

Barry County Central Dispatch

Date Issued: November 1992

Review Date: September 13, 2010

FREEDOM OF INFORMATION ACT **(FOIA) REQUESTS**

345

Audio recordings from the four (4) dispatch consoles are kept for one year. All other media is kept according to the State of Michigan General Retention Schedule #34 – 9-1-1 Call Centers.

Request from a Public Safety Agency

Barry Central Dispatch may receive requests for Audio-log, Mobile Data Computer (MDC), and Computer Aided Dispatch (CAD) information from the agencies we serve. Prior to releasing any information, the requestor is required to complete the “Request for Audio-log/CAD/MDC Recording” form (attachment A). A “command” person and the person requesting or needing the recorded information shall sign the request.

Only a Barry County Central Dispatch supervisor, or the director, is permitted to make audio-log recordings. If there is a need for emergency audio-log recording, contact the director, or designated supervisor, immediately and the request will be honored.

Request from a Citizen

Requests from citizens will be honored in accordance with the Michigan Freedom of Information Act. Requests must be in writing with enough specificity to enable the FOIA coordinator(s) to locate the records. Citizens can use the “Barry County Central Dispatch Request for Information” form (attachment B) in order to assist them with the request.

Barry County Central Dispatch shall charge a fee for the time to research, print, and record the request information. The following is the fee schedule:

- Compact Disc (CD) - \$1.00 each
- Copy Charge - First ten (10) copies are free, .05 cents each thereafter
- Postage and mailing supplies - Actual cost (minimum \$2.50)
- Labor associated with preparing the request – no more than the hourly wage of the lowest paid employee **capable** of retrieving the information (minimum ¼ hour).

Attachment A

***BARRY COUNTY CENTRAL DISPATCH
REQUEST FOR AUDIOLOG/CAD/MDC RECORD(INGS)***

Date of Request: _____

Requesting Person: _____

Command Signature: _____

Incident Date & Time: _____

Incident Location: _____

Officers Involved: _____

Information Desired:

(Please check all that apply)

- | | | |
|--|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Audio Log Recording | <input type="checkbox"/> CAD Record | <input type="checkbox"/> MDC Record |
| <input type="checkbox"/> Telephone Calls only | | |
| <input type="checkbox"/> Radio Traffic only | | |
| <input type="checkbox"/> All Phone & Radio Traffic | | |
| <input type="checkbox"/> Fire Traffic | | |
| <input type="checkbox"/> EMS Traffic | | |

Choose a Format:

- Audio CD** (can be used on computer and CD player but won't have time stamp)
- Data CD** (can be used only on a computer and will have time stamp)
- E-mail Address:** _____

Additional Comments: _____

(For Barry Central Use Only)

Request Completed by: _____ Date: _____

Attachment B

Barry County Central Dispatch

9-1-1

2600 Nashville Rd - Hastings, MI 49058
Phone: 269-948-4825 - Fax: 269-948-3330

Phyllis Fuller Director
Chief Jerry Sarver Board Chair

| |
|--|
| Request for Information Pursuant to the Freedom of Information Act |
|--|

| |
|---|
| Date of Request: |
| Requestor's Name: |
| Requestor's Mailing Address: |
| Requestor's Phone Number: |
| Incident Date: Incident Time: |
| Incident Location: |
| Names of Parties Involved in Incident: |
| Law Enforcement Agency Involved: |
| Officer Name (if known): |
| Information Requested: |
| <i>Pursuant to P.A. 442 of 1976, Michigan Freedom of Information Act, there may be financial costs related to the reproducing of the above. My signature verifies that I agree to pay said costs and understand that Barry County Central Dispatch has five business days to reply to this request.</i> |
| Requestors Signature: |