



CITY OF MORRIS

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

CHIEF OF POLICE
ALICIA STEFFES
PHONE: (815) 942-2131
FAX: (815) 942-2853
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 4 depicts the Morris Police Department Mission Statement.

The Morris Police Department currently employs 30 full-time officers, 3 part-time officers, 1 part-time evidence technician and 5 office staff for a total of 39 employees. The Organizational Chart – Command Protocol found on page 9 depicts the succession of command of the Morris Police Department. The Organizational Chart – Divisions found on page 10 depicts the organizational structure of the Morris Police Department.

A copy of the City's Summary of Budgets, page 5, discloses the operating budget for fiscal year 2025-26 of \$74,675,786.

The Morris Police Department is 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:

RECORDS REQUESTS
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 submitted:

- In person at the Records Department of the Morris Police Department
- By mail to the FOIA Officer at the address shown above
- By fax to the FOIA Officer's fax number of (815) 942-2853
- Electronically via email to ssimms@morrispolice.org

FOIA specifies the fees that a public body may charge. Fees for 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.
- The cost of certifying a record will be \$1.00.
- Electronic records downloaded onto a recording medium will be charged based on the actual cost of the recording medium.
- Illinois Traffic Crash Reports: The Morris Police Department provides a state-approved third-party vendor with unredacted copies of the Illinois Traffic Crash Report to satisfy its reporting obligations under the Illinois Vehicle Code. Our third-party vendor is Lexis Nexis Buy Crash whose web address is www.Buycrash.lexisnexisrisk.com. You can view and download an unredacted copy of the Illinois Traffic Crash Report instantaneously for a fee of \$15.00. Should you choose to submit a FOIA request to the Morris Police Department for a copy of the Illinois Traffic Crash Report, **the statutory fee of \$5.00 must be paid to our department before the report can be released** (See Illinois Vehicle Code, 625 ILCS 5/11-416). Please note that Illinois Traffic Crash Reports requested through the FOIA process **will be redacted**. Although the Illinois Traffic Crash Report is provided in an unredacted form to our third-party vendor, the Police Department has no legal right to waive the privacy interests of individuals identified in the traffic reports requested under FOIA.
- 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 4.....Morris Police Department Mission Statement
 Page 5.....Summary of Budgets
 Page 6.....Board of Police Commissioners
 Page 7.....Morris Police Department Personnel Roster by Rank
 Page 8.....Morris Police Department Personnel Roster by Rank (Page 2)
 Page 9.....Organizational Chart – Command Protocol
 Page 10...Organizational Chart - Divisions
 Page 11....Fillable FOIA Request Form (Due to compatibility issues, please use Adobe Acrobat)
 Page 12....Index of Records Available for Immediate Disclosure
 Page 13...Index of Available Records
 Page 14...Index of Available Records (Page 2)
 Page 15...Index of Available Records (Page 3)

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>4/30/2025</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>4/30/2026</u>
GENERAL FUND	6,342,194	20,286,869	20,286,869	6,342,194
GARBAGE FUND	0	0	0	0
ARP AMERICAN RESCUE PLAN	0	0	0	0
ILLINOIS MUNICIPAL RETIREMENT	427,358	646,480	730,000	343,838
POLICE PENSION	0	1,448,781	1,448,781	0
MOTOR FUEL TAX	1,972,931	2,529,812	3,735,003	767,740
WATER & SEWER FUND	7,443,752	7,891,221	13,265,689	2,069,284
WATER & SEWER CAPITAL IMPROVEM	1,299,352	14,185,480	13,394,505	2,090,327
WEST ROUTE 6 TURNING LANE	10,825	4	7,500	3,329
REVENUE BOND AND INTEREST	22,413	539,156	539,155	1
SANITARY LANDFILL CONTINGENCY	0	0	0	0
TIF I	3,449,066	9,496,176	12,247,590	697,652
TIF II	2,525,329	1,175,002	3,282,563	417,768
TIF III	-430,800	500,000	131,012	-61,812
POLICE DRUG FINE & FORFEITURE	99,743	13,200	65,742	47,201
POLICE SEIZURE & FORFEITURE	31,523	26,022	23,800	33,745
SOLID WASTE MANAGEMENT	0	0	0	0
PARK & CIVIC FUND	95,846	688,501	740,503	43,844
MOTEL TAX	134,152	406,000	538,331	1,821
AIRPORT OPERATIONS	1,953,136	4,341,018	4,238,743	232,825
TOTALS - ALL FUNDS	\$ 25,376,820	\$ 64,173,722	\$ 74,675,786	\$ 13,029,758



Chris Brown, Mayor
Lori Werden, City Clerk
Terri Kief, City Treasurer

700 N. Division Street
Morris, IL 60450

POLICE COMMISSION MEETINGS

FISCAL YEAR 2025-2026

Police Commission meetings are held in the Council Conference Room, Room #1109, in Morris City Hall at 5:30 p.m. on the second Tuesday of each month (unless otherwise noted).

2025

May 13, 2025

June 10, 2025

July 8, 2025

August 12, 2025

September 9, 2025

October 14, 2025

November 12, 2025 (Wednesday)

December 9, 2025

2026

January 13, 2026

February 10, 2026

March 10, 2026

April 14, 2026

Police Commission
200 E. Chapin Street
Morris, IL 60450
(815) 942-2131
policecommission@morrispolice.org

3-Year Term:

Brent Dite, Chairman - 5/26
Joe Goolsby - 5/28
Greg Redford - 5/27



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MORRIS POLICE DEPARTMENT PERSONNEL BY RANK		
FULL-TIME OFFICERS	BADGE #	RANK/POSITION
Alicia Steffes	112	Chief of Police
Chad Skelton	109	Deputy Chief
Charles Newton	103	Sergeant/Patrol
Ben Zwolinski	119	Detective Sergeant
Dustin Seale	111	Sergeant/Patrol
Caleb Mitchell	128	Sergeant/Patrol/Motorcycle/Firearms Instructor
Curt Kneller	114	Sergeant
Scott Ator	108	Officer/Motorcycle
Jessica Smith	127	Officer
Derek Zumbahlen	118	Officer/SRO/DARE
Paul Burke	122	Detective
Mark Vanderploeg	123	Officer/SRO/DARE/K-9 Officer
Scott Evans	110	Officer/SRO
Michael Bober	121	Officer
Ryan Ties	113	Officer/Pro-Act Unit/K-9 Officer
Sarah Markusic	120	Officer
Nick Pampinella	104	Officer/K-9 Officer
Anna Schneidewend	102	Officer
Trevor Hodge	107	Detective/Firearms Instructor
Casie Price	126	Officer
Michael Pena	101	Officer/SRO/DARE
Tyler Mayerhofer	129	Officer
Alex Hernandez	106	Officer
Nick Mazzone	116	Officer
James Bell	125	Officer
Tyler Bordner	130	Officer
Jace Carpenter	131	Officer
Kolton Stockdell	105	Officer
Jacob MacLean	117	Officer
Marshall Holt	124	Officer
PART-TIME OFFICERS	BADGE #	RANK/POSITION
Tanya Paquette	174	Part-Time Officer
Ryan MacDonald	173	Part-Time Officer
Paul Clampitt	171	Part-Time Officer

SERVICE ★ PRIDE ★ INTEGRITY

OFFICE/SUPPORT STAFF	ID #	POSITION
Kim Bezely	161	Records & Technology Coordinator
Jeff Reeder	162	Ordinance/Parking Enforcement
Sheri Simms	195	Administrative Assistant to Chief of Police
Katie Cravens	163	Records Clerk
Elma Halpin	165	Part-Time Evidence Manager
Taite Burns	164	Community Service Officer (CSO)

SERVICE

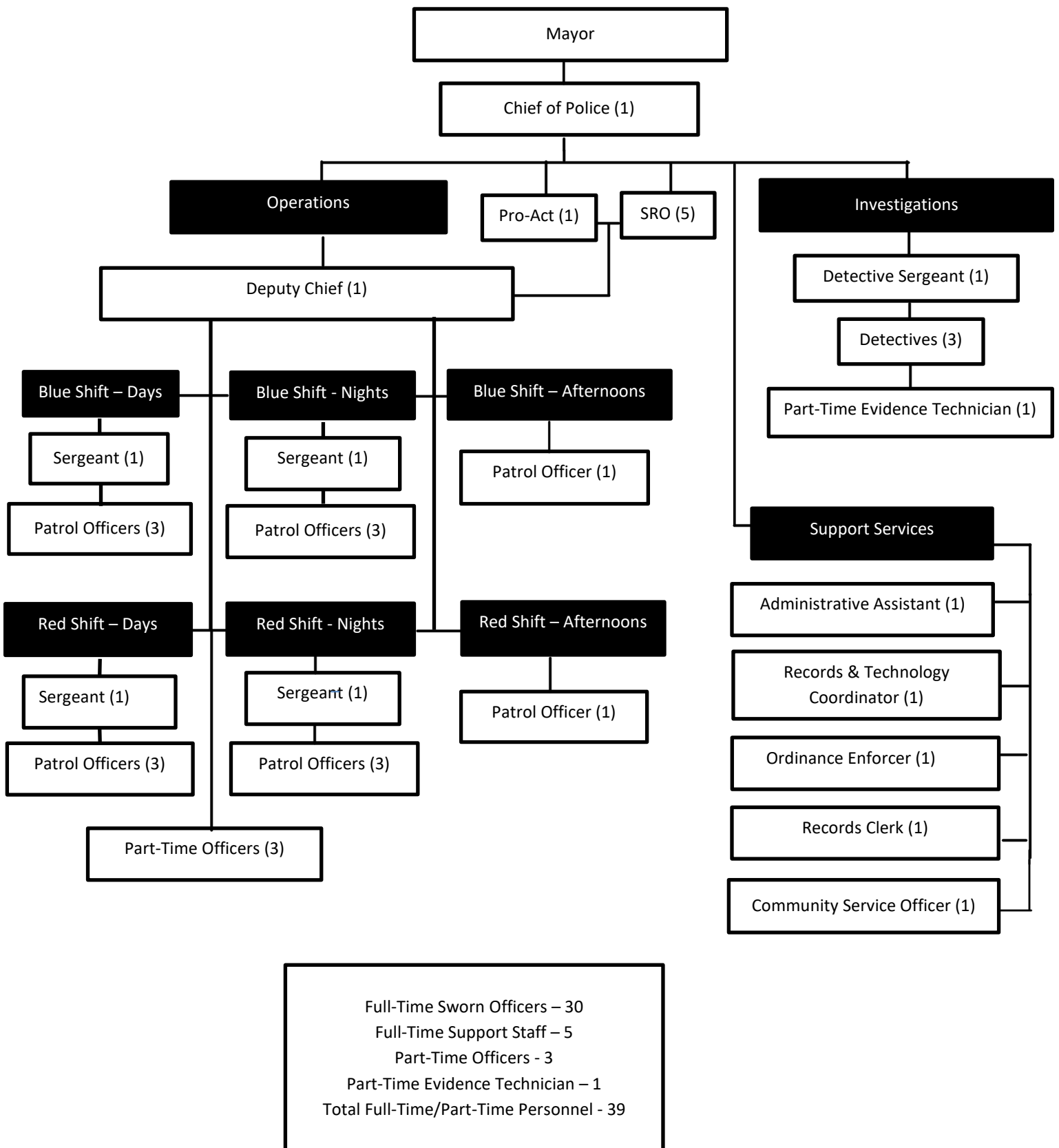


PRIDE

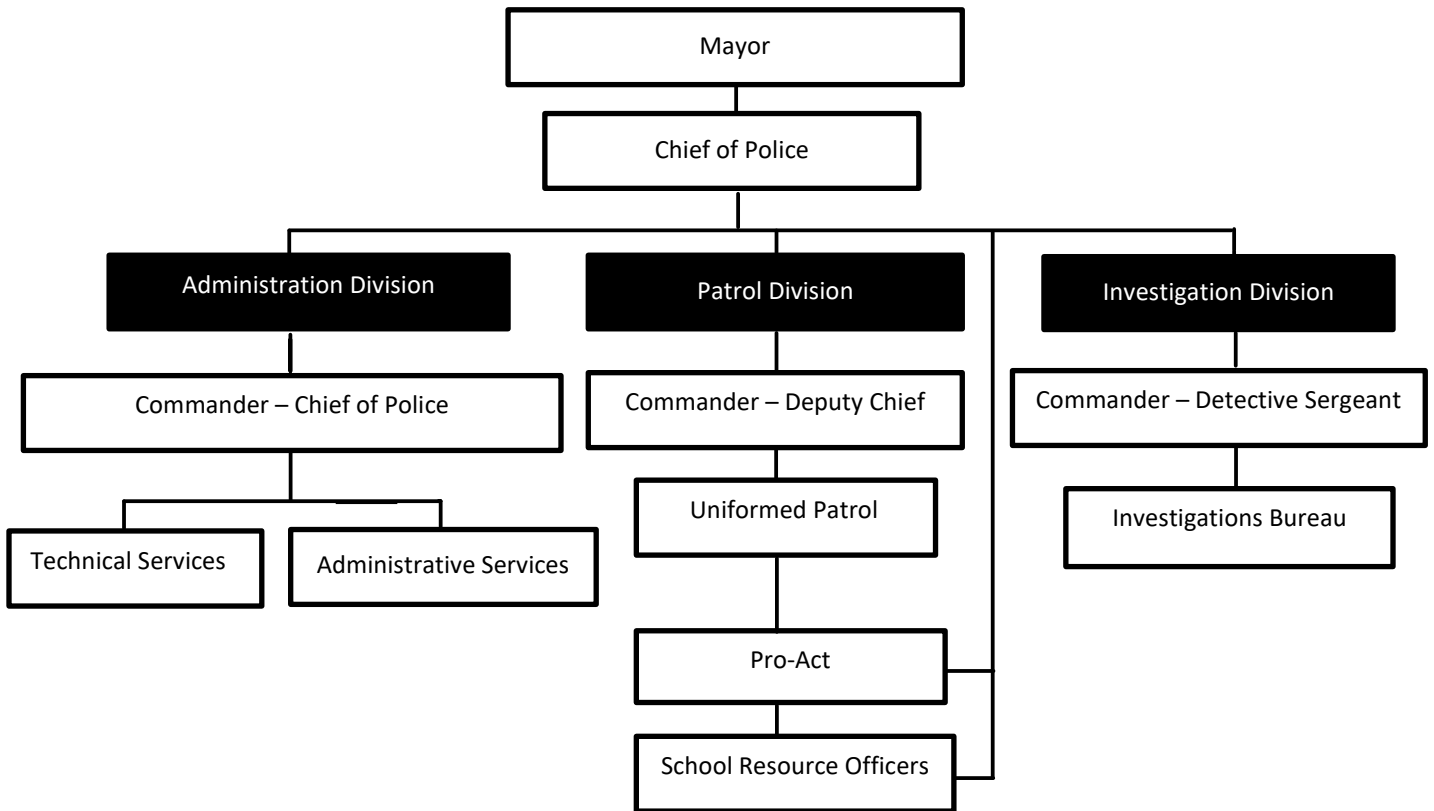


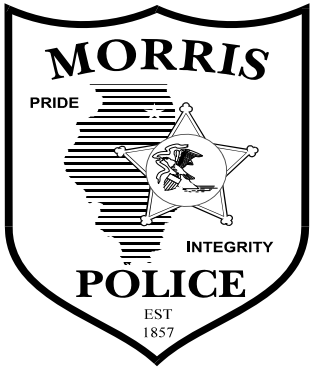
INTEGRITY

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: _____ Email: _____
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:

Email _____ Paper Copy _____

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 _____

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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 reports.

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

*Private Property Crash Reports are available for immediate disclosure to all parties involved in an accident if they have not received their copy at the scene of the accident. 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.

**Illinois Traffic Crash Reports are not immediately available at our department; however, crash reports are available for immediate disclosure online at www.BuyCrash.com. Please note there is a fee required to obtain the report.

No other records are available for immediate disclosure.

SERVICE ★ PRIDE ★ INTEGRITY



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INDEX OF AVAILABLE RECORDS

The following is a brief description of the available categories of records under our control. Please submit a Freedom of Information Act Request for access to any of these records. Please note, however, that some of these records are exempt from disclosure pursuant to the Freedom of Information Act. The FOIA Officer will review your request and submit an appropriate response.

DEPARTMENT OF POLICE
Accounts Payable Records
Administrative Files and Correspondence
Applications for Authority to Dispose of Local Records and Local Records Disposal Certificates
Applications for Federal Firearms License
Appointments and Separations from Department (ILETSB Form E)
Arrest Booking Log
Arrest Records
Asset Forfeiture Records
Automobile Repossessions
Bail Bonds
Booking Records
Budgets, Ledgers, Journals
Breathalyzer Log Book and Records
CAD Events
Canine Records
Car Seat Installation Records
Chain of Evidence Records
Circuit Clerk Daily Transfer Logs
Community Programs
Contracts, Agreements and Leases
Court Notices and Disposition Records
Court Orders (Subpoenas, Orders of Protection, Summons, Etc.)
Criminal Background Record Checks and Other Requests for Information

SERVICE ★ PRIDE ★ INTEGRITY

Criminal Complaints
Daily Bulletins
Departmental, Statistical and Crime Reporting Records
Detention Logs
Equipment Maintenance Records
Evidence Log
Expense Reimbursement Records
Explosive Licenses
Sealed Records
Fiscal Records
Freedom of Information Act Requests and Denials
Grant Records
Hospital Bills for Prisoners
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
Internal Department Investigations and Citizen Complaint Files
Intoxilyzer and Alcohol Breath Logs, Certifications
Investigative Case Files
Invoices and Receipts
Junked Vehicle Titles
Juvenile Case Records
Key Check-Out Records
Lab Reports
Law Enforcement License Confiscation Reports
L.E.A.D.S. Records
Legal Files/Litigation
Licensing Records
Medical Reporting and Re-Examination Requests
Missing or Wanted Reports
Municipal Parking & Compliance Citations
Non-Investigative Files (PODS) and Index
Officer/Personnel Time Records
Outstanding Warrants
Oxcart Overweight/Over-Dimension Permit Records
Parking Contract Records
Personnel Records and Training Files
Photos, Recordings and Videos
Police Clearance Letters
Policy and Procedures Manual

SERVICE



PRIDE



INTEGRITY

Property Release Forms
Private Property Crash Reports
Racial Profiling Records
Radar Certification Records
Rangemaster Reports
Receipts
Rosters – ILETSB Reporting
Rules & Regulations of Board of Police Commissioners
S.I.D. (State Identification) Number Log
Sex Offender Registration Records
Shift and Court Calendar
Solicitor Permit Records
Stolen Vehicle Reports
Surveillance Recordings
Telephone Message Receipts
Towed Vehicle Records
Training Records
Vehicle and Equipment Records
Vehicle Licensing, Maintenance and Inventory Records
V.O.I.C.E. and U-Visa Records
Waivers (all types)
Work Orders and Service Requests