



# GovQA USER GROUPS

Michigan Public Safety  
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Located in Charlotte, NC



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# Today's Agenda

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- > Introductions
- > Public Safety Public Records Intake Form
- > Inter-Agency Requests
- > Discovery Requests
- > Subpoena Requests
- > Questions and Answers



# Best Practices within Public Safety

# Portal Intake Form : Police Records GovQA



## INGHAM COUNTY FOIA CENTER

### Menu

- Home
- Find Information
- Submit a Request
- My Request Center

### FOIA FAQ

- How may I challenge the denial of a public record or an excessive fee?
- How do I submit a FOIA request?
- How does the County calculate FOIA processing fees?
- What are the FOIA Procedures and Guidelines?
- What kind of response can I expect to my request?
- How do I qualify for an indigence discount on the fee?

### Home

In accordance with the Michigan Freedom of Information Act (FOIA), the County provides copies of its public records. Records which are exempt from disclosure by state or federal law will not be provided. You are encouraged to check the County's website to see if the record you wish to obtain is available on-line.

The FOIA does not require governmental bodies to create new records or answer questions. A request must ask for records or information already in existence. A person has the right to subscribe to future issuance of public records that are created, issued or disseminated on a regular basis.

The County will respond within five business days to a request. If needed, the County may issue a notice extending for up to 10 additional business days the time it has to respond to your request.

#### Find Information

Click here for answers to frequently asked questions.



#### Submit a New FOIA Request

Click here to submit a Freedom of Information Act (FOIA) request to the County.



## KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## Kalamazoo County Public Records Center

### Main Menu

- Home
- FAQs
- Submit a Records Request
- My Request Center

### FAQs

See All FAQs

How long does the public body have to respond to my Freedom of Information (FOIA) request?

What is the Michigan Freedom of Information (FOIA) Statute?

What kind of response can I expect to my Freedom of Information Act (FOIA) request?

How does the County calculate Freedom of Information (FOIA) processing fees?

### Login

If you have used this service previously, please log in. If this is your first online request, please create an account and provide as much contact information as possible. By creating an account, you will have the ability to track and monitor your public records requests. All communication from the agency will be sent directly to your email account.

Login and Submit

Email Address:\*

Password:\*

Submit

If you don't know or have forgotten your password, click here.

Create an Account

New User? Click below to create a new account.

Create Account

# Police Records Request Types

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**GovQA**



Gather very specific and pertinent information related to request in advance

Who, Where and What, But Why?

Answers?

# Sample Police Portal Intake Form.



## Public Information Requests

In accordance with the Public Information Act, Chapter 552 of the Texas Government Code, the City of Richardson makes all of its public records available to citizens.

The Public Information Act does not require governmental bodies to create new information, perform legal research, or to answer questions. The request must ask for records or information already in existence.

The City of Richardson will respond within 10 business days to information requests.

Requests for Police Department documents/media should only be submitted to the PD and never to the City, thank you.

### Type of Record(s) Requested:\*

- 911 Audio
- Arrest Logs
- Arrest Report
- Call Card (Crash Report)
- Call Sheet (Specific Call for Service)
- Form CR-3 (Texas Peace Officer's Crash Report)

This is the report created by the police officer(s) about the offense or incident.

- Provide us with the report number (CS #) if you have it
- If you do not have the report number, give us the names of the persons involved in the incident. The date of the incident, location and the type of offense is also helpful
- The full report may or may not be available for public release, depending on case status. Each request will be evaluated on a case-by-case basis

### ARREST REPORT

This is the report completed by an arresting officer when booking a suspect into our holding facility.

- You must provide the full name of the person arrested
- You must provide the date of the arrest
- If you have the incident or arrest number, include it with your request

### Describe the Record(s) Requested:\*

### Date of Occurrence:

### Incident Number:

### Involved Parties:

Please provide the name of the involved parties and/or Officer name (if applicable)

### Location of Occurrence:

Please be specific as possible by providing an exact address, parcel number, or intersection, etc...

### Time of Occurrence:

### Requesting Juvenile Record(s):\*

Yes

No

If you select "Yes," we will email you the "Juvenile Record Release" form. You will have to fill it out in order to have the record(s) delivered to you. Note: juveniles are age 10 through 16 years.

### Certified Copies (\$5.00 Fee):\*

Yes

No



# Portal Intake Form : Body Worn Camera

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## Sec. 1701.661. RELEASE OF INFORMATION RECORDED BY BODY WORN CAMERA.

- (a) A member of the public is required to provide the following information when submitting a written request to a law enforcement agency for information recorded by a body worn camera:
  - (1) the date and approximate time of the recording;
  - (2) the specific location where the recording occurred; and
  - (3) the name of one or more persons known to be a subject of the recording.
- (b) A failure to provide all of the information required by Subsection (a) to be part of a request for recorded information does not preclude the requestor from making a future request for the same recorded information.

# Collecting BWC and FOIA Fees

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- \$10.00 per recording responsive to the request for information
- \$1.00 per full minute of body worn camera video or audio footage responsive to the request for information. **Note:** Only if identical information has not already been obtained by a member of the public in response to a request for information.



# BOLO



## MICHIGAN PUBLIC SAFETY AGENCIES LAW ENFORCEMENT ONLY

Glenn Frey, founder of the Eagles, was born & raised in Michigan.



Glenn Frey didn't make a big deal out of Hotel California. The 18 million people that bought it did.

"People don't run out of dreams- people just run out of time."



# BOLO



## MICHIGAN PUBLIC SAFETY AGENCIES LAW ENFORCEMENT ONLY

### Inter-Agency Requests



Agency to Agency  
Requests for  
Unredacted  
Audio  
Video  
Documents

### Subpoenas Duces Tecum



An order that  
requires a witness  
to bring documents,  
books, or other  
items under his/her  
control that he, she,  
or they are bound  
by the law to  
produce evidence

### Discovery



Formal procedure  
used by the  
Prosecuting  
Attorney Office to  
obtain information  
before a trial

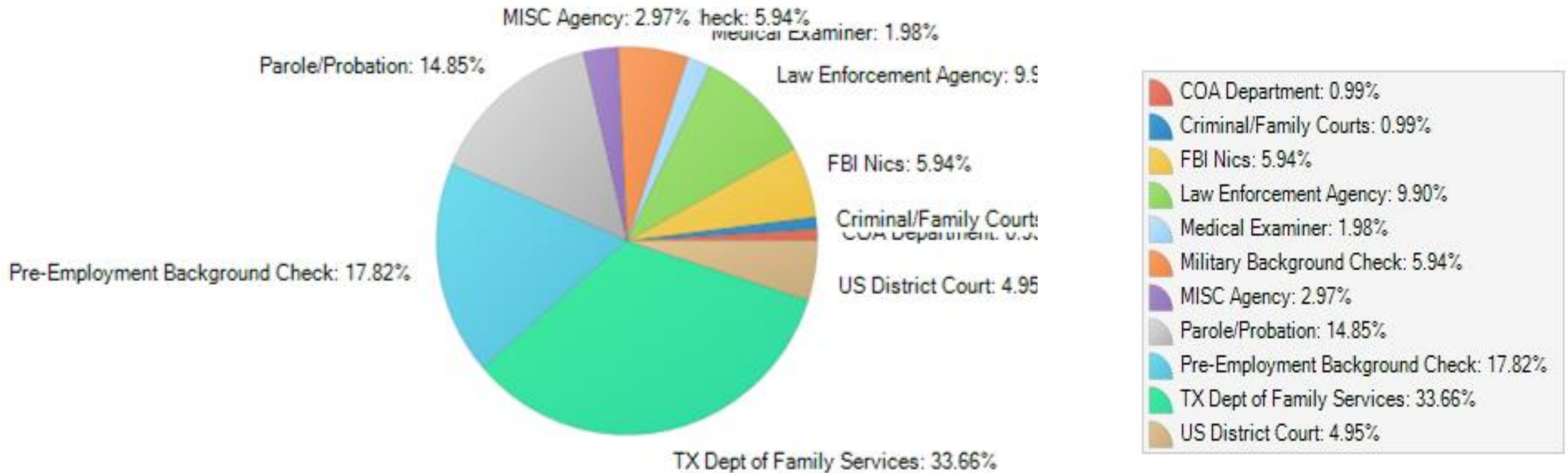


# Inter-Agency Requests

# Sample Sources for Inter-Agency



## Examples from Texas City



# Inter-Agency Requests are on the Rise



## El Paso, TX Police Sample Volumes

- 2020 – 5973 (PD FOIA)
- 2020 – 5594 (Inter-Agency)
  
- 2021 – 7282 (PD FOIA) 22% Increase!
- 2021 – 7759 (Inter-Agency) 39% Increase!

# Inter-Agency Module

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Independent and secure portal for authorized agencies to request information with a comprehensive configurable workflow.

## Benefits:

- > CJIS Compliance
- > Digital Footprint and Audit Trail
- > Customized account vetting for approved agencies
- > Centralize communication and collaboration with other agencies
- > Reduce Mailing Costs
- > Save valuable time by automating workflows
- > Gain in-depth insight via robust reporting
- > Keep data secure



# Discovery Requests

# Discovery Request Module

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Discovery enables the parties to know before the trial begins what evidence may be presented. It's designed to prevent "trial by ambush," where one side doesn't learn of the other side's evidence or witnesses until the trial, when there's no time to obtain answering evidence

## Benefits:

- > Centralize data, communication and collaboration with prosecutor office
- > Manage deadlines, track progress and deliver consistent results
- > Save valuable time by automating workflows
- > Keep data secure



# Subpoena Duces Tecum Requests

# Subpoena Request Module

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A Subpoena Duces Tecum (meaning 'subpoena for production of evidence') is a court order requiring the person subpoenaed to produce books, documents or other records under his or her control at a specified time/place in a court hearing or a deposition.

## Benefits:

- > Centralize data, communication and collaboration with requestors
- > Duplicate checking for similar Public Records Requests
- > Manage deadlines, track progress and deliver consistent results
- > Save valuable time by automating workflows
- > Gain in-depth insight via robust reporting
- > Keep data secure



# Questions & Answers



Thank You