



EAST LANSING POLICE DEPARTMENT
Request for Public Records
Michigan Freedom of Information Act

Date of Request: ____ / ____ / ____

To be completed by the requestor:

Name: _____

Address: _____

City / State / Zip: _____

Phone: (____) - ____ - _____

Email Address: _____

I am an attorney representing:

Nature of request / description of public record:

For police use only	
Control number:	_____
Due date:	_____
Type of video requested:	
<input type="checkbox"/>	In-Car
<input type="checkbox"/>	Jail Breath Room
<input type="checkbox"/>	Jail Booking
<input type="checkbox"/>	Jail Holding Cell
<input type="checkbox"/>	Other – Please specify:

Freedom of Information Act requests will be billed according to the fee schedule in Appendix B located on the reverse side of this form. All requests that require less than 30 minutes of processing time will be provided free of charge.

Requests can be dropped off in person to the East Lansing Police Department Records Bureau. They can also be emailed to foia@elpolice.com or mailed to the following address:

East Lansing Police Department
Attn: Records Bureau
409 Park Lane
East Lansing, MI 48823

For police personnel use:

Time received: ____ Date received: _____ Comp. #: _____ Received by: _____

Called: ____ Date: _____ Initials: _____

ATTACHMENT B – Fields to be completed by police personnel

East Lansing Police Department Freedom of Information Act Itemized Fees and Costs

The total amount due for the requested materials is estimated to be (total of 1-6 below) \$_____.

Note, if this box is checked, the total amount due reflects a deduction for labor (paragraphs 1, 2, and 5 below) of 5% per day for each day the response was late: ____ days @ 5% per day = ____%. (Maximum of 50 %.)

A deposit of \$_____ is required to process your request.

These fees and costs are itemized as follows:

1. Labor costs directly associated with necessary searching for, locating and examining the records:

Hourly wage of lowest paid employee capable $\$29.25 \div 4 = 15$ minute rate of $\$7.31$ x number of 15 minute increments necessary to search (all partial increments rounded down) _____ = **Total labor for search:(costs for this labor are charged because it will take longer than 30 minutes to accomplish this task)** \$_____

2. Labor Costs for review and separation and deletion of exempt and nonexempt material:

Hourly wage of lowest paid employee capable $\$77.67 \div 4 = 15$ minute rate of $\$19.41$ x number of 15 minute increments necessary to search (all partial increments rounded down) _____ = **Total labor for separation:(costs for this labor are charged because it will take longer than 30 minutes to accomplish this task)** \$_____

3. Cost of non-paper media:

DVD-R: \$0.22	USB drive: \$4.00
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Actual (& most reasonably economical) costs of each disc, tape or other media \$_____ x # provided _____ = \$_____

4. Cost of Paper copies:

Number of copies _____ x price per copy $\$0.05$ = \$_____

5. Cost of Labor directly associated with duplication or publication:

Hourly wage of lowest paid employee capable $\$29.25 \div 10 = 6$ minute rate of $\$2.92$ x number of 6 minute increments necessary to search (all partial increments rounded down) _____ = **Total copy labor of** \$_____

6. Cost of Mailing:

Actual cost of mailing = \$_____

Note: All labor charges in paragraph 1, 2 and 5 above include a multiplier of 50% for fringe benefits.

FEE APPEALS:

You may appeal these fees by submitting to the City Manager a written appeal for a fee reduction by specifically stating the word “appeal” and identifying how the fee exceeds those permitted under the City’s policies or the Freedom of Information Act. Unless extended by up to 10 days with a written notice detailing the reasons for the extension, the City Manager must respond within 10 business days after receiving the appeal and either: (1) waive the fee, (2) reduce the fee (and explain why), or (3) uphold the fee (and explain why). If you believe the amount still exceeds the amount permitted by the City’s policies or the Freedom of Information Act, you may file an action in circuit court within 45 days from the date of the City Manager’s response. If you prevail in the action and the court reduces the total fee by 50% or more, the court may, in its discretion, award all or a portion of your reasonable attorney fees, costs and disbursements. If the court determines the City acted arbitrarily and capriciously, it may award in addition to any other damages, punitive damages of \$500.00 and a civil fine of \$500.00. (Any civil fine would go to the State Treasury.)