

OPEN RECORDS REQUEST

Dodgeville Police Department
 111 W. Merrimac
 Dodgeville, WI 53533
 608-935-3238
adminasst@dodgevillewi.gov

Requestor Information:			
Name		Contact Phone #	
Address	City	State	Zip Code
Email Address:			

Date of Request: ___ / ___ / ___	Open Records requests may take up to TEN (10) business days due to the extent of information requested. If you are NOT in need of the information within ten days, enter the date you wish to have the information by: ___ / ___ / ___
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Document(s) Requested: *Please be specific, by providing date(s) of incident, case number(s), name(s), address(es), birthdate(s), and type of call/crime, when possible to narrow search.*

Fees	Additional Fees
Printed Incident / Accident Reports – first four pages \$2.00 *Paper printed on both sides equals two pages Each additional black & white page \$0.25 Each additional color page \$0.35 Fee for emailing/scanning reports/video Fee waived CD/DVD/diskette/flash drive (each) Actual and direct cost Postage for mailing or shipping Actual and direct cost	Research fees \$20.00/hr Only imposed if cost of location of records alone exceeds \$50.00 In certain instances, specialized skills or equipment, technology limitations, or other considerations may result in additional costs.

Requests amounting to \$5.00 or more may require prepayment in accordance with Wis. Stats. 19.35 (3)(f)

Notice: If the Records custodian determines that your request is to be denied in whole or in part, you have the right of appeal through the District Attorney or Attorney General’s Office, through a circuit court action for mandamus. *Refer to WI Open Records Act, ss. 19.31*

FOR OFFICE USE ONLY	
Request Approved by:	on / /
Request Denied in Part by:	on / /
Request Denied in whole by:	on / /

- Reason(s) for denial in part or whole:
- 938.396 Records Law Enforcement Confidentiality. Agency records of juveniles are not to be open to inspection or their contents disclosed. The policy of the Dodgeville Police Department is that a parent or appointed guardian may be allowed to read the record at the Police Department.
 - 19.35(1) The reports or other documents you have requested are part of an open police investigation.
 - 19.36(3) Contractors’ records are generally available under the open records law through the initiating agency. Please contact _____ for these records.
 - The Driver’s Privacy Protection Act (DPPA) prohibits the disclosure of certain personal information obtained from drivers’ licenses or driver records.
 - _____