

Boscobel Police Department

Request for Records

The Boscobel Police Department will always strive to be transparent and comply with open records laws. To meet that objective, there is some information that we need from you. There is also some information you need to know, such as what we can provide and if a fee is required. This document will outline some of the guidelines on what can be provided, and when, but likely won't cover every scenario. This is simply a guide for routine requests.

The following is the city of Boscobel's fee schedule, as it applies to open records requests:

POLICE DEPARTMENT FEES

Copies of accident reports \$ 10.00

Copy of CD/Video/Recorded Statements \$ 10.00 Per Disk or USB Drive

Copies of incident reports \$ 1.50 per page (includes digital copies)

Legal paper service fees \$ 25.00

Open records request- \$ 1.25, cost for labor over \$50 (3.08 (4) first three copies free)

What we CAN provide, if applicable:

Completed Incident Reports and/or CAD Notes (Redacted to protect Personal Identifying Information)

Audio/Video- to include Body Camera video and Dash Camera video (if obtained and applicable)
(Note- Copies of video may require additional fees for redaction efforts)

Photographs and Audio Recordings

Additional Forms or Documents

What we CANNOT provide:

Records of cases not handled by the Boscobel Police Department

Personal Identifying information

Information that identifies a juvenile

Reports or Records of an active investigation, where the release of said records would jeopardize the investigation.

Reports, Video, Audio, etc., that we don't have. At times, for reasons out of our control, technology fails. If we don't have it, we can't provide you with a copy.

Booking Paperwork, Mugshots, or Booking Video (contact the involved jail)

Request for Records

The following fields will assist us with identifying the correct records you are requesting

Case Number: _____

Defendant/Suspect: _____

Date of Incident: _____

Location of Incident: _____

Your Name: _____

Your Address: _____

Your Phone Number: _____

Email: _____

Description of the records you are requesting:

How do you wish to receive these records? (email, pickup, USPS mail): _____

-----Do Not Write Below This Line-----

Date Received: _____ Date Completed: _____

Completed by: _____ Fee Required: _____

Notes: _____
