

FREEDOM OF INFORMATION ACT



KALAMAZOO COUNTY SHERIFF'S OFFICE

1500 LAMONT
KALAMAZOO, MICHIGAN 49048

- How do I submit a FOIA request?
 - By filling out the FOIA request form available on the Kalamazoo County Website at www.kalcounty.com/sheriff/policerreports.htm
 - Sending a written request via U.S. Mail to:

Kalamazoo County Sheriff's Office
1500 Lamont Avenue
Kalamazoo, MI 49048
Attention: Records
 - Sending an email to KCSO_FOIA@kalcounty.com
 - Filling out a request form in person during business hours (note: a report may not be given to you same day)
- When will I receive a response?
 - Pursuant to MCL 15.235 KCSO will respond to your request within five business days with the first business day beginning the day after the request is submitted.
- What will the cost be?
 - If the requested documents are available on the Sheriff's website, a link will be provided to you free of charge.
 - If the responsive documents are more than 5 double sided pages or take more than 15 minutes to prepare, KCSO will charge for the response. The charges will include copy costs, copy labor costs, retrieval costs, redaction and/or separation costs, and mailing costs.
 - All labor will be charged at the hourly wage of the lowest paid employee who is able to prepare the response plus fringe benefits up to 50% of their wage. The labor will be charged in 15 minutes increments, which will be rounded down.

- A detailed itemized bill will be provided to your attention. Upon payment of the itemized bill, a copy of the FOIA response will be provided to you.
- Reduced fees for indigence and qualifying non-profit organizations will be provided as required by law.
- Does my request require a deposit?
 - If the estimated cost of a response exceeds \$50.00, a 50% deposit is required prior to a response being prepared.
 - You will receive a cost estimate prepared by KCSO in response to your request.
 - If KCSO received a request from an individual that has not paid for a previously granted request, KCSO will require a 100% deposit as provided by law.
- What will the response contain?
 - If no responsive public documents exist, KCSO will provide an affidavit of non-existence.
 - The response will contain a complete copy of all public records that are responsive to the request with the exception of documents that are exempt from disclosure under the law.
 - FOIA responses that are redacted or separated will include a detailed explanation of the reasons for the redaction and/or separation with the response.
- Can I appeal the response?
 - If you receive an affidavit of non-existence, or redacted records in response to your request, you may file an appeal by sending a letter entitled “ Appeal” to:

Sheriff Richard Fuller
Kalamazoo County Sheriff’s Office
1500 Lamont Avenue
Kalamazoo, MI 49048
 - You also have the right to file an action in the Circuit Court of Kalamazoo County to compel disclosure without first filing an appeal with the public body. You must file the action in the Circuit Court within 180 days of the date of the response.
- Can I appeal the fee?
 - If the FOIA fee exceeds the amount permitted by law or KCSO’s procedures, you may file an appeal of fees with Sheriff Richard Fuller. Within 10 days of receipt of a notice of appeal of fees, the head of the public body will uphold, reduce, or waive the fee. If the head of the public body fails to respond to the appeal or issues a response to the appeal, an action may be filed in Kalamazoo County Circuit Court against the public body for a fee reduction. This action must be filed within 45 days of receiving the determination of the appeal.

- Several KCSO documents regarding FOIA can be found online such as:
 - A detailed explanation of the FOIA procedures
 - KCSO FOIA Request Form
 - Itemized billing form
 - FOIA Policy
 - A copy of an affidavit of Indigency