



Public Safety Records:
 St. Clair Police Department
 547 North Carney Drive
 St. Clair, MI 48079
 810-392-5710- Phone
 810-392-5299- Fax
tstocker@cityofstclair.com

Freedom of Information Act (FOIA) Public Records Request Form

(Please print or type)

1. Requestor's Information		
Printed Name	Date	
Requestor's Signature		
Firm/Organization (if applicable)		
Full Mailing Address		
Contact Telephone Number	Fax Number	Email Address

2. List of Public Records (List EACH public record being requested & describe it clearly enough for the City to locate)

NOTE: The City can charge a fee to fulfill this request prior to releasing the public records and will provide an invoice detailing the fees. No fees will be collected for requests totaling \$3.00 or less. If the fees are estimated to exceed \$50.00, a good-faith deposit of no more than 50% of the final cost will be required prior to processing the request.

For your information, you can receive a free copy of the City's FOIA Procedures and Guidelines or Public Summary at any City office or visit The City's web at www.cityofstclair.com.

3. Deliver Records (select one)	4. Request Record Format (select one)
<input type="radio"/> Will Pick Up <input type="radio"/> U.S. Mail <input type="radio"/> Email <input type="radio"/> Facsimile (Fax)	<input type="radio"/> Paper Copies <input type="radio"/> Electronically <input type="radio"/> Review records first (copies selected & made after review) <input type="radio"/> *Stored on a digital media device. Device type: _____ *City provides requested device, if available. Extra charges apply

	(office use only)		
Regular (5 Days*)	Ext. (Add 10-Days*)	Regular (6Days*)	Ext. (add 10-Days*)
In Person: _____	_____	By Fax/Email: _____	_____
By Mail: _____	_____	Junk/Spam Mail: _____	_____

DENIAL OF RECORDS:

Denial is based on the following provision(s) of the Freedom of Information Act. MCL 15.243, Sec. 13(1). (All that apply are checked)

- (a) Information of a personal nature where the public disclosure of the information would constitute a clearly unwarranted invasion of an individual's privacy.
 - Name(s) telephone number(s) address (es)
 - physical characteristics driver license number(s) date(s) of birth
 - Other _____

- (b) Investigating records compiled for law enforcement purposes, but only to the extent that disclosure would do any of the following:
 - (i) Interfere with law enforcement proceedings.
 - (ii) Deprive a person of the right to a fair trial or impartial administrative adjudication.
 - (iii) Constitute an unwarranted invasion of personal privacy.
 - (iv) Disclose the identity of a confidential source, or if the record is compiled by a law enforcement agency in the course of a criminal investigation, disclose confidential information furnished only by a confidential source.
 - (v) Disclose law enforcement investigative techniques or procedures.
 - (vi) Endanger the life or physical safety of law enforcement personnel.

- (d) Records or information specifically described and exempted from disclosure by statute:
 - MCL 780.758 William Van Regenmorter Crime Victim's Rights Act
 - MCL 28.421b Firearms
 - MCL 28.214-C.J.I.S. Policy Council Act (LEIN information)
 - Statute: _____

- (l) Medical: _____

- (m) Communications and notes within a public body or between public bodies of an advisory nature to the extent that they cover other than purely factual materials and are preliminary to a final agency determination of policy or action.

- (n) Records of law enforcement communication codes, or plans for deployment of law enforcement personnel, that if disclosed would prejudice a public body's ability to protect the public safety.

- (s) Unless the public interest in disclosure outweighs the public interest in nondisclosure in the particular instance, public records of a law enforcement agency, the release of which would do any of the following:
 - (i) Identify or provide a means of identifying an informant.
 - (ii) Identify or provide a means of identifying a law enforcement undercover officer or agent or a plain clothes officer as a law enforcement officer or agent.
 - (v) Disclose operation instructions for law enforcement officers or agents.
 - (vii) Endanger the life or safety of law enforcement officers or agents or their families, relatives, children, parents or those who furnish information to law enforcement departments or agencies.
 - (viii) Identify or provide a means of identifying a person as a law enforcement officer, agent, or informant.
 - (ix) Disclose personnel records of law enforcement agencies.

- (w) Information or records that would disclose the social security number of any individual.

- To the best of the department's knowledge, information, and belief, under the information provided by you or by any other description reasonably known to the department, the public records do not exist within the department.

Based on the information you provided, we are unable to locate any records pertaining to the incident you described. Please resubmit a request with additional information. The following information, if available, is suggested.

- Specific location (i.e. city, county.)
- Michigan State Police incident number
- Names of those involved in the incident
- Specific dates (i.e., date of incident)
- Name of driver and their birth date or driver license number
- Date of birth

The report you have requested has not yet been completed and filed. Please resubmit your request in 30 days.

Additional Comments: