



TOWN OF EAST TROY POLICE DEPARTMENT

N9330 Stewart School Rd.
PO Box 664
East Troy, WI 53120
Non-emergency 262.642.3700
fax 262.642.9701

Open Records Request

Fill in all information requested. Please be as specific as possible. You will be contacted when your request is ready for pick up in accordance with s.s. 19.35(4). If no phone number is provided, your request will be left for pickup for a period of 7 days. If the requested information is not picked up within 7 days, a new request will be required and you will be charge for both record searches prior to being provided copies of your requests.

In making this request, I understand that I may be charged in accordance with the Town of East Troy Police Department fee schedule for the various services requested.

DATE OF REQUEST: ___/___/___ TIME OF REQUEST: ___:___ AM / PM

DATE/TIME RECEIVED: _____ AM / PM

PERSON REQUESTING RECORDS:

NAME: _____ DOB ___/___/___

ADDRESS: _____ PHONE: (___) _____

CITY/STATE/ZIP _____

EMAIL ADDRESS: _____

RECORDS REQUESTED:

INCIDENT #.

DATE OF INCIDENT: ___/___/___ TIME OF INCIDENT: ___/___ AM / PM

SPECIFIC LOCATION OF INCIDENT (HOUSE #, STREET, CITY, ETC.):

NAME OF INVOLVED PERSON: _____ DOB ___/___/___

DESCRIBE RECORDS REQUESTED: _____

DISPOSITION OF REQUEST

APPROVED: YES / NO MAILED / PICKUP ___/___/___ # OF PAGES _____

TOTAL CHARGE: \$ _____ EMPLOYEE INITIALS: _____

REASON FOR DENIAL: _____

Open Records Requests

Police records are covered under The Wisconsin Public Records Act and considered available to the public.

The police department has an Open Records Request form which may be submitted:

- in person
- by mail: Town of East Troy Police Dept, PO Box 664, East Troy, WI 53120
- Fax 262-642-9701
- email townofeasttroypd@townofeasttroy.com

If you choose to email your request, please include (if possible) type of incident, name (s), date, time and address of the report you are trying to obtain. Most requests will be filed within 5-10 business days (excluding Saturday, Sunday, and holidays). By law, certain information may be redacted to protect the privacy of juveniles and victims. No record will be available to the public until the report has been reviewed by a supervisor. If the report you are requesting is currently under investigation, the report will not be released until the file is closed. Please see below for fees.

Accident Reports

If you are requesting an accident report, please be advised that your insurance company will request and pay for the records. If you still need a copy, you will have to submit an Open Records Request form or email your request to townofeasttroypd@townofeasttroy.com Please include driver name(s), date and location of incident. Please see below for the fees.

Fees for Records

\$0.25 per page

\$5.00 motor vehicle crash report – Form DT4000

\$0.25 for any additional pages for the crash report

\$10.00 DVD/Flash Drive per each

Any report which is estimated to cost over \$5.00 must be prepaid before the records assembly preparation will begin.

ACTUAL COST OF POSTAGE OR \$1.00, WHICHEVER IS GREATER, WILL BE ADDED FOR MAILED REQUESTS IN ADDITION TO THE COST OF THE COPIES PER THE FEE SCHEDULE ABOVE.

IF SEARCH HOURS ARE NEEDED: CURRENT HOURLY RATE OF THE EMPLOYEE DOING THE SEARCH WILL BE ADDED.