



## **RICHLAND CENTER POLICE DEPARTMENT**

470 South Main Street  
Richland Center WI. 53581



### **OPEN RECORDS REQUESTS**

**Wisconsin Statute 19.31- Declaration of Policy.** In recognition of the fact that a representative government is dependant upon an informed electorate, it is declared to be the public policy of this state that all persons are entitled to the greatest possible information regarding the affairs of government and the official acts of those officers and employees who represent them. Further, providing persons with such information is declared to be an essential function of a representative government and an integral part of the routine duties of officers and employees whose responsibility it is to provide such information. To that end, ss.19.32 to 19.37 shall be construed in every instance with a presumption of complete public access, consistent with the conduct of public business. The denial of public access generally is contrary to the public interest, and only in an exceptional case may access be denied.

**The Richland Center Police Department, for the guidance of the public, hereby posts the following:**

1. Access to records may be permitted at the Richland Center Police Department, 470 S. Main Street between the hours of 8:00am and 5:00pm, Monday thru Friday, excluding holidays.
2. Chief of Police, Billy J. Jones, is the legal custodian for records maintained at the Richland Center Police Department and the position of Chief of Police is considered a "local public office."
3. The cost of photocopying will be **\$1.00** per page for black and white and color copies are **\$3.00** per page. The department may recover the actual, necessary, and direct cost of reproducing other records, the form of which does not permit photocopying. The department may recover the actual and necessary costs of mailing or shipping the requested material. The department may recover costs associated with locating records if the cost of locating those records exceeds **\$50.00**.
4. The Richland Center Police Department will ask but not require that an individual requesting information complete the "Request for Records" form. The request may be made orally, mail, or email (rcpd@rcpolice.net) and the person making the request is not required to identify him/herself or state the purpose of the request.
5. The department shall require prepayment of the **\$25.00** processing fee, any fee accrued for photocopying or CD/DVD. This may be done in person at the Richland Center Police Department, where cash or check is accepted. Or you may pay using the online payment link on the City Web Site.  
<https://www.richlandcenterwi.gov/>

**Billy J. Jones, Chief**  
**Richland Center Police Department**