



Emergency Communications

Government Center
 1101 Carmichael Road | Hudson WI 54016
 Telephone: 715-386-4701 | Fax: 715-386-9329
 www.sccwi.gov

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/case# if known
Location of Incident (Street Address or Cross Street, City or Town if known)	

RECORDING AND COPY REQUEST

<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">OFFICE USE ONLY</th> </tr> <tr> <td style="width:20%; padding: 2px;">Copy Made By:</td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">Date created:</td> <td style="padding: 2px;"></td> </tr> </table>	OFFICE USE ONLY		Copy Made By:		Date created:		<p>Please check all recordings/copies you are requesting</p> <p><input type="checkbox"/> Audio – Initial Call Indicate number of CD's (\$6.00 ea) _____</p> <p><input type="checkbox"/> Audio – All Related Phone & Radio Traffic Indicate number of CD's (\$6.00 ea) _____</p> <p><input type="checkbox"/> Reports – CAD (Computer Aided Dispatch)</p>
OFFICE USE ONLY							
Copy Made By:							
Date created:							

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). **Make checks payable to:** St. Croix County Emergency Communications. Mail to: 1101 Carmichael Road, Hudson, WI 54016

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. Non-redacted copies may also be obtained through a court order.

AUTHORIZED BY AGENCY/DEPARTMENT SUPERVISOR: _____
(SIGNATURE)