained by the Elm Grove Police Department exceeds \$50.00, that cost may be charged to the person making the request [Wis. Stat. 19.35(3)(c)].