



EMERGENCY SUPPORT SERVICES
 1101 Carmichael Road, Hudson, WI 54016
 Phone: (715) 386-4751 Fax: (715) 386-4720
 Visit us on the web at: www.sccwi.us/sccss

OPEN RECORDS REQUEST

Pursuant to Wisconsin's Open Record Act – Wis. Stat. §§ 19.21-19.39 – <http://www.legis.state.wi.us/rsb/stats.html>

_____ **Date Request Made** _____ **Time** _____ **Date Needed By**

_____ **Requester's Name (Optional)** _____ **Requester's Agency (Optional)**

_____ **Requester's Address (Optional)**

_____ **Requester's Phone (Optional)** _____ **Requester's email (Optional)**

INCIDENT INFORMATION

_____ **Date of Incident** _____ **Approx. Time (or time range) of Incident**

_____ **Name of Defendant** _____ **Brief Description of Call**

_____ **Indicate Type of Incident (Domestic, Traffic, Medical, ETC.)** _____ **Incident or case# if known**

_____ **Location of Incident (Street Address or Cross Street, City or Town if known)**

RECORDING AND COPY REQUEST

OFFICE USE ONLY	
Copy Made By:	
Date created:	

Please check all recordings/copies you are requesting

- Audio – Initial Call**
- Audio – All Related Phone & Radio Traffic**
- Reports – CAD (Computer Aided Dispatch)**
- ___ **Indicate number of CD's (\$6.00 ea)**

Requested recordings will be copied to a CD. Public requests for reports and recordings will be released only after payment has been received (CD/\$6.00ea, CAD reports/.25 per page).

Be advised the Driver's Privacy Protection Act (DPPA) protects the privacy of personal information assembled by the State Department of Motor Vehicles (DMV). Therefore, all personal information will be redacted unless an exception exists. Permitted exceptions are found in the DPPA's Permissible Uses Form which must be completed and accompany this request if you wish to receive a non-redacted record. Unredacted copies may also be obtained through a court order.

Make check payable to: **St. Croix County Emergency Support Services**
 Mailing Address to: **1101 Carmichael Road, Hudson WI 54016**

AUTHORIZED BY AGENCY/DEPARTMENT SUPERVISOR: _____
(SIGNATURE)