

OPEN RECORDS REQUEST

LINDEN POLICE DEPARTMENT
REQUEST FOR INFORMATION
Phone 608-623-2264 Fax 608-623-3006

Requestor's Name*

Requestor's Phone Number*

Requestor's Address*

Date of Request

/ /

Open Records request may take up to **TEN (10) business days** depending on 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:

/ /

*This information need not be provided on this request *unless* required in accordance with specific provisions of the Open Records Act. Refer to WI ss. 19.31

Please be specific with your Open Records request.

Give name(s), address(es), birth date(s) date(s) of the incident(s),
Call/crime type(s), and/or case number, etc. when possible to narrow our search.

General Copy & Related Costs: \$2 Pick up reports + .25 ea. After 4th page. \$3 mail or fax reports + .25 ea. After 4th page. Photo's actual cost. \$10 DVD or CD recording. Other fees may be assessed according to ss. 19.31.

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 Linden 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.

☐ _____