

	<b>NEW PALTZ POLICE DEPARTMENT</b> <b>Policy and Procedures</b>	
	<i>Subject</i> <b>140.0 Personnel File FOIL Request</b>	
	<b>ISSUED: July 5, 2021</b>	<b>EFFECTIVE: July 5, 2021</b>
	<b>REVISED:</b>	<b>RESCINDED:</b>
<i>N.Y.S. Accreditation Ref: N/A</i>	<i>Page 1 of 1</i>	<b>Authority: Chief Robert J. Lucchesi</b>

### Personnel File FOIL Request

#### 140.1 PURPOSE

The purpose of this policy is to address the repeal of ARTICLE 50-a of the New York State Civil Rights Law, and amendments to the Freedom of Information Law (FOIL). This policy allows a short window of opportunity for affected individual (s) to understand what information will become public through FOIL and to consider their options.

#### 140.2 POLICY

1. The Chief of Police or their designee will notify the Local Union President and the affected individual (s) of a FOIL inquiry within seven (7) calendar days of receipt (date of receipt does not count).
2. The Chief of Police or their designee will provide the proposed response to the same individual (s) fourteen (14) calendar days before sending the response to the Town Clerk for release.
3. The Union can submit written objections to the proposed FOIL response and the Chief and/or the Town may consider and review the objections. If there is no objection to the response, the individual (s) will notify the Chief of Police or their designee as soon as possible so the response can be sent.
4. If there is an objection to the proposed response, the affected individual (s) may bring a legal action and seek injunctive relief prior to the expiration of the 14-day period.
  - a. If an injunction has not been issued by a court with jurisdiction prior to the 14-day period, the Chief of Police or their designee will forward the response to the Town Clerk for release to the requestor.