



CITY OF MORRIS

DEPARTMENT OF POLICE
200 E. CHAPIN STREET
MORRIS, IL 60450

CHIEF OF POLICE
JOHN H. SEVERSON
PHONE: (815) 941-5233
FAX: (815) 941-5237
www.morrispolice.org

GENERAL INFORMATION

The City of Morris is a municipality incorporated and organized under the laws of the State of Illinois. The Morris Police Department is a division of the City of Morris whose purpose is to provide the residents of the City with police protection. Page 3 depicts the Morris Police Department Mission Statement.

The Morris Police Department currently employs 25 full-time officers, 12 part-time officers and 4 office staff for a total of 41 employees. The Organizational Chart – Command Protocol found on page 7 depicts the succession of command of the Morris Police Department. The Organizational Chart – Divisions found on page 8 depicts the organizational structure of the Morris Police Department.

A copy of the City's Summary of Budgets, page 4, discloses the operating budget for FY2018-19 of \$47,739,084.00.

The Morris Police Department is located in the Morris Municipal Services Building and bears the following address:

Morris Police Department
200 E. Chapin Street
Morris, IL 60450

The Freedom of Information Act Officer for the Morris Police Department is:

Sheri Simms
Morris Police Department
200 E. Chapin Street
Morris, IL 60450
(815) 941-5239 (direct line)
(815-942-2853 (fax)
ssimms@morrispolice.org

Freedom of Information Act requests may be made:

- In person at the Records Department of the Morris Police Department
- By mail to the FOIA Officer, Sheri Simms, at the address shown above
- By emailing the FOIA Officer at ssimms@morrispolice.org
- By fax to (815) 942-2853

Requests must include requester's name, contact information, date of request, records requested and whether or not the information will be used for commercial purposes.

FOIA specifies the fees that a public body may charge. Fees for any such records are as follows:

- No fees shall be charged for the first 50 pages of black and white, letter or legal sized copies for non-commercial requests.
- Each additional black and white, letter or legal sized copy after the first 50 pages shall be charged at \$.15 per page.
- Color copies or abnormal size copies will be charged based on the actual cost of duplication or publication.
- Cost of certifying a record will be \$1.00.
- Electronic records will be charged based on the cost of the recording medium.
- The fee for traffic accident reports is \$5.00, and up to \$20.00 in the case of an accident investigated by an accident reconstruction officer or accident reconstruction team.
- Voluminous Requests: A voluminous request is defined as “a request that: (i) includes more than 5 individual requests for more than 5 different categories of records or a combination of individual requests that total requests for more than 5 different categories of records in a period of 20 business days; or (ii) requires the compilation of more than 500 letter or legal-sized pages of public records unless a single requested record exceeds 500 pages.” Section 6(a-5) of FOIA (5 ILCS 140/6(a-5) (West 2016)) provides an exception to the general rule that a public body may only charge the actual cost of the recording medium for furnishing copies of records in an electronic format, and fixes fees that are applicable to voluminous requests as follows:

Records not in PDF:

2 or fewer megabytes:	Up to \$20
2+ to 4 megabytes:	Up to \$40
4+ megabytes:	Up to \$100

PDF Records:

80 or fewer megabytes:	Up to \$20
80+ to 160 megabytes:	Up to \$40
160+ megabytes:	Up to \$100

- Commercial requests: Fees for commercial requests include labor costs of up to \$10.00 per hour (after the first 8 hours) for the time spent searching for and retrieving a requested record or examining the record for necessary redactions. If any records are stored at an off-site storage site managed by a third-party storage company under contract, a charge for the actual cost of retrieval will be assessed.

Please refer to the following pages for other Morris Police Department information:

Page 3.....Morris Police Department Mission Statement

Page 4.....Summary of Budgets

Page 5.....Fire & Police Commission

Page 6.....Morris Police Department Personnel List by Rank

Page 7.....Organizational Chart – Command Protocol

Page 8.....Organizational Chart - Divisions

Page 9.....F.O.I.A. Request Form

Page 10....Index of Records Available for Immediate Disclosure

Page 11...Index of Available Records

Page 12...Index of Available Records (Page 2)

Board of Fire & Police Commission
200 E. Chapin Street
Morris, IL 60450
815-942-2131
policecommission@morrispolice.org

3-Year Term

Brent Dite, Chairman (5/20)
Timothy Neary, Secretary (5/21)
Joseph Goolsby, Member (5/19)

Morris Police Department

Morris PD Policy Manual

MORRIS POLICE DEPARTMENT MISSION STATEMENT

The Mission of the Morris Police Department is provide a safe, discrimination-free environment for all the people of our community.

The Morris Police Department is committed to:

- 1. Developing and maintaining partnerships with the community.
- 2. Providing responsive and personalized police services.
- 3. Detecting and apprehending criminal offenders.
- 4. Maintaining the highest degree of integrity and professionalism by our actions.
- 5. Employing proactive policing strategies.

CITY OF MORRIS, ILLINOIS

SUMMARY OF BUDGETS

	Estimated	Estimated	Estimated	Estimated
	Cash Balance	Budgeted	Budgeted	Cash Balance
	<u>4/30/2018</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>4/30/2019</u>
General Fund	5,925,422	13,066,452	15,429,291	3,562,583
Garbage Fund	241,299	1,148,123	1,155,592	233,830
Illinois Municipal Retirement Fund	339,375	613,660	733,890	219,145
Police Pension Fund	0	1,142,652	1,142,652	0
Motor Fuel Tax Fund	1,579,392	358,950	1,252,525	685,817
Waterworks and Sewerage Fund	6,828,789	5,078,170	8,730,990	3,175,969
Water & Sewer Capital Imp. Fund	1,025,032	35,400	405,000	655,432
West Route 6 Turning Lane Fund	10,794	4,005	12,500	2,299
Revenue Bond and Interest Fund	7,191	543,005	541,410	8,786
Sanitary Landfill Contingency Fund	273,035	140	272,700	475
Community Development Loan Fund	1,134,666	1,204	1,135,870	0
Tax Increment Financing Fund I	4,663,701	5,035,441	9,648,175	50,967
Tax Increment Financing Fund II	1,163,703	4,241,700	5,068,850	336,553
Police Drug Fine and Forf. Fund	90,444	41,150	121,200	10,394
Solid Waste Management Fund	306,651	155	298,000	8,806
Park & Civic Improvements Fund	161,566	10,595	141,000	31,161
Motel Tax Fund	216,005	305,200	488,500	32,705
Airport Development Fund	16,855	0	16,855	0
Airport Operations Fund	351,153	807,025	1,144,084	14,094
TOTALS - ALL FUNDS	\$ 24,335,073	\$ 32,433,027	\$ 47,739,084	\$ 9,029,016



700 N. DIVISION STREET
MORRIS, ILLINOIS 60450

CITY OF MORRIS
Richard P. Kopczick
Mayor

(815) 942-5438
FAX: (815) 941-5236

POLICE COMMISSION MEETINGS

FISCAL YEAR 2018-2019

Police Commission meetings are held in the Commissioner's Office, Room #1300, in Morris City Hall at 5:30 p.m. on the second Tuesday of each month (unless otherwise noted).

2018

May 8, 2018
June 12, 2018
July 10, 2018
August 14, 2018
September 11, 2018
October 9, 2018
November 13, 2018
December 11, 2018

2019

January 8, 2019
February 12, 2019
March 12, 2019
April 9, 2019

Board of Fire & Police Commission
200 E. Chapin Street
Morris, IL 60450
815-942-2131
policecommission@morrispolice.org

3-Year Term

Brent Dite, Chairman (5/20)
Timothy Neary, Secretary (5/18)
Joseph Goolsby, Member (5/19)



CITY OF MORRIS

DEPARTMENT OF POLICE
200 E. CHAPIN STREET
MORRIS, IL 60450

CHIEF OF POLICE
JOHN H. SEVERSON
PHONE: (815) 942-2131
FAX: (815) 942-2853
www.morrispolice.org

MORRIS POLICE DEPARTMENT PERSONNEL

Effective 12/17/18

<u>Name</u>	<u>Badge</u>	<u>Rank/Position</u>	<u>Shift</u>
John Severson	#105	Chief of Police	M-F (Days)
Chad Skelton	#109	Deputy Chief	M-F (Days)
Monty Allbert	#116	Sergeant/Patrol	Nights
Alicia Steffes	#112	Detective Sergeant	M-F (Days)
Ben Wiechen	#125	Sergeant/Traffic/Patrol	
Charles Newton	#103	Sergeant/Patrol	Days
Steve Huettemann	#101	Sergeant/Patrol	Days
Scott Ator	#108	Patrolman/Motorcycle Officer/D.A.R.E.	Days
Curt Kneller	#114	Detective	M-F (Days)
Harvey VanCleave	#106	Patrolman	
Paul Cheskie	#102	Patrolman	Days
Tony Puleo	#124	Patrolman	Nights
Jessica Smith	#127	Patrolman/D.A.R.E.	Days
Derek Zumbahlen	#118	Patrolman	Days
Paul Burke	#122	Detective	M-F (Days)
Dusty Seale	#111	Special Assignment	
Tristan Borzick	#104	Patrolman	Nights
Mark Vanderploeg	#123	Patrolman/K-9 Officer	1pm – 1am
Scott Evans	#110	Patrolman/School Resource Officer	Days
Alex Tourlakes	#107	Patrolman/K-9 Officer	1pm – 1am
Ben Zwolinski	#119	Patrolman	Days
Caleb Mitchell	#128	Patrolman	Nights
Justin Martin	#117	Patrolman	Nights
Michael Bober	#121	Patrolman	Nights
Dakota Collofello	#126	Patrolman	Nights
<u>Part-Time Officers</u>			
James Chapman	#176	PT Patrolman	
Christopher Harseim	#181	PT Patrolman	
Erik Larson	#170	PT Patrolman	
Tanya Paquette	#174	PT Patrolman	
Ryan MacDonald	#173	PT Patrolman	
R.B. Henschen	#180	PT Patrolman	
Paul Clampitt	#171	PT Patrolman	
RJ Knezevich	#185	PT Patrolman	
Jason Cory	#186	PT Patrolman	
Aaron Cory	#172	PT Patrolman	
Josh Slattery	#175	PT Patrolman	
Patrick Funk	#178	PT Patrolman	
<u>Office/Support Staff</u>			
<u>ID #</u>	<u>Position</u>		
Kim Bezely	#161	Records/Technology Coordinator	8:00 – 4:00
Jeff Reeder	#162	Ordinance/Parking Enforcement	8:30 – 4:30
Sheri Simms	#195	Administrative Assistant	8:30 – 4:30
Katie Cravens	#163	Records Clerk	8:00 – 4:00

SERVICE

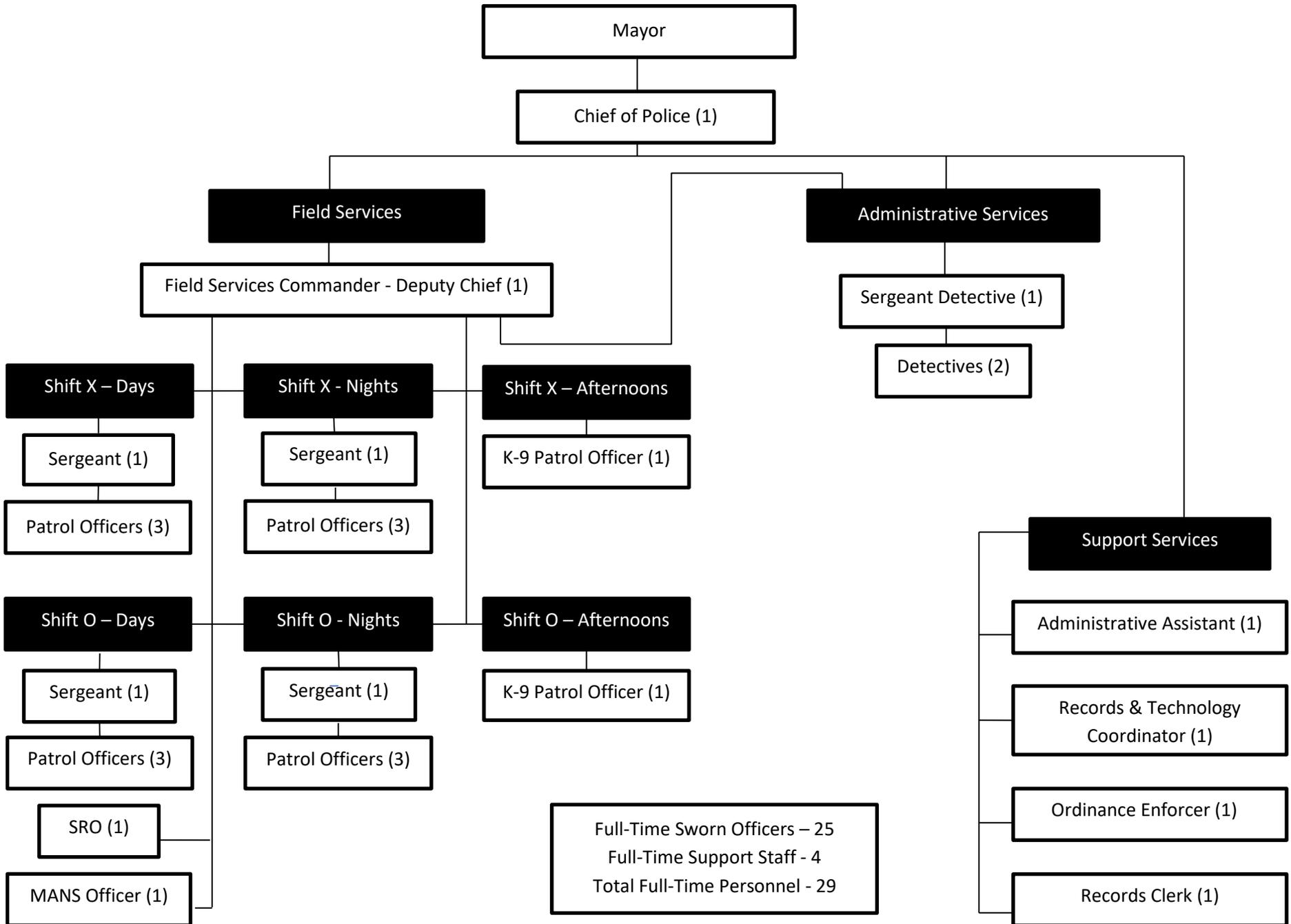


PRIDE

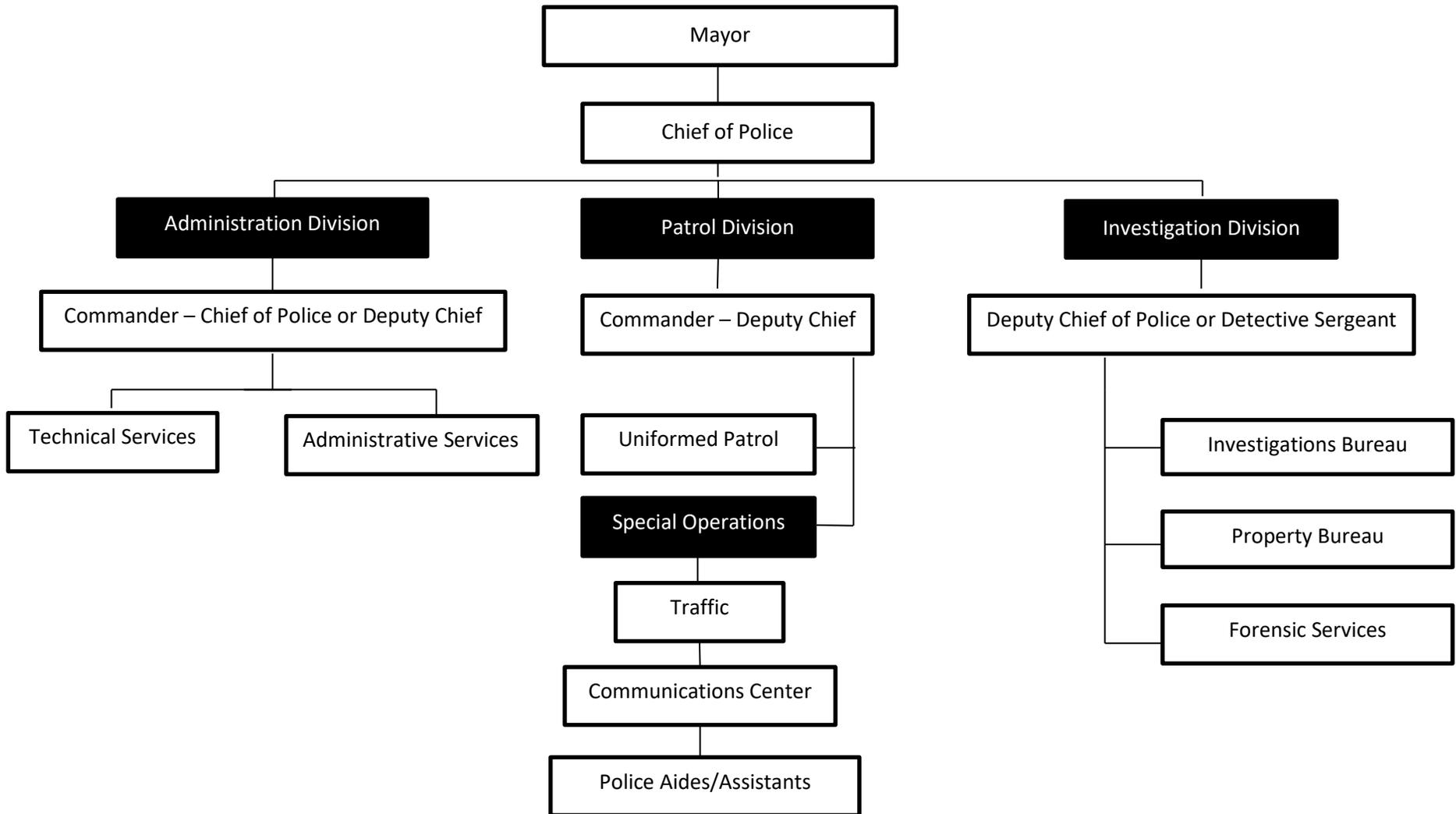


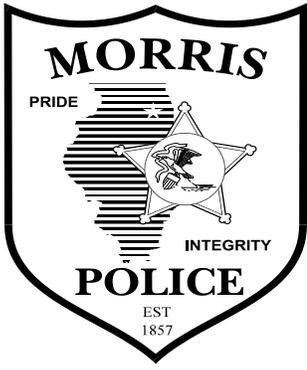
INTEGRITY

MORRIS POLICE DEPARTMENT
 ORGANIZATIONAL CHART – COMMAND PROTOCOL



MORRIS POLICE DEPARTMENT
ORGANIZATIONAL CHART – DIVISIONS





CITY OF MORRIS

DEPARTMENT OF POLICE
200 E. CHAPIN STREET
MORRIS, IL 60450

CHIEF OF POLICE
JOHN H. SEVERSON
PHONE: (815) 942-2131
FAX: (815) 942-2853
www.morrispolice.org

REQUEST FOR RECORDS UNDER THE FREEDOM OF INFORMATION ACT

Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Telephone: _____ Date of request: _____ Time: _____

Records Requested: In the space below, please describe the public records you are requesting. In order to expedite the search for the records, please be as specific as possible. The department's FOIA officer will respond to this request within five (5) working days after receipt of the request. You will receive either a verbal or written notification from the department designating when the records may be inspected or picked up.

Please indicate your choice:

Copy _____ Inspection _____

FOIA Copy Fees (5 ILCS 140/6) - \$0.15 per page after the first 50 pages of black and white paper copies on letter or legal paper; fees for the actual cost of color or abnormal size copies may be charged.

Is this request for a Commercial Purpose? YES or NO

(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 or 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 104/6(c)).

X _____
Signature of person making request

** Note to Requester: Retain a copy of this request for your files. If you eventually need to file a Request for Review with the Public Access Counselor, you will need to submit a copy of your FOIA request. **

FOR OFFICE USE ONLY

Date Responded/Notified Requestor: _____ Initials: _____
Copies made: Yes _____ No _____ Copies over 50: _____
Fee: _____ Paid: Yes _____ No _____

SERVICE ★ PRIDE ★ INTEGRITY



CITY OF MORRIS

DEPARTMENT OF POLICE
200 E. CHAPIN STREET
MORRIS, IL 60450

CHIEF OF POLICE
JOHN H. SEVERSON
PHONE: (815) 942-2131
FAX: (815) 942-2853
www.morrispolice.org

INDEX OF RECORDS AVAILABLE FOR IMMEDIATE DISCLOSURE

The following is a brief description of the records available for immediate disclosure from the Morris Police Department. Please contact the Records Clerk for immediate access to these records.

DEPARTMENT OF POLICE
Arrest Reports
Police Blotter Information
Illinois Traffic Crash Reports
Private Property Crash Reports

Illinois Traffic Crash Reports and Private Property Crash Reports are available for immediate disclosure to all parties involved in an accident. Accident reports are not available on demand to third-party entities. Third-party entities must obtain Illinois Traffic Crash Reports on-line at www.BuyCrash.com and pay the required fee. Private Property Crash Reports that are requested by third-party entities will be disclosed upon receipt of a request for the report, the required \$5.00 fee and a self-addressed stamped envelope.

No other records are available for immediate disclosure.



CITY OF MORRIS

DEPARTMENT OF POLICE
 200 E. CHAPIN STREET
 MORRIS, IL 60450

CHIEF OF POLICE
 JOHN H. SEVERSON
 PHONE: (815) 942-2131
 FAX: (815) 942-2853
www.morrispolice.org

INDEX OF AVAILABLE RECORDS

The following is a brief description of the available categories of records under our control. Please contact the Freedom of Information Act Officer to request access to these records.

DEPARTMENT OF POLICE
Accounts Payable Records
Administrative Files and Correspondence
Arrest Booking Log
Arrest Records
Asset Forfeiture Records
Automobile Repossessions
Bail Bonds
Budgets, Ledgers, Journals
CAD Events
Car Seat Installation Records
Circuit Clerk Daily Transfer Logs
Contracts, Agreements and Leases
Court Notices and Disposition Records
Criminal Background Record Checks
Criminal Complaints
Daily Bulletins
Departmental, Statistical and Crime Reporting Records
Development Review Committee Agendas, Meeting Minutes and Tapes
Equipment Maintenance Records
Evidence Log
Expungements and Sealed Records
Fiscal Records
Freedom of Information Act Requests and Denials
Grant Records
Illinois Law Enforcement Training Standards Board Records
Illinois Traffic Crash Reports
Illinois Uniform Traffic Tickets and Complaints
Impoundment/Towing Reports and Vehicle Release Records
Incident Reports

Intoxilyzer and Alcohol Breath Logs, Certifications
Investigative Case Files
Junked Vehicle Titles
Key Check-Out Records
L.E.A.D.S. Records
Lab Reports
Law Enforcement License Confiscation Reports
Legal Files/Litigation
Licensing Records
Local Records Disposal Certificates
Medical Reporting and Re-Examination Requests
Missing or Wanted Reports
Municipal Compliance Tickets
Municipal Parking Tickets
Non-Investigative Files (PODS) and Index
Officer/Personnel Time Cards
Officers Daily Reports
Orders of Protection/Court Orders
Outstanding Warrants
Overweight/Over-Dimension Permit Records
Parking Contract Records
Personnel Records and Training Files
Photos, Recordings and Videos
Police Clearance Letters
Policy and Procedures Manuals
Private Property Crash Reports
Property Records
Racial Profiling Records
Radar Certification Records
Receipts
Release of Liability – Lock Permission Forms
Rules & Regulations of Board of Fire & Police Commission
S.I.D. (State Identification) Number Log
Sex Offender Registration Records
Shift and Court Calendars
Solicitor/Mobile Food Vendor Permit Records
Stolen Vehicle Reports
Telephone Message Receipts
Vehicle Licensing, Maintenance and Inventory Records
Work Orders and Service Requests

