



MEMORANDUM

DATE: May 1, 2017
RE: Public Records Request

Requesting Public Records:
Records Custodian: Renee Vande Voort

- Law Enforcement:
 - Have officer fill out and sign Brown County Public Safety Communications recording request form.
 - Verify whether or not the recording will be used for evidence.
 - Review to ensure all necessary information has been completed.
 - Communications Supervisors review and complete.
 - Print one copy of incident and attach to recording request.
 - Review and copy recordings to CD.
 - May be released to Law Enforcement as long as there is no request to remain confidential.
 - Any questionable releases will be turned in to Assistant Director for review and release.
 - If an agency requests a tape from another agency, the request must come from the owning agency.
- District Attorney:
 - Communications Supervisors review and complete submitted internal form.
 - Print one copy of incident and attach to recording request.
 - Review and copy recordings to CD (provide a second copy for the Defense Attorney when requested).
 - May be released as long as there is no request to remain confidential or it is a juvenile caller.
 - Any questionable releases will be turned in to Assistant Director for review and release.
- Public Request:
 - All requests from the public must be made to the responding agency, i.e., Green Bay Police Department, Brown County Sheriff, etc.
 - Public Safety Communications will release the information to the responding agency, who will then release to requester.

- Additional Information
 - Public record for tapes and printed documents will be charged a fee based on actual, reasonable and necessary costs with the exception of law enforcement and the District Attorney's office.
 - Audio tape requests Fees - \$30 for a disc.
 - Black and White Photocopy Reproduction Fees - \$.25 per 8½" x 11" page.
 - If the request is from an attorney's office, payment may be mailed into the Brown County Treasurer's Office by the due date specified on the attached invoice.
 - If the request is from other than an attorney's office, the money must be collected up front in the form of cash or a money order.
 - Additional requests will not be filled for any person or company with a past due balance until the balance is paid in full.
 - Tapes are available for 120 days by Wisconsin law.
 - The owning agency shall review all tapes before they are released and redact as they deem necessary.
 - Requests for tapes to be preserved shall be held until after the court date and then deleted.





RECORDING REQUEST FORM

| | | |
|-----------------|----------------------|------------------------|
| Officer: | Agency: | Date: Time: |
| Citizen: | Contact Info: | Date: Time: |

Type of Call (Please circle all that apply): 911 Admin Radio

Date of Call:

Time of Call:

Location of Call:

Calltaker Position:

Incident Number:

Radio Channel (If Applicable):

Description of Event:

Will this be used for evidentiary purposes? Yes _____ No _____

Signature

Date

| | |
|-----------------------------|---------------------|
| For PSC/IS use only | Date Received _____ |
| Person making copy _____ | Date _____ |
| Person releasing tape _____ | Date _____ |
| Person accepting tape _____ | Date _____ |