

CAPE VINCENT POLICE DEPARTMENT

POLICY AND PROCEDURES

SUBJECT: OPERATIONS F.O.I.L. Procedures	POLICY NUMBER: CV-40-23-02-01 SUPERSEDES: All Previous AMENDED: EFFECTIVE DATE: Page 1 of 2 Pages
AUTHORITY OF:	Shaun Cuddeback, Officer In Charge Date: / /
REFERENCE: Article 6 of the Public Officers Law: Freedom of Information Law (FOIL)	

PURPOSE: This policy is designed to provide clear and concise guidelines for gathering, sharing, disseminating and forwarding case information through the Village of Cape Vincent Mayor's Office in response to a Freedom of Information Law (FOIL) request.

POLICY: Consistent with our values to protect and serve in a professional manner, it will be the policy of the Cape Vincent Police Department to assist the Village of Cape Vincent Mayor's Office with honoring FOIL requests.

PROCEDURES:

- I. Receiving FOIL requests:
 - A. FOIL requests may be made in writing or through email.
 - B. All FOIL requests made to this office will be referred to or forwarded to the Village of Cape Vincent Mayor's Office for review and direction.
 - C. No open or incomplete file is subject to FOIL.
- II. Notification of a FOIL request from the Village of Cape Vincent Mayor's Office
 - A. Upon notification that the Mayor's Office requires documentation, photographs, video, or audio to answer a FOIL request, the following procedure will be adhered to:

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1. The Cape Vincent Police Department will receive the FOIL request and forward the request to the Officer In Charge (OIC) or the OIC's designee.
2. Within five (5) business days of the receipt of a written request for a record reasonably described, the OIC or the OIC's designee will review the associate case and determine whether the requested records should be disclosed pursuant to FOIL. The OIC or the OIC's designee will complete a cover letter with a recommendation to make the record(s) available with or without redactions; denying such request and the reason; or acknowledge the receipt of such request and providing an estimated time of when the records will be available.
3. The OIC or the OIC's designee will create three (3) packets containing copies of the record request and the associated cover letter.
 - a. One (1) packet will be filed with the associated case file(s).
 - b. Two (2) packets, along with the associated documentation, photographs, video, or audio requested to satisfy the FOIL request, will be forwarded to the Mayor's Office for final review and dissemination.