



# CITY OF MORRIS

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

CHIEF OF POLICE  
JOHN H. SEVERSON  
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[www.morrispolice.org](http://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 FY2017-18 of \$41,879,113.00.

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](mailto: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](mailto: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.
- 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)