



# **SHERIFF**

KENDALL COUNTY SHERIFF'S OFFICE

1102 CORNELL LANE, YORKVILLE, ILLINOIS 60560

PHONE (630) 553-7500 FAX (630) 553-4379

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## Freedom of Information Act Posting

The purpose of the Freedom of Information Act (FOIA) is to ensure that all persons are entitled to full and complete information regarding the affairs of government, and the official acts and policies of those who represent them as public officials (5 ILCS 140/1). Pursuant to FOIA, the following information is made available to the general public:

### **Background about the Kendall County Sheriff's Office**

**Purpose:** To act in a manner that leads the citizens of Kendall County to have the feeling of safety and security in their homes, neighborhoods, and businesses, and confidence in the Sheriff's Office.

**Office:** The contact information for the Offices of the Kendall County Sheriff is:

1102 Cornell Lane  
Yorkville, IL 60560  
Phone: 630-553-7500  
Fax: 630-553-4379

The Kendall County Sheriff's Office currently employs approximately 119 full-time and 6 part-time employees, a block diagram of the Kendall County Sheriff's Office functional subdivisions is attached as Exhibit 1.

**Budget:** The total amount of the Kendall County Sheriff's Office operating budget and funds for this fiscal year is \$8.25 million

**PROCEDURE FOR REQUESTING INFORMATION AND PUBLIC RECORDS  
FROM THE KENDALL COUNTY SHERIFF'S OFFICE**

**FOIA Requests:** Any person may obtain public records for inspection or copying by Submitting a completed Public Records Request form (Exhibit 2) or a written request to any of the below designated FOIA Officers for the Kendall County Sheriff's Office. The Kendall County Sheriff's office will respond to all FOIA requests in accordance with the procedures set forth in FOIA and all other applicable federal and state laws.

**FOIA Officers:** All FOIA requests to the Kendall County Sheriff's Office should be given to one of the following FOIA Officers:

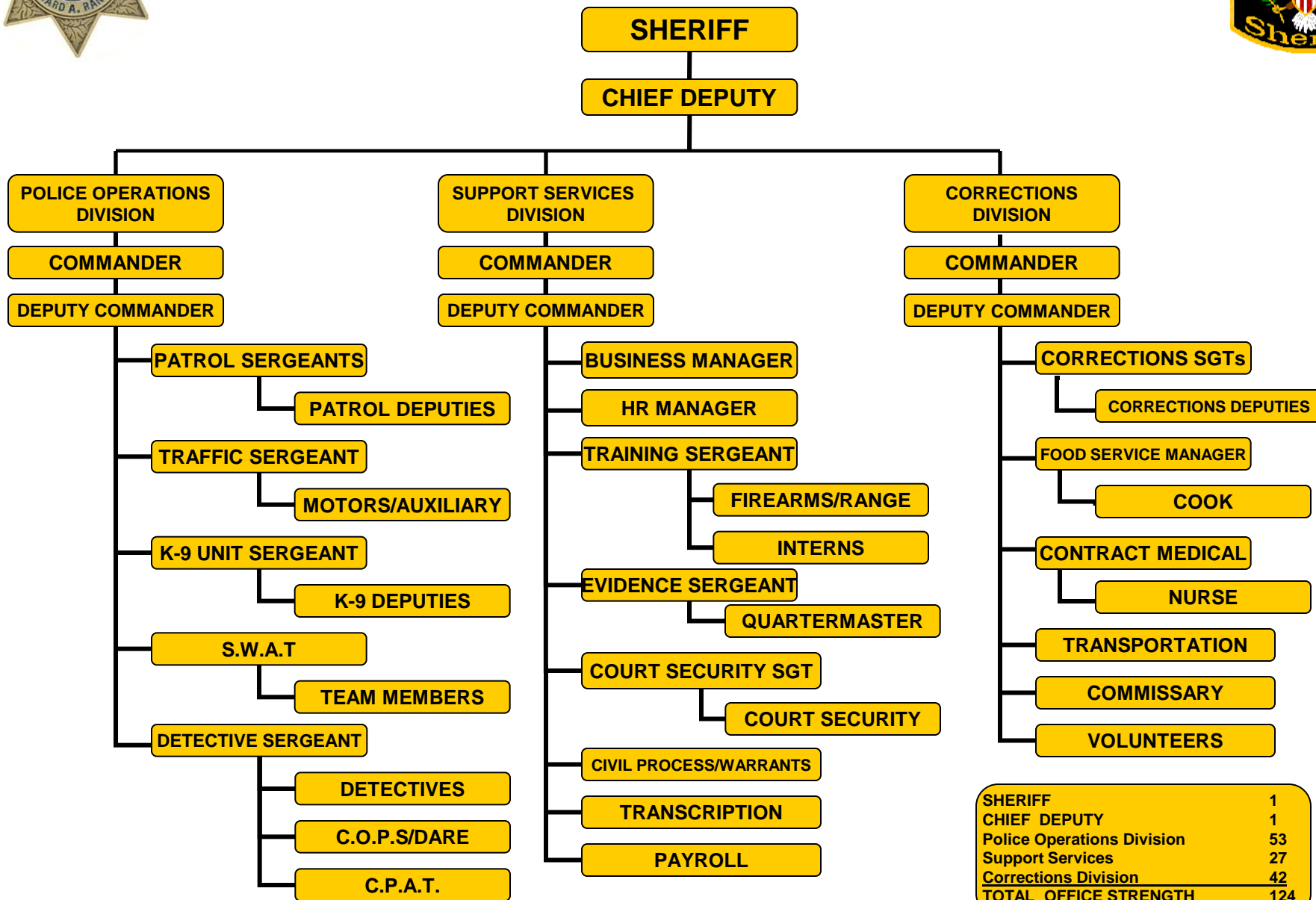
Katherine Rassmussen, Office Manager  
 Tracy Page, Admin Assistant/HR Manager  
 1102 Cornell Lane  
 Yorkville, IL 60560  
 Phone: 630-553-7500  
 Fax: 630-553-4379

**Copy Costs:** Except when a fee is otherwise fixed by statute, the Kendall County Sheriff's Office will charge the following rates for copies of requested records:

TYPE OF DOCUMENT	FEE
Black and white, letter or legal sized copies	No charge for the first 50 pages and 15 cents per page thereafter
Color copies and odd-sized copies (letter up to 11" x 17")	50 cents per page for the first 500 pages and 45 cents per page thereafter
Black and White 24" x 36"	\$1.00 a page
Color 24" x 36" and other oversized copies	The actual cost charged to the County by area printers
Computer disc, tape-cassette, compact disc, and/or any other recording medium	The actual cost for the computer disc, tape-cassette, compact disc, and/or other recording medium

# KENDALL COUNTY SHERIFF'S OFFICE

## 2011 ORGANIZATIONAL CHART



SHERIFF	1
CHIEF DEPUTY	1
Police Operations Division	53
Support Services	27
Corrections Division	42
<b>TOTAL OFFICE STRENGTH</b>	<b>124</b>



KENDALL COUNTY SHERIFF'S OFFICE  
1102 CORNELL LANE, YORKVILLE, ILLINOIS 60560  
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REQUEST FOR PUBLIC RECORDS  
Under the Illinois Freedom of Information Act

Requestor's Name	Date of Request
Requestor is Representing	Telephone # with area code
Address (Number and Street)	Cell Phone # with area code
City State Zip	Email Address
Case Number (if you don't know it, look in the book in lobby for police blotter by date)	Location of Incident
Type of Incident	Date and Time of Incident

In the space below, please describe the public records you are requesting. In order to expedite the search for records, please be as specific as possible.

Do you wish to inspect or receive a copy of the requested records? Inspect  Copy  Both

Is this request for a commercial purpose? Yes  No   
(i.e., do you intend to sell the requested records or use the records in advertisement?)

(It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body. 5 ILCS 140/3.1(c))

Are you requesting a fee waiver? Yes  No

(If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose of the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public. 5 ILCS 140/6 (c))

Do we have your permission to redact/withhold dates of birth? Yes  No

The Illinois Attorney General's Office has determined that the disclosure of a date of birth would constitute a clearly unwarranted invasion of personal privacy under 7(1)(c). Without your permission we will have to ask permission from the Attorney General's Office which may delay your response.

Do you agree to a ten (10) business day extension for this request to allow for the reports to be finalized? Yes  No

How would you like to receive your completed request? Mail to the address above  Pick up in person

- Please complete this form and deliver directly to the FOIA Officer in the department for which the records are being sought. **You must have and produce a photo ID when requesting the information.**

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Date

- All requests take 3-5 business days to process **after** the report is approved. You must have and produce a photo ID when requesting information. A copy will be made and attached to your request.

**FOR OFFICE USE ONLY:**

Date and Time request was received: \_\_\_\_\_ Date and Time of response: \_\_\_\_\_ Logged in FOIA Log: \_\_\_\_\_ FOIA Officer's Initials: \_\_\_\_\_