



Cumberland Police Department

950 1ST Avenue, Cumberland, Wisconsin 54829

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Records Request Procedure:

Incident Reports are reports regarding calls other than accidents and must be reviewed prior to release. This review process may include the redaction of confidential information and the requester will be notified of any redactions or denials. The request for records may be written or oral, and can be made via phone, email, mail, fax, or in person at the police department. Please be advised that requests may take up to 10 business days to be processed; if we believe the request will take longer our department will update the requester accordingly.

Squad Video or Body Camera Footage must be reviewed prior to release. The review process may include the redaction of audio or visual confidential information. The requestor will be notified of any redactions or denials. The request for records may be written or oral, and can be made via phone, email, mail, fax, or in person at the police department. Please note that this process is more time-consuming, and any video requests have a longer turnaround time. In addition, our department utilizes the smallest available medium to provide these records to you. Redaction fees may apply.

Accident Reports are available by mail, email or in person at the business office. Records released by email will be provided at no charge. If mailed, the amount for postage would be charged to the recipient of the record in addition to the cost of the report. The Department of Transportation has accident reports available online at www.dot.state.wi.us.

With the enactment of Wisconsin Act 253, and specifically citing WI Open Records Statute 19.35(3)(h), an authority that is a law enforcement agency may

impose a fee upon a requester for the actual, necessary, and direct cost of redacting, whether by pixelization or other means, recorded audio or video content to the extent redaction is necessary to comply with applicable constitutional, statutory, or common law. This fee may be imposed if the requester has submitted ten (10) or more requests during the same calendar year, and if the requester is an individual or business entity with the intent to use the video for monetary gain (not including moneys awarded in a civil action).

Should the department intend to impose a fee for redaction, the requester must receive an estimate of the amount of the fee to be charged. This fee will be calculated using the pay rate of the authority's lowest paid employee capable of performing the task.

To Aid in the Location of the record request we ask that the request include as much information as possible, including: 1) Incident date 2) Location 3) Names of persons involved 4) Nature of the call.

Fees

Copies of Reports: \$0.25 per page

Certified Postage: Actual Cost

Email: No charge

CDs/DVDs: \$5.00 per disk

USB Thumb Drive: Actual Cost

Redaction Fee: Hourly wage of the lowest paid employee capable of performing the task.

Payment Methods

Online: *Card* payment via <https://govpay.net/cumberland-wi-police>

Mail: *Check* payment sent to 950 1st Avenue, Cumberland, WI 54829

In Person: *Cash or check* payments accepted at City Hall