



Kendall County

Office of the Sheriff

Dwight A. Baird, Sheriff
1102 Cornell Lane Yorkville Illinois 60560
Phone: 630-553-7500 Fax: 630-553-1972
www.co.kendall.il.us/sheriff



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 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: 630-553-1972

The Kendall County Sheriff's Office currently employs approximately 119 full-time and 7 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 \$10.1 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:

Samantha Majestic, Records Clerk
Lisa Bowen, Administrative Manager
Tracy Page, Business Office/HR Manager

foiaSheriff@co.kendall.il.us

1102 Cornell Lane
Yorkville, IL 60560
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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:

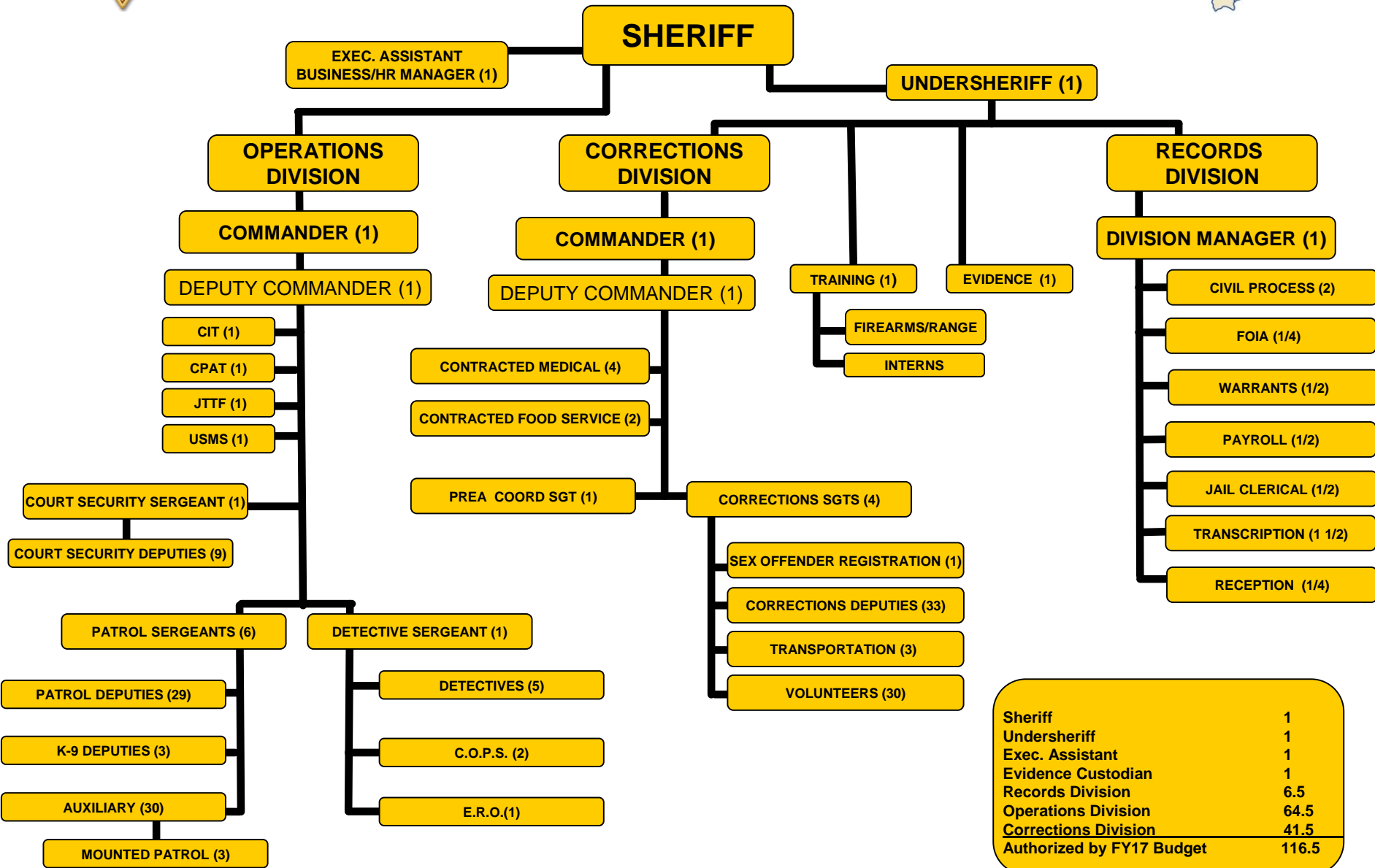
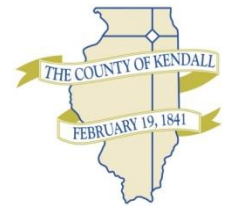
TYPE OF DOCUMENT	FEE
Black and white, letter or legal sized copies	No charge for the first 50 pages and 15 cents per page thereafter
Color copies and odd-sized copies (letter up to 11" x 17")	50 cents per page for the first 500 pages and 45 cents per page thereafter
Black and White 24" x 36"	\$1.00 a 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



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2017 ORGANIZATIONAL CHART



Sheriff	1
Undersheriff	1
Exec. Assistant	1
Evidence Custodian	1
Records Division	6.5
Operations Division	64.5
Corrections Division	41.5
Authorized by FY17 Budget	116.5



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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
Report 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 <input type="checkbox"/> Copy <input type="checkbox"/> Both <input type="checkbox"/>	
Is this request for a commercial purpose? Yes <input type="checkbox"/> No <input type="checkbox"/> (i.e., do you intend to sell the requested records or use the records in advertisement?) <small>(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))</small>	
Are you requesting a fee waiver? Yes <input type="checkbox"/> No <input type="checkbox"/> <small>(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))</small>	
Do you agree to a five (5) business day extension for this request to allow for the reports to be finalized? Yes <input type="checkbox"/> No <input type="checkbox"/> FOIA provides numerous statutory reasons for us to extend response time, if necessary. Your voluntary agreement above will not unnecessarily delay your request. In accordance with the act if we require more time you will be notified within 5 business days.	
How would you like to receive your completed request? Pick up in person <input type="checkbox"/> Mail <input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/>	
- You must have and produce a photo ID when requesting the information.	
_____	_____
Please sign the requestors name here	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.	