



TOWN OF EAST TROY POLICE DEPARTMENT

N9330 Stewart School Rd.
East Troy, WI 53120
Non-emergency 262.642.3700
fax 262.642.9701
www.townofeasttroywi.gov

Open Records Request

Fill in all information requested. Please be as specific as possible. You will be contacted when your request is ready for pick up in accordance with s.s. 19.35(4). If no phone number is provided, your request will be left for pickup for a period of 7 days. If the requested information is not picked up within 7 days, a new request will be required and you will be charged for both record searches prior to being provided copies of your requests.

In making this request, I understand that I may be charged in accordance with the Town of East Troy Police Department fee schedule for the various services requested.

Date of request: _____ / _____ / _____ time of request: ____ : ____ am pm

Date/time received: _____ / _____ / _____ : ____ am / pm

PERSON REQUESTING RECORDS:

Name: _____ DOB ____ / ____ / ____

Address: _____ Phone: (____) _____

City/State/Zip _____

Email address: _____

RECORDS REQUESTED:

Incident # _____

Date of incident: _____ / _____ / _____ time of incident: ____ : ____ am pm

Specific location of incident (house #, street, city, etc.):

Name of involved person: _____ dob ____ / ____ / ____

Describe records requested: ____ Incident Report ____ Body Cam ____ Crash Report

Other: _____

DISPOSITION OF REQUEST – Office use only

Approved: yes / no emailed / mailed / pickup _____ / _____ / _____

of pages ____ Crash Report ____ Body Cam ____ Total charge: \$ _____ employee initials: _____

Reason for denial: _____

Notes: _____

Open Records Requests

Police records are covered under The Wisconsin Public Records Act and considered available to the public. The police department has an Open Records Request form which may be submitted:

- in person
- by mail: Town of East Troy Police Dept, N9330 Stewart School Road, East Troy, WI 53120
- Fax 262-642-9701
- email tetpd@townofeasttroywi.gov

If you choose to email your request, please include (if possible) type of incident, name (s), date, time and address of the report you are trying to obtain. Most requests will be filled within 5-10 business days (excluding Saturday, Sunday, and holidays). By law, certain information may be redacted to protect the privacy of involved persons. No record will be available to the public until the report has been reviewed by a supervisor. If the report you are requesting is currently under investigation, the report may not be released until the file is closed. Please see below for fees.

Accident Reports

If you are requesting an accident report, please be advised that your insurance company will request and pay for the records. If you still need a copy, you will have to submit an Open Records Request form or email your request to tetpd@townofeasttroywi.gov Please include driver name(s), date and location of incident. Please see below for the fees.

Fees for Records – digital or printed

\$0.25 per page

\$5.00 motor vehicle crash report – Form DT4000

\$0.25 for any additional pages for the crash report

\$10.00 DVD/Flash Drive/evidence.com PER EACH

Any report which is estimated to cost over \$5.00 may require prepayment before the records assembly/preparation will begin.

Actual cost of postage or \$2.00, whichever is greater, will be added for mailed requests in addition to the cost of the documents/digital media per the fee schedule above.

If search hours are needed: current hourly rate of the employee doing the search will be added.