



**Freedom of Information Act Guidelines
City of Sumter Police Department**



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ENFORCEMENT AGENCY

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Freedom of Information Act Guidelines City of Sumter Police Department

The Freedom of Information Act (FOIA) is designated to allow public access to the records and meetings of public business in an open and public manner. When public records are requested, the Department will provide information in accordance with the provisions of FOIA. The following guidelines will be used to process requests:

A. INSPECTION OF DAILY REPORTS

Reports for the 24 hour period preceding a current working day are available for inspection during normal business hours. There is no charge for inspection of these reports. If copies are requested, the cost is five (\$5.00) dollars, money order or certified check. The Department reserves the right to charge more for oversized copies.

Reports subject to FOIA disclose the nature, substance, and location of any crime or alleged crime reported as having been committed. Reports containing information exempt from disclosure pursuant to FOIA or other applicable laws are not available to the public. When possible, the Department will delete-excluded information and make the remainder of the report available for inspection.

B. INFORMATION NOT SUBJECT TO DISCLOSURE

- (1) Information of a personal nature where public disclosure would constitute an unreasonable invasion of privacy.
- (2) Information identifying an informant whose identity is not otherwise known.
- (3) Premature release of information related to law enforcement action. Disclosure of investigatory techniques not otherwise known to the public.
- (4) Information which may endanger the life, health, or property of any person.
- (5) Information identifying certain victims and juvenile defendants.

C. REQUESTS FOR PAST RECORDS AND INFORMATION

Requests for inspection of documents beyond the twenty-four hour period preceding the current working day may require an appointment and/or written request for the documents as this information may require a records search. When a request requires a records search of records to collect the requested data or in order to make information available, the Department reserves the right to charge at the rate of twenty-five (\$25.00) dollars per hour for the search and/or for making the records available. The Department also reserves the right to require a deposit representing the estimated cost of the search prior to initiating the search. If copies are requested, the cost is five dollars (\$5.00) for each copy.

The Department reserves the right to charge more for oversized pages. The department requires that estimated costs, not to exceed twenty-five percent of the total reasonably anticipated cost, be deposited prior to the initiation of a search.

D. REQUESTS FOR EXTENSIVE INFORMATION, SPECIFIC DATA, AND/OR REQUESTS NECESSITATING EXTENSIVE SEARCHES

Freedom of information requests (FOIA) for extensive data, specific data, and information from several years and/or other types of extensive or complicated request are time-consuming and often require the services of a computer knowledgeable staff member to access Department records. During the course of the search, the computer and the staff member will not be available to conduct other business, complete daily duties, or otherwise assist the public. For these reasons, the Department charges a fee to individuals requesting extensive FOIA information. The Department charges twenty-five dollars (\$25.00) per hour for searches and assistance related to these requests. Copies made pursuant to the request are five dollars (\$5.00) for each copy. The department requires that estimated costs, not to exceed twenty-five percent of the total reasonably anticipated cost, be deposited prior to the initiation of an extensive search. Payment must be made via certified check or money order made payable to the City of Sumter.

E. TIME FRAME FOR EXTENSIVE REQUESTS

Upon the receipt of the required deposit, the Department will initiate the search as soon as possible. However, completion may depend on the extensive nature of the search; additional time may be required. The Department shall within ten days (excepting Saturdays, Sundays, and legal public holidays) of the receipt of the request, notify the person making the request of its determination and the reasons for it. If the record is more than twenty-four months old at the date of the request, the department shall within twenty days (excepting Saturdays, Sundays, and legal public holidays) of the receipt of the request, notify the person making the request of its determination and the reasons for it. If the request is granted, the record must be furnished or made available for inspection or copying no later than thirty calendar days from the date on which the final determination was provided, unless the records are more than twenty four months old, in which case the public body has no later than thirty five calendar days from the date on which the final determination was provided.

F. TIME FRAME FOR OTHER REQUESTS

Requests for FOIA inspection of records concerning the twenty-four hour period preceding a current workday are available on a first come, first serve basis.

Requests involving other time periods may be subject to provisions of Section E. Although every effort will be made to honor simple requests for information on a first come, first serve basis. The Department must reserve the right to decline immediate searches when regular business or normal duties require the services of all available staff.

G. REVIEW TO DETERMINE IF FOIA APPLIES TO DOCUMENTS

The Department does not charge for examination and reviews to determine if records or documents are subject to FOIA disclosure

H. WAIVER OR REDUCTION OF COSTS:

If the Department determines that the information requested primarily benefits the general public, the cost of providing documents may be reduced or waived. Member of the General Assembly may receive copies at no charge when the request relates to legislative duties.

I. RESTRICTIONS ON THE USE OF FOIA DOCUMENTS:

Information obtained through the FOIA cannot be used for commercial solicitation. Information obtained from police incident reports cannot be used to seek or promote any business. FOIA requests that provide names, addresses and telephone numbers of public officials or employees cannot be used for commercial solicitation to seek business