



CITY OF MADISON POLICE DEPARTMENT

www.madisonpolice.com

PUBLIC RECORDS REQUESTS

What Can You Expect?

MPD records are public records, but may have information redacted.

- **Redaction** of a record means specific words or phrases are removed from the document before it is released because of a requirement in the law or because of the balancing test.
- **Balancing test** measures the public harm in releasing records against the public good. The law says records are open unless there is some legal limit or the balancing test favors non-disclosure. This “test” is done for every record released by MPD.
- **Often redacted from police reports:** personal street address, personal phone number and date of birth; details in sensitive crimes; unsubstantiated allegations; juvenile witness identity; medical information.
- **Not redacted from police records:** names of individuals, business addresses or phone numbers, relationships detailed in reports, information seen or heard by police officers in a public or private place.

MPD public records request are reviewed and a determination is made on release of records under the requirements of the law and using the balancing test. If you have questions about what you have received: contact the Records Custodian at (608) 266-6068.

MPD records will NOT be available for release in an open and/or active case.

MPD records will NOT be available for release in cases of juvenile arrest or a child in need of protective services, except in certain circumstances.

Individuals seeking restraining orders be aware; any documents you bring to court will be turned over to all parties.

Madison Police Department public records requests can be made:

- online 24 hours a day on our website: cityofmadison.com/police/support/records
- over the phone: **(608) 266-4075**
- via email: pdrecords@cityofmadison.com
- in person: **City-County Bldg, Central Police District, 211 S. Carroll St, GR10 Window**

MPD Records responds to over 25,000 public records requests a year. Every week 500 requests come in to the Records Unit and 500 leave. Our wait times for public records requests average around 4-6 weeks. Electronic evidence takes longer.

When MPD records are ready: MPD staff will reach out to you to see how you would like to receive the request and collect payment. Copies are 2 cents a page, but we do not charge for records where the total cost is less than 50 cents.

MPD Records Unit works to put our customers first and hope that we have served you well!

