

Effective Date: 01-01-2017

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Subject: FOIA Procedures & Guidelines

50.1 Statement of Principles

It is the policy of the Tuscarora Township Police Department that all persons, except those incarcerated, consistent with the Michigan Freedom of Information Act (FOIA), are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and employees. The people shall be informed so that they fully participate in the democratic process.

The Tuscarora Township Police Department's policy with respect to FOIA requests is to comply with state law in all respects and to respond to FOIA requests in a consistent, fair and even-handed manner regardless of who makes such a request.

The Tuscarora Township Police Department acknowledges that it has a legal obligation to disclose all non-exempt public records in its possession pursuant to a FOIA request. The police department acknowledges that sometimes it is necessary to invoke the exemptions identified under FOIA in order to ensure the effective operation of government and to protect the privacy of individuals. The police department will protect the public's interest in disclosure, while balancing the requirement to withhold or redact portions of certain records. The police department's policy is to disclose public records consistent with and in compliance with state law.

The police department has established the following written procedures and guidelines to implement the FOIA and has created a public summary of the specific procedures and guidelines relevant to the general public regarding how to submit written requests to the police department and explaining how to understand the police department's written responses, deposit requirements, fee calculations and avenues for challenge and appeal. The written public summary is written in a manner as to be easily understood by the general public.

50.2 General Policies

Pursuant to the authority of MCL 15.236, the Police Chief is currently the designated FOIA coordinator for the police department. The police chief is authorized to designate other police department personnel to act on his or her behalf to accept and process written requests for the police department's public record and approve denials.

If a request for a public record is received by fax or email, the request is deemed to have been received on the following business day. If a request is sent by email and delivered to a police department spam or junk-mail folder, the request is not deemed received until one day after the FOIA coordinator first becomes aware of the request. The FOIA Coordinator shall note in the FOIA log both the date the request was delivered to the spam or junk-mail folder and the date the FOIA Coordinator became aware of the request. **The FOIA Coordinator shall review the police department spam and junk-mail folders on a regular basis, which shall be no less than once a month.**

The FOIA Coordinator may, in his or her discretion, implement administrative rules, consistent with state law and these Procedures & Guidelines to administer the acceptance and processing of FOIA requests.

The police department is not obligated to create a new public record or make a compilation or summary of information which does not already exist. Neither the FOIA Coordinator nor other police department personnel are obligated to provide answers to questions contained in requests for public records or regarding the content of the records themselves.

The FOIA Coordinator shall keep a copy of all written requests for public records received by the police department on file for a period of at least one year.

The police department will make this Procedures & Guidelines Policy and the Written Public Summary publicly available without charge. If it does not, the police department cannot require deposits or charge fees otherwise permitted under FOIA until it is in compliance.

A copy of this Procedures & Guidelines Policy and Written Public Summary must be publicly available by providing free copies both in the police department's response to a written request and upon request by visitors at the police department.

This Procedures & Guidelines Policy and Written Public Summary will be maintained on the police department's website at: www.tuscarorapolice.com so a link to those documents will be provided in lieu of providing paper copies of these documents.

50.3 Requesting a Public Record

No specific form to submit a request for a public record is required.

Requests to inspect or obtain copies of public records prepared, owned, used, possessed or retained by the police department may be submitted in any form of writing (letter, fax, email etc.)

If a person makes a request for information believed to be available on the police department website, where practicable and to the best ability of the employee receiving the request, shall be informed of the pertinent website address.

A request must sufficiently describe a public record so as to enable police department personnel to identify and find the requested public record.

Written requests for public records may be submitted in person or by mail to the police department. Requests may also be submitted electronically by fax or email. Upon their receipt, requests for public records shall be promptly forwarded to the FOIA Coordinator for processing.

A person may request that public records be provided on non-paper physical media, emailed or otherwise provided to him or her in digital form in lieu of paper copies. The police department will comply with the request only if it possesses the necessary technological capability to provide records in the requested non-paper physical media format.

A person serving a sentence of imprisonment in a local, state or federal correctional facility is not entitled to submit a request for a public record. The FOIA Coordinator will deny all such request.

50.4 Processing a Request

Unless otherwise agreed to in writing by the person making the request, the police department will issue a response within 5 business days of receipt of a FOIA request. If a request is received by fax, email or other electronic transmission, the request is deemed to have been received on the following business day.

The police department will respond to a request in one of the following ways:

- Grant the request.
- Issue a written notice denying the request.
- Grant the request in part and issue a written notice denying in part the request.
- Issue a notice indicating that due to a nature of the request the police department needs an additional 10 business days to respond for total of no more than 15 business days. Only one such extension is permitted.
- Issue a written notice indicating that the public record requested is available at no charge on the police department website.

When a Request is Granted:

If the request is granted or granted in part, the FOIA Coordinator will require that payment be made in full for the allowable fees associated with responding to the request before the public record is made available.

The FOIA Coordinator shall provide a detailed itemization of the allowable costs incurred to process the request to the person making the request.

A copy of these Procedures & Guidelines and the Written Public Summary will be provided to the requestor free of charge with the response to a written request for public records; however, because this Procedures & Guidelines Policy and the Written Public Summary are maintained on the police department's website at: www.tuscaorapolice.com, a link to these documents will be provided in lieu of providing paper copies of these documents.

If the cost of processing a FOIA request is \$50 or less, the requester will be notified of the amount due and where the documents can be obtained.

If the cost of processing a FOIA request is expected to exceed \$50 based on a good-faith calculation or if the requestor has not paid in full for a previously granted request, the police department will require a good-faith deposit pursuant to Section 50.5 of this policy before processing the request.

In making the request for a good-faith deposit, the FOIA Coordinator shall provide the requestor with a detailed itemization of the allowable costs estimated to be incurred by the police department to process the request and also provide a best efforts estimate of a time frame it will take the police department to provide the records to the requestor. The best efforts estimate shall be non-binding on the police department, but will be made in good faith and will strive to be reasonably accurate, given the nature of the request in the particular instance so as to provide the requested records in manner based on the public policy expressed by Section 1 of the FOIA.

When a Request is Denied or Denied in Part:

If the request is denied or denied in part, the FOIA Coordinator will issue a written denial, which shall provide in the applicable circumstance:

- An explanation as to why a requested public record is exempt from disclosure; or
- A certificate that the request does not exist under the name or description provided by the requestor, or another name reasonably known by the Police Department; or
- An explanation or description of the public record or information within a public record that is separated or deleted from the public record; and
- An explanation of the person's right to submit an appeal of denial to either the township board or seek judicial review in the Cheboygan County Circuit Court; and
- An explanation of the right to receive attorney's fees, costs and disbursements as well as actual or compensatory damages and punitive damages of \$1,000.00, should they prevail in Circuit Court.
- The written denial shall be signed by the FOIA Coordinator.

If a request does not sufficiently describe a public record, the FOIA Coordinator may, in lieu of issuing a written denial indicating that the request is deficient, seek clarification or amendment of the request by the person making the request. Any clarification or amendment will be considered a new request subject to the timelines described in this section.

Requests to Inspect Public Records:

The police department shall provide reasonable facilities and opportunities for persons to examine and inspect public records during normal business hours. The FOIA Coordinator is authorized to promulgate rules regulating the manner in which records may be viewed so as to protect police department records from loss, alteration, mutilation or destruction and to prevent excessive interference with normal police department operations.

50.5 Fee Deposits

If the fee estimate is expected to exceed \$50.00 based on a good-faith calculation, the requestor will be asked to provide a deposit not exceeding one-half of the total estimated fee.

If a request for public records is from a person who has not paid the police department in full for copies of public records made in fulfillment of a previously granted written request, the FOIA Coordinator will require a deposit of 100% of the estimated processing fee before beginning to search for a public records for any subsequent written request by that person when all of the following conditions exist:

- The final fee for the prior written request is not more than 105% of the estimated fee;

- The public records made available contained the information sought in the prior written request and remain in the police department's possession;
- The public records were made available to the individual, subject to payment, within the time estimated by the police department to provide the records;
- Ninety (90) days have passed since the FOIA Coordinator notified the individual in writing that the public records were available for pickup or mailing;
- The individual is unable to show proof of prior payment to the police department; and
- The FOIA Coordinator has calculated a detailed itemization that is the basis for the current written request's increased estimated fee deposit.

The FOIA Coordinator will not require an increased estimated fee deposit if any of the following apply:

- The person making the request is able to show proof of prior payment in full to the police department;
- The police department is subsequently paid in full for the applicable prior written request; or
- Three hundred-sixty-five (365) days have passed since the person made the request for which full payment was not remitted to the police department.

50.6 Calculation of Fees

A fee may be charged for the labor cost of copying/duplication.

A fee will not be charged for labor cost of search, examination, review and the deletion and separation of exempt from non-exempt information unless failure to charge would result in unreasonably high costs to the police department because of the nature of the request in that particular instance and the police department specifically identified the nature of the unreasonably high costs.

Costs for the search, examination review and deletion and separation of exempt from non-exempt information are "unreasonably high" when they are excessive and beyond the normal or usual amount for those services (Attorney General Opinion 7083 of 2001) compared to the costs of the police department's FOIA requests, not compared to the police department's operating budget. (Bloch v. Davison Community Schools, Michigan Court of Appeals, Unpublished, April 26, 2011)

The following factors shall be used to determine an unreasonably high cost to the police department:

- Volume of public record requested.
- Amount of time spent to search for, examine, review and separate exempt from non-exempt information in the record requested.
- The available staffing to respond to the request.
- Any other similar factors identified by the FOIA Coordinator in responding to the particular request.

The Michigan FOIA statute permits the police department to charge for the following costs associated with processing a request:

- Labor costs associated with copying or duplication, which includes making paper copies, making digital copies or transferring digital public records to non-paper physical media or through the internet.
- Labor costs associated with searching for, locating and examining a requested public record, when failure to charge a fee will result in unreasonably high costs to the police department
- Labor costs associated with a review of records to separate and delete information exempt from disclosure, when failure to charge a fee will result in unreasonably high costs to the police department.
- The cost of copying or duplication, not including labor, of paper copies of public records. This may include the cost for copies of records already on the police department's website, if you ask the police department to make copies.
- The cost of computer discs, computer tapes or other digital or similar media when the requestor asks for records in non-paper physical media. This may include the cost for copies of records already on the township's website, if you ask for the police department to make copies.
- The cost to mail or send a public records to a requestor.

Labor costs will be calculated based on the following requirements:

- All labor costs will be estimated and charged in 15 minute increments, with all partial time increments rounded down. If the time involved is less than 15 minutes, there will be no charge.
- Labor costs will be charged at the hourly wage of the lowest paid police department employee capable of doing the work in the specific fee category, regardless of who actually performs the work.
- Labor costs will also include a charge to cover or partially cover the cost of fringe benefits.
- The police department may add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits but in no case may it exceed the actual cost of fringe benefits.
- Overtime wages will not be included in labor costs unless agreed to by the requestor; overtime costs will not be used to calculate the fringe benefit cost.
- Contracted labor costs will be charged at the hourly rate of \$48.90 (6 times the state minimum hourly wage).

The cost to provide records on non-paper physical media when so requested will be based on the following requirements:

- Computer disks, computer tapes or other digital or similar media will be at the actual and most reasonably economical cost for the non-paper media.
- This cost will only be assessed if the police department has the technological capability necessary to provide the public record in the requested non-paper physical media format.

- The police department will procure any non-paper media and will not accept media from the requestor in order to ensure integrity of the police department's technology infrastructure.

The cost to provide paper copies of records will be based on the following requirements.

- Paper copies of public records made on standard letter (8 ½ x 11) or legal (8 ½ x 14) sized paper will not exceed \$.10 per sheet of paper. Copies for non-standard sized sheets of paper will reflect the actual cost of reproduction.
- The police department will provide records using double-sided printing, if it is cost-saving and available.

The cost mail records to a requestor will be based on the following requirements:

- The actual cost to mail public records using a reasonably economical and justified means.
- The police department may charge for the least expensive form of postal delivery confirmation.
- No cost will be made for expedited shipping or insurance unless specified by the requestor.

If the FOIA Coordinator does not respond to a written request in a timely manner, the police department must:

- Reduce the labor costs by 5% for each day the police department exceeds the time permitted under FOIA up to a 50% maximum reduction, if any of the following applies:
 - The police department's late response was willful and intentional,
 - The written request conveyed a request for information within the first 250 words of the body of a letter facsimile, email or email attachment or
 - The written request included the words, characters or abbreviations for "freedom of information", "information", "FOIA", "copy" or a recognizable misspelling of such or legal code reference to MCL 15.231, et seq. or 1976 Public Act 442 on the front of an envelope or in the subject line of an email , letter or facsimile cover page.
- Fully note the charge reduction in the Detailed itemization of Costs Form.

50.7 Waiver of Fees

The cost of the search for and copying of a public record may be waived or reduced if in the sole judgement of the FOIA Coordinator a waiver or reduced fee is in the public interest because it can be considered as primarily benefitting the general public. The police department may identify specific records or types of records it deems should be made available for no charge or at a reduce cost.

50.8 Discounted Fees

Indigence

The FOIA Coordinator will discount the first \$20.00 of the processing fee for a request if the person requesting a public record submits an affidavit (sworn statement) stating that they are:

- Indigent and receiving specific public assistance, or
- If not receiving public assistance, stating facts demonstrating an inability to pay because of indigence.

An individual is not eligible to receive the waiver if:

- The requestor has previously received discounted copies of public records from the police department twice during the calendar year; or
- The requestor requests information in connection with other persons who are offering or providing payment to make the request.

Non-Profit Organization Advocating for Developmentally Disabled or Mentally Ill Individuals

The FOIA Coordinator will discount the first \$20.00 of the processing fee for a request from:

- A non-profit organization formally designated by the state to carry out activities under subtitle C of the federal developmental disabilities assistance and bill of rights act of 2000, Public Law 106-402 and the protection and advocacy for individuals with mental illness act, Public Law 99-319 or their successors, if the request meets all of the following requirements:
 - Is made directly on behalf of the organization or its clients.
 - Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the mental health code, 1974 PA 258, MCL 330.1931.
 - Is accompanied by documentation of its designation by the state, if requested by the public body.

50.9 Appeal of a Denial of a Public Record

When a requestor believes that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, he or she may appeal to the township board by filing an appeal of the denial with the office of the Township Supervisor.

The appeal must be in writing, specifically state the word "appeal" and identify the reason or reasons the requestor is seeking a reversal of the denial.

The township board is not considered to have received a written appeal until the first regularly scheduled township board meeting following submission of the written appeal.

Within 10 business days of receiving the appeal, the township board will respond in writing by:

- Reversing the disclosure denial;
- Upholding the disclosure denial; or
- Reversing the disclosure denial in part and uphold the disclosure denial in part; or

- Under unusual circumstances, issue a notice extending for not more than 10 business days, the period during which the township board shall respond to the written appeal. The township board shall not issue more than one notice of extension for a particular written appeal.

If the township board fails to respond to a written appeal or if the township board upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the non-disclosure by commencing a civil action in Circuit Court.

Whether or not a requestor submitted an appeal of a denial to the township board, he or she may file a civil action in Cheboygan County Circuit Court within 180 days after the township's final determination to deny the request.

If a court determines that a public record is not exempt from disclosure, it shall order the police department to cease withholding or to produce all or a portion of a public record wrongfully withheld, regardless of the location of the public record. Failure to comply with an order of the court may be punished as contempt of court.

If a person asserting the right to inspect, copy or receive a copy of all or a portion of a public record prevails in such an action, the court shall award reasonable attorney fees, costs and disbursements. If the person or police department prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorney fees, cost and disbursements.

If the court determines that the police department has arbitrarily and capriciously violated this act by refusal or delay in disclosing or providing copies of a public record, the court shall order the police department to pay a civil fine of \$1,000.00, which shall be deposited into the general fund of the state treasury. The court shall award, in addition to any actual or compensatory damages, punitive damages in the amount of \$1,000.00 to the person seeking the right to inspect or receive a copy of a public record. The damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

50.10 Appeal of an Excessive FOIA Processing Fee

"Fee" means the total fee or any component of the total fee calculated under section 4 of the FOIA, including any deposit.

If a requestor believes that the fee charged by the police department to process a FOIA request exceeds the amount permitted by state law or under this policy, he or she must first appeal to the township board by submitting a written appeal for a fee reduction to the office of the township supervisor.

The appeal must be in writing, specifically state the word "appeal" and identify how the required fee exceeds the amount permitted.

The township board is not considered to have received a written appeal until the first regularly scheduled township board meeting following submission of the written appeal.

Within 10 business days after receiving the appeal, the township board will respond in writing by:

- Waiving the fee.
- Reducing the fee and issuing a written determination indicating the specific basis that supports the remaining fee;
- Upholding the fee and issuing a written determination indicating the specific basis that supports the required fee; or
- Issuing a notice detailing the reason or reasons for extending for not more than 10 business days the period during which the township board will respond to the written appeal. The township board shall not issue more than one notice of extension for a particular written appeal.

Where the township board reduces or upholds the fee, the determination must include a certification from the township board that the statements in the determination are accurate and that the reduced fee amount complies with its publically available guidelines and Section 4 of the FOIA.

Within 45 days after receiving notice of the township board's determination of an appeal, the requesting person may commence a civil action in Cheboygan County Circuit Court for a fee reduction.

If a civil action is commenced against the township for an excess fee, the township is not obligated to complete the processing of the written request for the public record at issue until the court resolves the fee dispute.

An action shall not be filed in circuit court unless one of the following applies:

- The township does not provide for appeals of fees,
- The township board failed to respond to a written appeal as required; or
- The township board issued a determination to a written appeal.

If a court determines that the police department required a fee that exceeds the amount permitted under its publicly available procedures and guidelines or Section 4 of FOIA, the court shall reduce the fee to a permissible amount. Failure to comply with an order of the court may be punished as contempt of court.

If the requesting person prevails in court by receiving a reduction of 50% or more of the total fee, the court may, in its discretion, award all or an appropriate portion of reasonable attorney fees, costs and disbursements. The award shall be assessed against the public body liable for damages.

If the court determines that the police department has arbitrarily and capriciously violated the FOIA by charging an excessive fee, the court shall order the police department to pay a civil fine of \$500.00, which shall be deposited in the general fund of the state treasury.

The court may also award, in addition to any actual or compensatory damages, punitive damages in the amount \$500.00 to the person seeking the fee reduction. The fine and any damages shall not be assessed against an individual but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

50.11 Conflict with Prior FOIA Policies & Procedures; Effective Date

To the extent that these Procedures & Guidelines conflict with previous FOIA policies promulgated by police department, township board or township administration, these Procedures & Guidelines are controlling.

To the extent that any provision of these Procedures & Guidelines pertaining to the release of public records is found to be in conflict with any state statute, the applicable statute shall control. The FOIA Coordinator is authorized to modify this policy and all previous policies adopted by the police department and to adopt such administrative rules as he or she may deem necessary to facilitate the legal review and processing of requests for public records made pursuant to Michigan's FOIA statute, provided that such modifications and rules are consistent with state law.

50.12 Appendix of Tuscarora Township FOIA Forms

Detailed Cost of Itemization Form.