



THIENSVILLE POLICE DEPARTMENT

250 Elm St • Thiensville WI 53092
Bus: 262-242-2100 • Fax: 262-238-4442

Curtis Kleppin, Chief of Police
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Please Read Before Completing the Following Forms

Wisconsin Open Records

In the State of Wisconsin, Wisconsin §§ 19.35(3) provides that most records maintained by the state and local government agencies are open to the general public for inspection.

Copies of **police incident reports** can be obtained from the Thiensville Police Department. To obtain reports, you may be asked to complete the Open Records Request Form in order to assist us in locating your record and fulfilling your request in a timely manner. Once completed, the form can be mailed, faxed, or dropped off in person. It is not necessary to disclose your purpose for requesting a record or your identity (with exceptions). What is important is that you narrow your search criteria for a record of interest. Vague requests that are not narrow in scope may be rejected.

The **Driver's Privacy Protection Act of 1994 (DPPA)** restricts the ability of law enforcement agencies who complete reports with the information obtained from the Department of Transportation to release that information. The statute prohibits the disclosure of personal information (defined 18 U.S.C §§ 2725) without the express consent of the person to whom such information applies, with the exception of certain circumstances set forth on 18 U.S.C §§ 2721.

Requesting a Copy of an Accident Report

To request an accident report, you must know the date of the accident and the name of one of the driver's involved.

Juvenile Information

Juvenile records are confidential under §§ 938.396 and will not be disclosed to the general public. Juvenile reports may be released with certain limited exception. Identification/documentation will be required prior to the release of information requested.

Means of obtaining Public Records:

Juvenile records must be obtained in person, by person making the records request. Identification is required in order for the juvenile records to be released.

Fee's may apply for open record requests. Please contact the Thiensville Police Department to obtain the current fee list.



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Open Records Request

NOTICE: Pursuant to Wisconsin §§ 19.35(1)(h)(i), requests do not have to be in writing and the requestor is not required to state the purpose of the request, nor identify themselves. However, completion of this form will assist us in processing your request.

Date of Request: _____ Time of Request: _____

Requestor's Name: _____

Requestor's Address: _____

City: _____ State: _____ Zip: _____ Phone Number: _____

(Name and address asked for convenience of return only - not required per state statute)

Description of Public Records to be inspected and/or copied (Be as specific as possible):

Date of Incident: _____ Location: _____

Name(s) of Person(s) Involved: _____

Record Description: _____

Records are available to be reviewed at the Thiensville Police Department by appointment and copies can be obtained for a cost as outlined in our public records policy.

*** For Office Use Only ***

Date Request Received: _____ Time Request Received: _____

Request approved in whole [] Request approved in part [] Request Denied []

Date and Time Request Approved or Denied: _____

Reason for Partial Approval or Denial: _____

Custodian Approving/Denying Request: _____ Fee Imposed: _____



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Juvenile Request

Date of Request: _____ Time of Request: _____

Juvenile reports may be released to the following persons. Juvenile records are confidential under § 938.396 and will not be disclosed to the general public. Identification/documentation will be required prior to the release of information requested. To allow us to appropriately review your request, please check all of the following that apply:

- Biological Parent
- Guardian named by court
- Legal Custodian given legal custody of the child by court order
- Juvenile (14 years of age or older) requesting one's own report
- Victim of the juvenile's act (for the sole purpose of recovering injury, damage or loss suffered as a result of the juvenile's act): _____
- Victim's Insurer (when Court ordered restitution has not been made within 1 year – for the sole purpose of investigating the claim)
- Insurance Company and/or representing Attorney – with a signed/written release from the Juvenile's parent, guardian or legal custodian

Requestor's Name: _____

Description of Public Records to be inspected and/or copy made (Be as specific as possible):

Date of Incident: _____ Location: _____

Name(s) of Juvenile(s) Involved: _____

Record Description: _____

Means of obtaining Public Records:

Juvenile records must be obtained in person, by the person making the records request. Identification is required in order for records to be released.

***** For Office Use Only – When Releasing Records *****

Signature of Person requesting the Records: _____

Form of Identification: _____ Initials of person releasing records: _____

**Please allow 5 to 10 business days for your request to be processed*

*** Persons denied access to Juvenile records may contact the District Attorney's Office to petition the Court for access to the report/record.*