

POLICE DEPARTMENT
CITY OF WINOOSKI
802- 655-0221- Phone
802-655-6427- Fax
www.winooskipolice.com



CHIEF OF POLICE
STEVE MCQUEEN
802-655-0221 Ext 18

Public Records Request Form

Date of Request: _____ Type of Incident: _____

Date of Incident: _____ Location: _____

Incident/ Case Number: _____

Requested by- First Name: _____ MI: _____ Last Name: _____

Phone: _____ E-mail: _____

Mailing Address: _____

City/Town: _____ State: _____ ZIP: _____

Additional information that may assist in locating the record requested:

Parties Involved: _____ Date of Birth's: _____

FEES: \$15.00 for Collision report or copy of DVD. All others: As prescribed by State Law.

Law Enforcement investigative police reports are exempted from the Vermont Public Records Law as prescribed in Title 1 VSA section 317 (c) (5). All records may be exempt up-to 30 days from date of incident while the investigation is completed.

Insurance Companies need to state your Insured's Date of Birth, as well as, Driver's Full Names and mailing address:

Approved: _____ Date and Time Available for Review if not immediate: _____ Denied: _____

If denied, reason for denial: _____

If denied, you may appeal this denial to the Chief of Police.

Any person aggrieved by the denial of a request for public records may apply to the superior court in the county in which the complainant resides, or has his personal place of business, or in which the public records are situated, or in the superior court of Washington County, to enjoin this Department from withholding Department records and to order the production of any Department records improperly withheld from the complainant. In such a case the court shall determine the matter de novo, and may examine the contents of such Department records in camera to determine whether such records or any part thereof shall be withheld under any of the exemptions set forth under 1 V.S.A. §317.

ALL REQUESTS TO BE MAILED MUST INCLUDE A SELF ADDRESSES, STAMPED ENVELOPE.