



# 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](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)

# Morris Police Department

Morris PD Policy Manual

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## **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**

	<b><u>Estimated Cash Balance 4/30/2017</u></b>	<b><u>Estimated Budgeted Revenues</u></b>	<b><u>Estimated Budgeted Expenditures</u></b>	<b><u>Estimated Cash Balance 4/30/2018</u></b>
General Fund	6,721,802	8,418,124	11,849,072	3,290,854
Municipal Building Fund	0	0	0	0
Garbage Fund	141,271	1,105,125	1,110,000	136,396
Illinois Municipal Retirement Fund	385,031	634,579	762,225	257,385
Police Pension Fund	0	1,085,076	1,085,076	0
Motor Fuel Tax Fund	1,633,162	366,075	1,350,000	649,237
Waterworks and Sewerage Fund	7,279,370	3,854,700	7,409,285	3,724,785
Water & Sewer Capital Imp. Fund	986,378	35,360	415,000	606,738
West Route 6 Turning Lane Fund	10,790	2,005	12,500	295
Revenue Bond and Interest Fund	2,897	541,220	543,210	907
Sanitary Landfill Contingency Fund	272,901	140	272,700	341
Community Development Loan Fund	1,132,370	1,659	900,000	234,029
Tax Increment Financing Fund I	4,915,198	4,585,311	9,427,725	72,784
Tax Increment Financing Fund II	282,872	4,327,500	4,477,500	132,872
Police Drug Fine and Forf. Fund	65,398	26,725	62,000	30,123
Solid Waste Management Fund	309,095	75	273,000	36,170
Park & Civic Improvements Fund	161,106	5,590	133,000	33,696
Motel Tax Fund	357,807	305,575	620,500	42,882
Airport Development Fund	92,730	252,010	329,500	15,240
Airport Operations Fund	299,869	678,520	846,820	131,569
<b>TOTALS - ALL FUNDS</b>	<b><u>\$ 25,050,047</u></b>	<b><u>\$ 26,225,369</u></b>	<b><u>\$ 41,879,113</u></b>	<b><u>\$ 9,396,303</u></b>



700 N. DIVISION STREET  
MORRIS, ILLINOIS 60450

**CITY OF MORRIS**  
**Richard P. Kopczick**  
Mayor

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

## **FIRE & POLICE COMMISSION MEETINGS FISCAL YEAR 2017-2018**

Fire & Police Commission meetings are held on Tuesdays at 7:00 p.m. in the office of the Board of Fire & Police Commissioners at Morris City Hall.

### **2017**

May 9, 2017

June 13, 2017

July 11, 2017

August 8, 2017

September 12, 2017

October 10, 2017

November 14, 2017

December 12, 2017

### **2018**

January 9, 2018

February 13, 2018

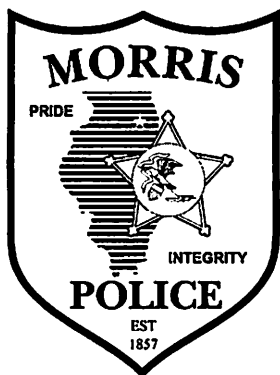
March 13, 2018

April 10, 2018

Board of Fire & Police Commission  
200 E. Chapin Street  
Morris, IL 60450  
815-942-2131  
[policecommission@morrispolice.org](mailto:policecommission@morrispolice.org)

### **3-Year Term**

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



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## MORRIS POLICE DEPARTMENT PERSONNEL

Effective 01/19/18

<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)
Eric Werden	#113	Sergeant/Patrol	Days
Ben Wiechen	#125	Sergeant/Traffic/Patrol	Days
Charles Newton	#103	Sergeant	Nights
Steve Huettemann	#101	Patrolman/School Resource Officer	Days
Scott Ator	#108	Patrolman/Motorcycle Officer/D.A.R.E.	Days
Curt Kneller	#114	Detective	M-F (Days)
Harvey VanCleave	#106	Patrolman	Nights
Paul Cheskie	#102	Patrolman	Days
Tony Puleo	#124	Patrolman	Days
Jessica Smith	#127	Patrolman/D.A.R.E.	Days
Derek Zumbahlen	#118	Patrolman	Days
Paul Burke	#122	Detective	M-F (Days)
Dusty Seale	#111	MANS Special Assignment	
Tristan Borzick	#104	Patrolman	Nights
Mark Vanderploeg	#123	Patrolman/K-9 Officer	1pm – 1am
Scott Evans	#110	Patrolman	Nights
Alex Turlakes	#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
<b><u>Part-Time Officers</u></b>			
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	
<b><u>Office/Support Staff</u></b>			
	<b><u>ID #</u></b>	<b><u>Position</u></b>	
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

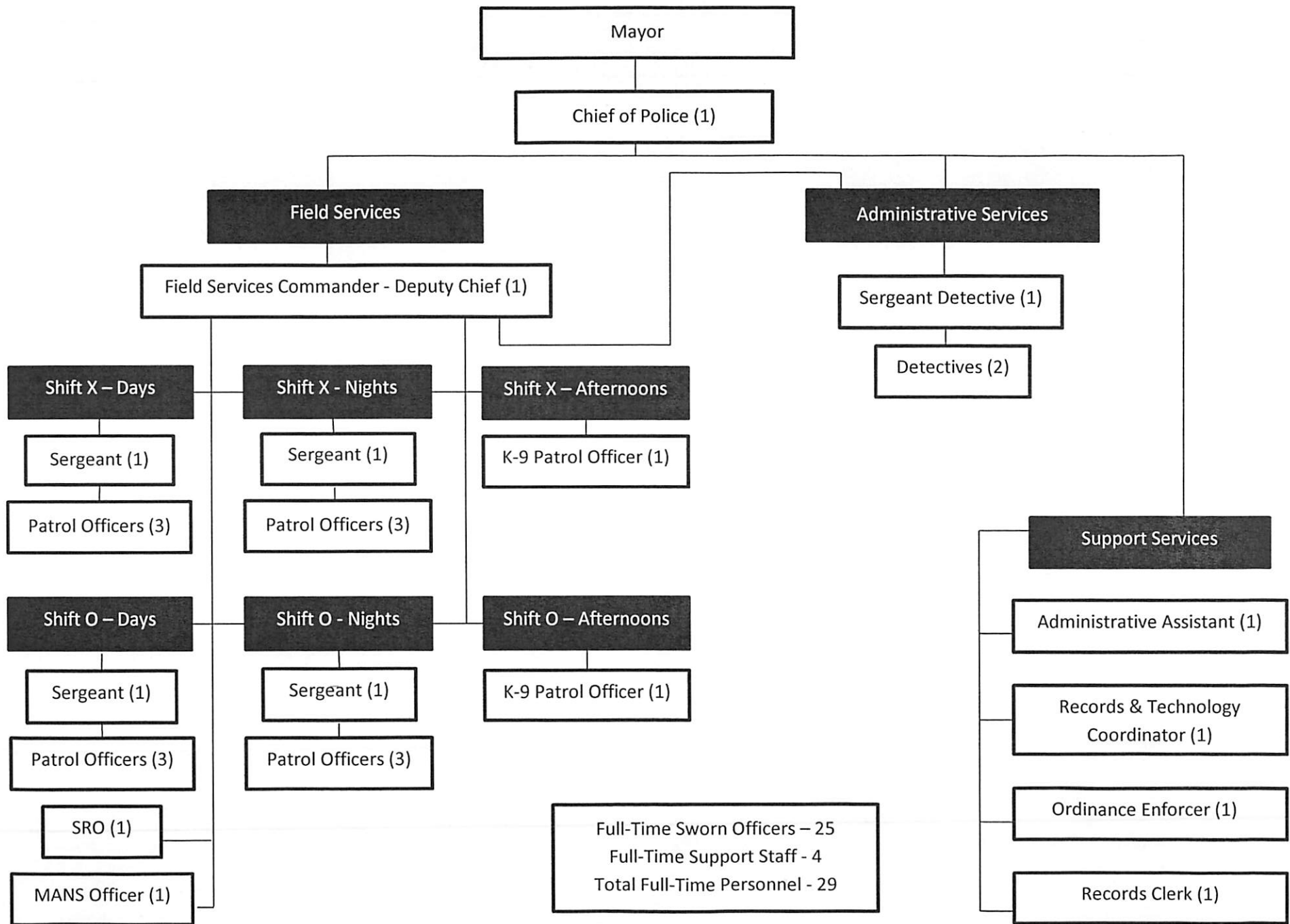


PRIDE

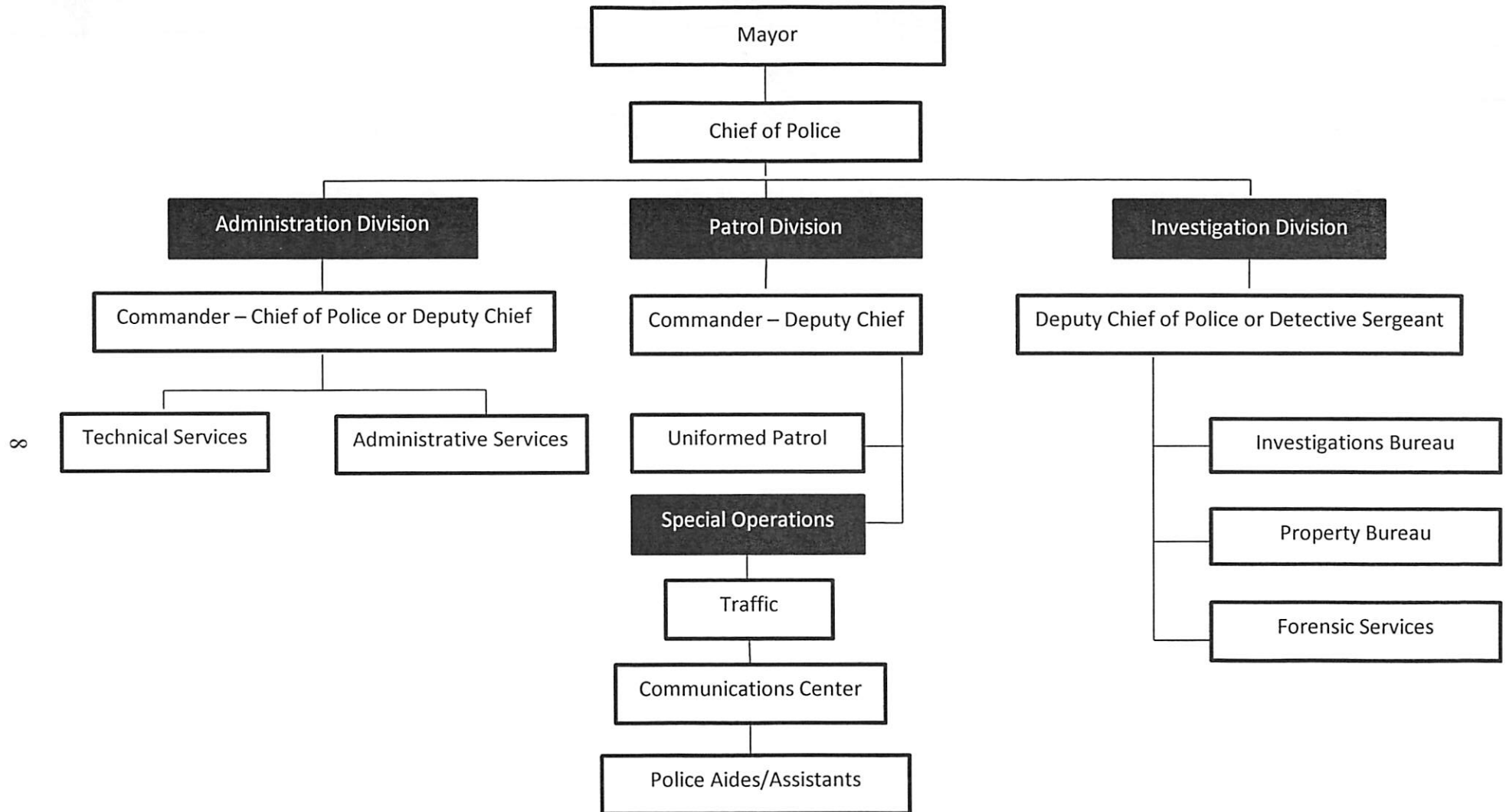


INTEGRITY

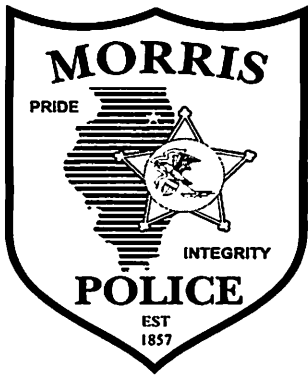
MORRIS POLICE DEPARTMENT  
ORGANIZATIONAL CHART – COMMAND PROTOCOL



MORRIS POLICE DEPARTMENT  
ORGANIZATIONAL CHART – DIVISIONS







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## 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.

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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



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## 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	
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](http://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.



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## 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 Cards
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