

Metro Police Authority of Genesee County Freedom of Information Act Protocol

A Freedom of Information Act (FOIA) request may be requested by facsimile, email, telephone, or in person. Requests should include, at minimum, the records requested and the name, phone number, and mailing address of the requester. The requester should provide as much detail about the records being requested in order to assist in locating the correct information.

If a request is made in person or by telephone the person requesting must complete a FOIA request form. If needed, the form can be sent to the requester by email, facsimile or U.S. Postal Service. Once a formal request is received a response is required within **5 days**.

When a FOIA request is made the date received, and who accepted it, must be indicated on the form. Requests shall be immediately forwarded to the assistant FOIA Coordinator who, at this time, is Executive Secretary Janette MacAinsh. If the assistant FOIA Coordinator is unavailable the request should be forwarded to the FOIA Coordinator, who at this time, is Detective Gregory RaCosta. If both are unavailable the request shall be forwarded to the Lieutenant or Chief. Only the FOIA Coordinator, the Assistant Coordinator, the Chief or his designee shall respond to FOIA requests.

Requests for private property accident reports, hit and run reports with no suspects, and UD-10 reports do not require FOIA requests.

Requests from the following agencies who are involved in a current investigation are not considered FOIA requests and can be released:

- Child Protective Services
- Probation/Parole
- Police agencies
- Prosecutors
- Federal investigative agencies

If the information requested is in reference to an open investigation the detective in charge of the case shall be consulted prior to any release. If the detective is unavailable a supervisor shall be consulted.

Personnel from agencies listed above must provide proof of identity such as work email or agency letterhead, via the agency facsimile, for the request of records. These records, as well as private property accident reports, UD-10 reports, hit & run reports with no suspects, shall be processed by the front desk Records Clerk, presently Clerk Courtney Selvia.

All FOIA requests and responses, along with copies of corresponding documents, provided for the request shall be maintained per the Department retention schedule policy.