

13 February 2013

File ref: 12/4875/6

Woody
fyi-request-677-e92fa169@requests.fyi.org.nz

Dear Woody

Official Information Act Request

I refer to your email of 2 December 2012 requesting copies of the following Police policy manuals and GI:

- Alcohol and drug testing Manual
- Alcohol and drug impaired driving Manual
- Arrest and detention Manual
- Bail Manual
- Bank accounts Manual
- Blackmail Manual
- Bulk Seizures (D221) GI

I again apologise to you for the delay in processing your request caused through an administrative assignment error within police. Unfortunately the holiday period exacerbated the issue.

Police has considered your request and decided to release the information in accordance with the Official Information Act 1982.

Because of the time involved in providing the information, Police has decided to charge you in accordance with the Ministry of Justice's guidelines for charging under the Act. Under the guidelines, the first hour will not be charged. Additional time will be charged at a rate of \$38.00 per half hour or part thereof. As you have requested the information be provided to you electronically, no photocopying charges will be payable.

Under the Ministry's guidelines the work for which Police may charge, includes time:

- to identify and locate the documents in our Police Instructions system and identify the business owner
- to physically save the documents in a format suitable for redaction where necessary, and send to the business owner for consideration
- for each business owner to read, review, and edit/redact any information to be withheld, and for that to be checked by an appropriate supervisor
- preparing/attaching the individual documents approved for release by electronic sending.

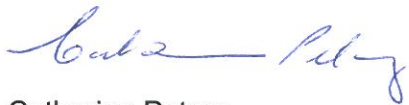
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The staff time for the above has been calculated at 3 ½ hours. Taking into account the first hour, the chargeable staff time is 2 ½ hours. The total cost of the information you have requested is \$190 (GST inclusive).

Please advise whether you wish to proceed with your request. If so, an invoice for payment will be sent to you prior to the release of the information requested. Police will resume work on your request on receipt of your payment.

You have the right, under Section 28(3) of the Official Information Act 1982, to ask the Ombudsman to investigate and review the above charges.

Yours sincerely



Catherine Petrey
National Manager Policy
Police National Headquarters

Safer Communities Together

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