

HOW TO OBTAIN COPIES OF POLICE/FIRE REPORTS AND ASSOCIATED FEES

The following procedures and fees apply to requests for copies of Grand Haven Department of Public Safety information:

- ❖ Requests for copies of Incident Reports, Crash Reports, Photographs, or Video can be made by:
 - Telephone: (616) 842-3460 to the Records Section
 - Email: rfreeman@grandhaven.org
 - Mail: Grand Haven Department of Public Safety, 525 Washington Avenue, Grand Haven, MI 49417. Attention: Lieutenant Renee Freeman.

- ❖ Police and Fire Incident Reports
 - \$5.00 for the first page, and \$2.00 for each additional page.
 - This fee includes research time, copying, and mailing expenses incurred by the Department of Public Safety.

- ❖ In-Car Video (DVD)
 - \$30.00 per DVD.
 - This fee includes research time, copying, DVD, and mailing expenses incurred by the Department of Public Safety.

- ❖ Photographs
 - Film (35mm) Photographs
 - \$10.00 for research time, mailing, as well as actual expenses for re-production of photographs requested.

 - Electronic Photographs (CD)
 - \$20.00 for research time, mailing, CD, as well as personnel expenses for copying of electronic photographs requested.

****All incident and crash reports, in-car video, photographs, and any other Department information is subject to approval or refusal pursuant to the Freedom of Information Act (FOIA).***