



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: December 8th, 2025

TOPIC Appointment of Police FOIA Coordinator & Streamlined FOIA Processing Workflow for Lake Orion Police Department

BACKGROUND BRIEF:

The current process for handling police-related Freedom of Information Act (FOIA) requests requires members of the public to submit their request at Village Hall, where staff then forwards the request to the Lake Orion Police Department (LOPD) for processing. Once LOPD completes the review and prepares a response, it is sent back to Village Hall for final handling and release.

This multi-step workflow creates unnecessary delays, duplication of work, and opportunities for miscommunication. In practice, all police FOIA records including report retrieval, review, redaction, billing, and correspondence are already handled by the LOPD Records Clerk. The current Clerk has completed both basic and advanced FOIA training courses, ensuring they are properly qualified to manage these responsibilities. To improve efficiency and customer service, LOPD has/will created a dedicated police FOIA form, public webpage, and an internal FOIA tracking log designed to streamline and record all requests.

State law under MCL 15.236 requires every public body to formally appoint a FOIA Coordinator who is responsible for processing of FOIA requests. To remain compliant with this statutory requirement, the Village Council must make a formal appointment, and in this case, Council action is needed to designate the Police Records Clerk as the FOIA Coordinator for Police Records.

This appointment will allow all police FOIA requests to be received, logged, processed, and responded to directly by LOPD, eliminating the redundant back-and-forth between departments while remaining fully compliant with the Michigan FOIA statute and Village policy.

FINANCIAL IMPACT:

There is no anticipated financial impact. All systems, processes, and software required to handle police FOIA requests are already in place within the Lake Orion Police Department. This change simply streamlines the existing workflow and does not require any new expenditures, equipment, or staffing.

RECOMMENDED MOTION:

Move to appoint the Lake Orion Police Department Records Clerk as the FOIA Coordinator for Police Records, in accordance with MCL 15.236, and to amend the Records Clerk job description to include the duties and responsibilities of serving as the FOIA Coordinator for Police Records.