

Public Notice

RIVER FALLS POLICE DEPARTMENT

Request for Records Information

The River Falls Police Department is a public service organization serving the needs of the community of River Falls through police action. The Police Department consists of a chief of police, five supervisory officers, seventeen patrol personnel, three civilian support staff employees and an authorized strength of twenty-one police reserve officers.

The River Falls Police Department hereby establishes the following guidelines for public access to governmental records from this organization. This notice is consistent with departmental policy 4.3.12 and is posted for public view per Wisconsin State Statute 19.34(1).

Records Request Procedure

- Record Custodian: Chief of Police
- Positions in Police Department
Constituting a Local Public Office: Chief of Police
- Record Request Hours: Monday through Friday, 9 a.m. to 5 p.m., excluding holidays
- Method for Record Requests:
- In person, verbally
 - Written request, in person
 - Written request, by mail, fax or email
- Fees for Record Requests:
- .25 cents per copied page, (8½x11 or 8½x14) plus postage if mailed
 - .35 cents per copied page (11x17)
 - Any other appropriate fees as authorized under §19.35(3)
- Records Held at Police Department:
- Parking, traffic, ordinance citations and ordinance and criminal arrest information.
 - General police contacts and investigation reports that have been processed and filed.

- Records relating to traffic accidents
- Accident Reports
- Miscellaneous records and statistical data as appropriate.
- All other records as required and necessary for the operation and function of the police department.

Procedure for Complying
Records Requests:

- The Police Department will comply with requests in a timely manner as soon as practicable and without delay. The requester will be notified that there has been a determination to deny the request in whole or in part. Reason(s) will be stated for the denial.
- Any request which is denied shall be further governed by Wisconsin §19.35(4)(b), 938.396(5), and any other applicable statute.
- Any denial is subject to review by a mandamus action under §19.37(1) or upon application to the Attorney General or a district attorney or, if applicable, the court pursuant to §938.396(5).
- Having a request accepted, but having to wait a reasonable time period, depending on the nature of request, does not constitute a denial.



Gordon Young, Chief of Police

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