



JANESVILLE POLICE DEPARTMENT

OPEN RECORDS REQUEST

OR# _____

State Specifically what your request is:		
Incident Number:	Date of Incident:	Location:
Are you Requesting Photos and/or Video? (Check all that apply)		
<input type="checkbox"/> Photos <input type="checkbox"/> Video		
Please note that the following information is not required, however, may assist with responding to your request.		
Officers involved:		
Persons/Juveniles Involved (Last, First, MI):	Sex/Race:	Date of Birth:
Are you the legal parent/guardian of the above-mentioned juvenile(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Please note that you are not required to identify yourself. If you choose not to provide this information, your request will be treated as an anonymous request.		
Requester Name:		
Email Address:	Phone Number:	
Mailing Address:		
Signature:	Date:	
How do you wish to receive your records? <input type="checkbox"/> Email <input type="checkbox"/> In Person <input type="checkbox"/> Mail		
Requestors Relationship to the Incident/Record: (Check all that apply)		
<input type="checkbox"/> Refused	<input type="checkbox"/> Insurance Company	
<input type="checkbox"/> Victim	<input type="checkbox"/> Suspect	
<input type="checkbox"/> Media	<input type="checkbox"/> Parent/Spouse of Victim	
<input type="checkbox"/> Law Firm Representing:	<input type="checkbox"/> Parent/Spouse of Suspect	
<input type="checkbox"/> Witness	<input type="checkbox"/> Not Involved/Other	

If your request is denied, denial can be reviewed by writ of mandamus procedure upon application to the district attorney of Rock County or the attorney general of the State of Wisconsin.

FOR CITY OF JANESVILLE PERSONNEL USE ONLY			
Received by:		Date:	
<input type="checkbox"/> No Arrest	Last Activity Date:	Officer:	Closed Per:
<input type="checkbox"/> Arrest/Incident referred to:	<input type="checkbox"/> CA <input type="checkbox"/> DA	<input type="checkbox"/> Youth Services	

FEE SCHEDULE		
Photocopies	\$0.25 / per page	**Pre-payment may be required**
Mail Requests	\$0.66 Postage + applicable photocopy/flash drive fee	**Pre-payment may be required**
Photos/Videos	\$5.00 – Flash drive	**Pre-payment may be required**
Locate Hours	Hourly rate of employee completing the locate.	
Emailed (reports only)	No fee	**If file size is too large, a flash drive will need to be used or paper copies printed**

Janesville Police Department will require a pre-payment if the total cost exceeds \$5.00. If the request exceeds \$50.00 a down payment is required for half of the total cost.