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"America's Little Switzerland"

## OPEN RECORDS REQUEST FORM

The release of records information is posted in the New Glarus Police Department in accordance with Wisconsin State Statutes and the Village of New Glarus Ordinances. As the Public Notice indicates, record requests can be made to the Chief of Police or Police Clerk.

Each request for records must be reviewed because of the complexity of the records release statutes. In general, any incident that involves a pending investigation or pending court action will not be released without a court order or permission of the Green County District Attorney and/or the Village of New Glarus Attorney. The Wisconsin State Accident report will always be released regardless of pending action when the investigating Officer has completed it.

The cost for reports will be \$.25 per page. Accident Reports=\$5.00. Audio/Pictures copies on CD= \$10.00. Video recording copies on a DVD=\$15.00. Copies of flash drives range from \$20.00 to \$35.00. The above records are also subject to shipping cost.

**Date of Request:** \_\_\_\_\_ **Date of Incident:** \_\_\_\_\_

**Location of Incident:** \_\_\_\_\_

**Type of Incident:** \_\_\_\_\_

**Names of Person(s) involved:** \_\_\_\_\_

**Records Requested:** (ie: accident reports, officer's reports, etc) \_\_\_\_\_

### PERSON MAKING REQUEST

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Purpose:** \_\_\_\_\_

### INFORMATION TO BE SENT TO

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email or Fax Number:** \_\_\_\_\_

Mail requests to: New Glarus Police Department, 313 2<sup>nd</sup> Street, P.O. Box 187, New Glarus, WI 53574

Fax requests to: New Glarus Police Department (608) 527-2062

Email request to: [Sturdevant@newglaruspolice.com](mailto:Sturdevant@newglaruspolice.com) or [Lahey@newglaruspolice.com](mailto:Lahey@newglaruspolice.com)