

Reedsburg Police Department Open Records Request

200 S. Park St. Reedsburg, WI 53959 | P:608-524-2376 | F:608-524-2925 | records@reedsburgpolice.com

Estimated response time is 7-10 business days, which is subject to change based on the request. All requests are processed in the order they are received.

Record Requested:

Describe type of incident: _____

Date of Incident/Case Number: _____

Location of Incident: _____

Name of Person(s) Involved: _____

Purpose of Request: _____

(Please Note: You are not required to state the reason for your request.)

Individual Requesting: (please note you are not required to identify yourself)

Name of Requester: _____ Phone Number: _____

Mailing Address: _____

Email Address: _____

Response Type:

I will pick up Please email Please mail

****Juvenile records may require a completed waiver form and documentation prior to release of record.****

By submitting this request, I understand that it will become part of the files maintained by the Reedsburg Police Department and is subject to open records.

I understand that the requested record contains confidential treatment records. I am providing informed consent to the Reedsburg Police Department to release the confidential records unredacted.

(Signature of Requester)

(Date)

Request is valid for 30 days after date of signature.

Completed requests can be submitted in person, by mail, fax, or email.

Please Note: A Request is deemed sufficient if it reasonably describes the requested record or the information requested. However, a request for a record without reasonable limitation as to subject matter or length of time represented by the records does not constitute a sufficient request. [WI SS 19.35(1)(h)] Section 19.35(1)(a), Wis. Stat., qualifies the right to record inspection with the specific limitation "except as otherwise provided by law." Section 19.35(2) further exempts from disclosure of information which could endanger life, safety, or the security of individuals identified therein. Section 19.36, Wis. Stats., exempts from the open records law those records exempted by federal law. Information governed by the Driver's Privacy Protection Act (DPPA) will not be released. You may be provided with a redacted copy of the requested record in an effort to abide by the DPPA. Please request and complete, in detail, a request for an un-redacted copy of this record if you believe you meet the exemptions for redaction. If the request for records is denied, this decision is subject to review by mandamus under Section 19.37(1), Wisconsin Statutes, or upon application to a district attorney or Attorney General.

For Department Use Only

- Request for record approved.
- No record located responsive to the request.
- Request for record approved in part, and denied in part. See explanation letter.
- Request for record denied. See explanation letter.

Reviewed by: _____

Date Completed: _____

Time Completed: _____