

KENOSHA JOINT SERVICES
EVIDENCE/IDENTIFICATION DEPARTMENT
DIGITAL MEDIA REQUEST FORM

The legal custodian of a law enforcement record is the authority for which the record is stored, processed, or otherwise used. Kenosha Joint Services (KJS) is the custodian for its own records, which include 911 calls for service. Even though KJS stores law enforcement records, the Kenosha Sheriff's Department and the Kenosha Police Department are custodians of their own records held by KJS, including photographs, video recordings, and other digital media.

You may use this form to request law enforcement records stored by the KJS Evidence/ID Department. KJS will provide the request to the appropriate authority for release. Through use of this form, the requestor authorizes KJS to process the request and provide a response on behalf of the authority.

Date of Request: _____ Agency Case Number: _____
Date of Incident: _____ Court File Number: _____
Incident Location: _____ Time of Incident: _____
Next Court Date: _____
Person Involved/Defendant's Name: _____
Date of Birth: _____ Address: _____

Digital media that is being requested:

Photographs
Interview(s)
Squad Video
Body Cam Video
Other media (specify): _____

Sallyport Video
Surveillance Video
Cellphone Download

* For 911 / Radio Traffic requests, please use the following form:
"Communications Audio Request Form" and submit both forms together.

Attorney/Requestor's Name: _____
Address: _____ City: _____
State: _____ Zip Code: _____ Phone: () _____
Email Address: _____

*** If submitting a discovery request, please attach or send copy of your DA/City Attorney/Municipal Court's Authorization along with this request form ***

For State Charges: Contact the Kenosha County District Attorney's office

For City Municipal Charges: Contact the City Attorney's Office

For Town/Village Municipal Charges: Contact the local Town or Village Municipal Court

***Note:** State Public Defender's please submit a copy of your SPD form with this request.

Any questions: Call Evidence/ID Department at (262) 605-5042

Email completed forms to: digitalrequests@kenoshajs.org

or Fax Forms to: (262) 605-7950

or Mail them to: Kenosha Joint Services Evidence/ID Dept., 1000 55th Street, Kenosha, WI 53140