

**SAUGATUCK DOUGLAS POLICE DEPARTMENT
47 W. CENTER STREET
DOUGLAS, MICHIGAN 49406
FREEDOM OF INFORMATION ACT
REQUEST FOR INFORMATION**

TO BE COMPLETED BY PERSON ORIGINATING REQUEST

Name: _____

Street Address: _____ city: _____ zip _____

Business phone: _____ home phone: _____ fax: _____

I REQUEST TO:

_____ Visually Inspect

_____ Receive Photocopies

_____ Copy by Hand

I request the following specific records or information

Upon being received by the FOIA Coordinator, I understand that this request for information will be responded to within five (5) working days. I understand that the Police Department may charge fees to cover the cost of providing this information.

Signature

Date

For Police Department use only

_____ Approved

Signature

_____ Denied

Date

**FREEDOM OF INFORMATION
SAUGATUCK DOUGLAS POLICE DEPARTMENT**

PURPOSE: To establish criteria for distribution of information in accordance with the "Freedom of Information Act."

POLICY: The following procedures shall exist for all requests for information or copies of public records.

- A. The request for information where there is no question may be provided to the public by:
 1. Visually inspect public records
 2. Purchase photocopies of public records
- B. Confidential or legal documents shall be reviewed with the FOIA Coordinator prior to issuance by staff.
- C. The FOIA Coordinator shall make final determination on what information shall be given to individuals.
- D. The FOIA Coordinator shall respond within 5 working days from the date of the FOIA Coordinator receiving the request.
- E. The FOIA Coordinator may charge fees to cover the cost of providing the information:
 1. Fees shall be limited to:
 - a. Actual cost for duplication or publication including labor, research, examination, review, and deletion and separation of information.
 2. Cost per page of duplication is \$.50.
 3. The FOIA Coordinator may ask for a good faith deposit if costs shall exceed \$50.00. Good faith deposit shall be one half of costs.
 3. If individuals fail to pay fee, all material shall be withheld until payment is made.
- F. All public records of the Police Department, not exempt from disclosure, may be Examined by interested persons at the Police Department during regular office hours with attending FOIA Coordinator.