

## **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](mailto: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).***