

RECORDS REQUEST NOTICE

In compliance with Wisconsin Statute 19.34, the City of Wausau Police Department hereby established the following procedures as they apply to Public Records in its custody.

ORGANIZATION: City of Wausau Police Department
ADDRESS: 515 Grand Avenue, Wausau WI 54403
TELEPHONE NUMBER: (715) 261-7800
FAX NUMBER: (715) 261-7888
EMAIL ADDRESS: wpdrecords@ci.wausau.wi.us
HOURS: Monday – Friday, 8:00 a.m. – 4:30 p.m.
RECORDS CUSTODIAN: Chief of Police, Benjamin Bliven

ACCESS TO RECORDS/REQUEST PROCEDURE:

Accident Reports are available by mail, email, fax, or in person at no charge. If mailed, the amount for postage would be charged. The Department of Transportation has accident reports available online at www.carfax.com or at www.dot.state.wi.us.

Incident Reports are reports other than accident reports and must be reviewed prior to release. The review process includes redacting confidential information. The requestor will be notified of any redactions or denials. The request may be written or oral. Requests may be made by mail, email, fax, or in person at the police department.

Squad Video or Body Camera Footage must be reviewed prior to release. The review process includes redacting audio or visual confidential information. The requestor will be notified of any redactions or denials. The request may be written or oral. Requests may be made by mail, email, fax, or in person at the police department. A down payment of \$5 is required for the request to be started. Please be aware that the review process takes a considerably longer time than with paper reports.

To aid in the location of the record request, the request should include:

- a) Incident date
- b) Location
- c) Names of persons involved
- d) Nature of the call

FEES:

Copies of reports	\$.0039/B&W, \$.035/color
Postage	Actual cost
In House Record Check	\$5.00 per person
Fingerprinting	\$30.00 per person (2 cards)
CD/DVD's	\$5 each, deposit required

For larger requests, the police department will charge actual time to process the request. In these instances, the requester will be notified prior to starting the project and a deposit may be required.