

Jackson, Michigan Police and Fire Departments
Request for Public Records
Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231 et seq.

PLEASE PRINT

Requestor Information

Name:	Phone #:	Email Address:		
Address:	City:	State:	ZIP:	
Company:	Client Name:		Reference #:	

The City may charge a fee for preparing records to be inspected or released under Michigan FOIA law.

Requested Record(s) (Use back of form for additional incident #s.)

Incident #:	Date of Incident:	Location of Incident:		
Subject Name:	Involvement (Victim, Suspect, Parent):	DOB:	Sex:	

Type of Record Requested:

- | | |
|---|--|
| <input type="checkbox"/> Fire Run Report | <input type="checkbox"/> Police Report |
| <input type="checkbox"/> In-Car Video on DVD | <input type="checkbox"/> Photographs on CD |
| <input type="checkbox"/> Dispatch Incident Report (Report of dispatch information) | |
| <input type="checkbox"/> Subject Activity Report (Listing of reports connected to a specific subject) | |
| <input type="checkbox"/> Address Incident Analysis Report (Listing of dispatches to a specific address) | |
| <input type="checkbox"/> Other (Describe): _____ | |

Your response from the City of Jackson may come from the Police Department, Fire Department, or Office of the City Attorney. Typical responses come within five (5) business days, however the City may extend that deadline by ten (10) days if needed. If an extension is necessary, you will be notified in writing.

Delivery Method - Please select one:

- Pick Up at Police Dept. (You will be notified by telephone.)
- U.S. Mail to Address Above
- E-mail to: _____
- Inspect Copies of Records. (You will be contacted for an appointment.)

Submit request in one of the following ways:

Mail To: Jackson Police Dept.
 FOIA Coordinator
 216 E. Washington Ave.
 Jackson, MI 49201

Email: KParsons@CityOfJackson.org

Fax: (517) 788-4129

For Department Use Only:	
Request Received By:	_____
Date Received:	_____
ID Verified:	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

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For Department Use Only:		Extension Filed:	_____
FOIA Completed By:	_____	Date Completed:	_____
How Completed:	_____	Costs Associated:	_____