

**TOWN OF CAMPBELL POLICE DEPARTMENT
NOTICE OF AVAILABILITY OF PUBLIC RECORDS
WISCONSIN STATUTE CHAPTER 19**

The Town of Campbell Police Department is an authority for the purpose of record keeping as defined in Wisconsin Statute 19.34(1). The Town of Campbell Police Department is responsible for the enforcement of laws and ordinances, the apprehension and prosecution of persons who violate laws and ordinances, the preservation of public peace and order, and to provide such other services as maybe required by the Town of Campbell and, when resources allow, the delivery of other services.

RECORDS: as defined within Wisconsin Statute 19.34(1) are available for inspection to any person requesting records. If the records are not immediately available an inspection appointment will be scheduled based on the availability of an officer.

Certain records or portions of records retained at the Campbell Police Department are exempt from inspection and/or copying pursuant to Wisconsin Statutes 19.36(20), 48.396, 895.50, 905.09, and 905.10, and to the Federal Freedom of Information Act.

No Person shall be allowed to remove an original record from the Campbell Police Department.

The Campbell Police Department is not required to purchase or lease photocopying, duplicating, photographic or other equipment or to provide a separate room for inspection, copying, or abstracting of records [Wis. Stat. 19.35(2)].

If the cost of locating a record retained by the Campbell Police Department exceeds \$50.00, that cost may be charged to the person making the request [Wis. Stat. 19.35(3)(c)].

If the total estimated cost of reproduction and/or locating a record exceeds \$5.00, prepayment may be required before the record is provided to any person [Wis. Stat. 19.35(3)(f)].

Requests do not have to be in writing and the requester does not have to identify him/herself. The requester does not need to state the purpose of the request [Wis. Stat. 19.35(1)(h)(i)]. The written record request form used by the Campbell Police Department will aid in the research of the record and facilitate communication with the requester. Responses to a request will be provided as soon as practical and at the availability of an officer. Generally the record will be produced within 10 days business of the request unless otherwise advised.

**The following fees will be charged for providing copies of Town of
Campbell Police Department records:**

Police Reports

Printed Copy \$3.00 per report

*additional \$ 0.25 cents per page after first 5 pages

Police Accident Reports

Printed Copy \$4.00 per report

CD

Copy of Reports and/or Digital Photos \$5.00 per CD

Cassette Tape

\$5.00 per tape

*Format Subject to availability

DVD Video

Copy \$10.00 per DVD

VHS Tape

Copy \$10.00 per tape

Digital Photos (Printed Color Copies)

4"x 6" Color Photo \$5.00 each

8.5" x 11" Color Photo \$12.00 each

35MM Photo Reprints

\$5.00per photo

Town of Campbell Police Department
2219 Bainbridge Street La Crosse, Wisconsin 54603
Phone: (608) 783-1050 Fax: (608)783-0650

Request for Public Records Inspection or Copies

Per Wisconsin Statutes Open Records law, §19.31 through §19.39, I am requesting to inspect or obtain copies of the following records:

NOTE: In order to efficiently locate the record you request, please provide as much detailed information that is available or known in regard to the record of interest.

Date of Request: _____

Type of Your Request:

Accident Report

Date: _____

Location: _____

Driver Name(s) _____

Arrest Report

Date: _____

Defendant: _____

Other Report
(Specify Details Below)

Videotape

Audiotape

Photographs

Written Statements

Incident Reports
(Theft, Burglary, Damage to Property, etc)

Other or Additional Description of Record Requested:
Date of Record Creation or Span of Dates:

When the record is located, I wish to:

Inspect the record at the Town of Campbell Police Department

Obtain a photocopy of the record to be picked up at the Campbell PD

Please include contact information in the event there is a delay or problem in locating your request.

Contact Name: _____ Telephone Number: _____

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