

**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: 0.25 per page. Free if under \$3.00
- 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.