



*Police
Department*

CITY OF OAK CREEK POLICE DEPARTMENT PUBLIC RECORDS NOTICE

Persons requesting public records may obtain access to or copies of the Oak Creek Police Department's public records by making a request to the Open Records Clerk during office hours, which are Monday through Friday, 8:00AM to 5:00PM, except designated City holidays.

Requests should be made in person at or mailed to:

**Oak Creek Police Department
C/O Open Records Clerk
301 W Ryan Rd
Oak Creek, WI 53154**

Or emailed to:

OCPDOpenRecords@oakcreekwi.gov

Requesters will be billed at the rates per our current Open Records Request Fee Schedule. The actual cost of postage or delivery services will be charged. The cost of locating responsive records may be charged if it exceeds \$50.00 and will be calculated as hourly pay rate (including fringe benefits) of the person(s) locating records multiplied by the actual time expended to locate those records. Requests which exceed a total cost of \$50.00 may require prepayment.

All requests will be processed as soon as practical, without delay on a 'first come first served basis'

Revised: July 2022