

RECORDS REQUEST NOTICE

ORGANZIATION: City of Hurley Police Department
ADDRESS: 405 5th Ave. N. Hurley, WI 54534
TELEPHONE NUMBER: (715) 561-3544
FAX NUMBER: (715) 561-3222
EMAIL ADDRESS: hpd@hurleywi.org
HOURS: Monday-Friday, 8 a.m.-4 p.m. (with the exception of legal holidays)

In compliance with Wisconsin Statute 19.34(1), the City of Hurley Police Department established the following procedures as they apply to public records in its custody.

ACCESS TO RECORDS/REQUEST PROCEDURES

Accident reports and incident reports are available by request during the hours posted above. Records staff will require a reasonable amount of time to locate and copy requested records. For larger requests, the police department will charge actual time to process the request. In these instances, the requestor will be notified prior to starting the project and a deposit may be required.

Accident Reports are available by mail, email, fax or in person for \$5.00. Reportable crash reports are also available from The Wisconsin Department of Transportation at <https://crashreports.wi.gov>

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

In conformity with Wisconsin Statute 66.0511, the department's **Use of Force policy** is available to the public at no charge upon request.

RESTRICTIONS ON RELEASE OF RECORDS

The department will require a reasonably specific request to facilitate the recovery of the requested record. Records may be withheld in accordance with Wisconsin Statutes 19.31-19.39