



CITY OF  
**WESTLAND**

An All AMERICAN City  
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William R. Wild - Mayor



**Department of Police**

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Ms. Shirley Walker  
3217 5<sup>th</sup> Street  
Tuscaloosa, Alabama 35401

**Re: FOIA Request**

Ms. Walker,

I am in receipt of your letter where you requested information about **"....the program (clemis) that is used to write and print police reports. That include all operating and instruction manual"**. We are unable to fulfill this request as we are not the owners of the system and any such request would need to be made to them directly. I can however answer some of your questions as follows:

1) **"In order to finalize a police report do I have to place items that I found under someone name, or could I still finalize my police report without placing the items under someone name?"** The shortest and most precise answer is yes, a police report could be finalized with property listed in the report without someone's name being listed.

2) **"How would I finalize a police report if there is no person only items found on a street or in a house?"** A report is able to be finalized with only items listed and no person listed in the report. We have several "found property" reports where someone reports that they have found some items somewhere that do not belong to them and they do not wish to claim ownership of them. In these cases a report is generated and the items are secured in our property for at least thirty (30) days in the event that the rightful owner may come forward to claim them.

3) **"After I finalize a police report could I later go back and correct mistakes, change or delete incorrect or misstated statements, and/or any other mistakes that might have been made?"** Yes there are procedures in place that allow supervisors to return reports to officers to make corrections. There is no timeline for this. If a mistake is discovered even months later, the officer could have the report returned to them and any erroneous information could be corrected at that time.

4) **"Could I add to the police report after I have finalized it?"** Yes as stated in #3, the officer who wrote the report could have it sent back to them by a supervisor and they can make changes or additions as needed. If additional information is supplied to another officer, that officer has the ability to add an addendum or "point" to the original report.

5) **"Is the time printed at the top or bottom of the police report the time I finalize the report or the time I printed the report after I finalize it?"** There are several times which appear on the case reports. There is a "report date/time" which is when the incident is reported to the officer. There is an "occurrence date/time" which details when the incident occurred. Lastly on printed copies of reports there is a "created on" date and time which appears in the lower right corner which is simply when the report was printed.

6) ***"Who are the makers of Clemis?"*** Clemis stands for "Courts and Law Enforcement Management Information System" which was created and is maintained by the Oakland County, MI Department of Information Technology.

7) ***"What is the phone number and address of the company that makes Clemis program?"***

Contact Oakland County CLEMIS

Jamie Hess, CLEMIS Manager  
CLEMIS (Courts & Law Enforcement  
Management Information System)  
1200 N Telegraph Road, Bldg #49W  
Pontiac, MI 48341

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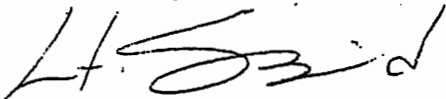
Jeffrey Werner, CLEMIS Chief -  
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Management Information System)  
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Email: wernerj@oakgov.com

Information about Clemis can also be obtained on the internet by going to [www.clemis.com](http://www.clemis.com)

I hope that you find this information useful and if there is something specifically that I can help you with please feel free to contact me at the number listed below.

Sincerely,



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