

# Glenwood City Police Department

## Police Report Request Form

I, \_\_\_\_\_ am requesting a copy of Glenwood City Police Department Record(s). I agree to pay all fees associated with my request for said report. I understand that any report I request will only be released upon the approval of the chief of police.

TO ASSIST IN LOCATING YOUR RECORDS, PLEASE INCLUDE AS MUCH INFORMATION AS POSSIBLE. CASE NUMBERS IF KNOWN, DATE OF INCIDENT, TIME, LOCATION, & NAME(S) INVOLVED.

Case #:

Date Occurred:

Time:

Location:

Name(s):

\_\_\_\_\_

Please complete the following information. Once your request has been completed we will contact you with instruction on how to obtain it.

First M.I. Last Date

Address City State/Zip

Signature Phone Number

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\_\_\_\_\_ Approved Denied See Below

Chief of Police

Total: \$ \_\_\_\_.

This request may be denied according to WI Statute.

WI State Statute Section 19.21

DENIAL OF RECORD INSPECTION

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

RANK: Chief of Police

REASON FOR DENIAL:

## **GLENWOOD CITY POLICE DEPARTMENT**

### **PUBLIC RECORDS ACCESS POLICY**

The public may obtain information and access to records of the Police Department by making requests either in writing or in person to the Chief of Police, Glenwood City Police Department, 113 West Oak Street, Glenwood City, WI 54013, during regular office hours. Regular office hours are between 8:00 am and 4:30 pm, Monday through Friday, holidays excluded.

A fee will be imposed upon the request for the actual, necessary, and direct cost, as outlined below.

Prepayment may be required for requests when the total reaches \$5.00 or more.

1. Finger Printing.....\$10.00/card
2. Photos.....\$1.50 per picture (digital)
3. Civil Paper Service.....\$50.00 per person / 3 Attempts
4. Photocopies.....
  - a. Black and White.....\$.25 per page
  - b. Color Copies.....\$.30 per page
5. Mail Service Costs.....\$Actual Cost
6. Recordings, CD/DVD (if applicable).....\$5.00 per
7. Body/Squad Camera Footage, flash drive.....\$10.00 per
8. Department History Checks (records).....\$5.00 and cost of copies.
9. Email Police Reports.....\$No Cost
10. Reproduction Costs.....\$Actual Cost

Effective January 1<sup>st</sup> 2018

Chief Robert Darwin