

Bartonville Police Department Freedom of Information Request Form

The Village of Bartonville Police Department provides this form as a convenience; however use of this form is not required by the Illinois Freedom of Information Act (FOIA).

FOIA requests maybe submitted in writing, by mail, FAX, or in person to one of the FOIA Officers listed.

Chief Fengel
Dispatcher K. Watson
Dispatcher J. Schwindenhammer
Dispatcher R. Weber
Dispatcher S. Vansaghi
Dispatcher D. Blasé

Bartonville Police Dept.
5918 S. Adams St.
FAX (309)697-9543

FOIA requests can be made 24 hrs a day

PLEASE SEE REVERSE SIDE FOR FEES AND OTHER IMPORTANT INFORMATION.

Requestor's Name _____
Date of Request _____ Telephone Number _____
Street Address _____ City/State/Zip _____

Information Requested

Police Incident Report Number (if known) _____

Incident Type _____ Incident Date _____
(e.g.: burglary, assault, battery)

Persons Involved in Incident _____

How would you like to receive the record sought? ___ Pick-up ___ Mail ___ E-mail ___ FAX

Please provide instructions for delivery: _____

Do you request that one or more records by notarized? ___ No ___ Yes (please list below)

Is this request for a Commercial Purpose? Yes or No

If yes please list the name of the entity: _____
(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 do so by the public body, 5 ILCS140.3.1(c)).

Are you requesting a fee waiver? Yes or No

(if you are requesting that the public body waive any fees for copying 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 the legal rights of the general public. 5 ILCS 140/6)).

Response (Requestor does not fill in below this line)

Date Received _____ Time Received _____

If information is available and approved it will be ready on or before: _____
(This date is five working days not including weekends or holidays)

Approved:

- () The documents requested are enclosed.
- () The documents will be made available within 5 days. Copies over 50 pages will be ___ (\$.15 per page for criminal report)
- () You may inspect the records at _____ on the date of _____

Denied:

- () The request creates an undue burden on the public body in accordance with Section 3 (f) of the FOIA, and we are unable to negotiate a more reasonable request.
- () The materials requested are exempt under Section 7 _____ of the Freedom of Information Act for the following reasons: _____
FOIA Officer(s) that determined request to be denied: _____
- () Request delayed, for the following reasons (in accordance with 3 (d) of the FOIA): _____ You will be notified by the date of _____ as to the action taken on your request.

The information required by this form is MANDATORY in order to comply with the FOIA. Failure to so provide may result in this form not being processed.

FOIA Officer

Date of Reply

IMPORTANT INFORMATION

- A. The Village of Bartonville Police Department does not accept oral FOIA requests.
- B. This is the Bartonville Police Department's standard FOIA Request Form, though not required, is available for the convenience of those making such requests.
- C. Requesters are not required to state the purpose of a FOIA request, other than indicating whether the request is for commercial purposes. It is illegal for a requester to obtain a record for a commercial purpose without making this disclosure if asked to do so.
 - 1. A commercial request is a request in which the requester seeks to use all or part of the record for the sale or resale, or for solicitation or advertisement for services.
 - 2. Requests made by news media, not-for-profit organizations, scientific organizations, or academic organizations are not commercial requests if they are made for the purpose of journalism, research or similar purposes.
 - 3. The Bartonville Police Department shall provide an initial response to requests for commercial purposes within 21 business days. The initial response may consist of; [a] providing the records, [b] providing the requester with an estimate as to when the records will be available and what the fees will be, [c] denying the request under an exemption; or [d] notifying the requester that the request is unduly burdensome. (see the FOIA for further details on requests for commercial purposes).
 - 4. Fees, if any, for records requested for commercial purposes must be paid in advance, as estimated in the initial response defined above.
- D. The Bartonville Police Department shall comply with of deny requests for non-commercial purposes within five business day. The law provides for an extension of another five business days under certain circumstances, and the Bartonville Police Department shall notify the requester within five business days of the request if an extension is necessary.

FEES FOR RECORDS REQUESTED UNDER FOIA¹

- A. Black & White copies letter size: First 50 pages are free, \$.15 per page thereafter.
- B. Color letter size copies: Actual cost for all pages.
- C. Electronic media (i.e. CD or DVD): Actual cost for each disc.
- D. Record notarization: \$1.00 per record.
- E. Traffic Accident Reports: \$5.00 per report at the police department.
- F. Traffic Accident Reports: \$11.00 per report on line at www.docview.com
- G. Traffic Accident Reports investigated by Accident Reconstruction Officer \$20.00 per report.¹

¹Traffic Accident Report fees are set separately in Sec. 625 ILCS 5/11-416 of the IL Vehicle Code.

² Special Service fee applies when an insurance company or attorney requests that a Traffic Accident Report be mailed within 48 hours or less. This is an addition to any other applicable fees.