



# 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](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 4 depicts the Morris Police Department Mission Statement.

The Morris Police Department currently employs 30 full-time officers, 5 part-time officers, 1 part-time evidence technician, 1 part-time community service officer and 4 office staff for a total of 41 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 2024-25 of \$78,238,937.

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](mailto: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](mailto: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](http://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...FOIA Request Form (**\*\*ONLY FOR REQUESTS MADE IN PERSON, BY MAIL OR BY FAX\*\***)

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

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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.

| <b>CITY OF MORRIS, ILLINOIS</b> |                         |                        |                            |                         |
|---------------------------------|-------------------------|------------------------|----------------------------|-------------------------|
| <b>SUMMARY OF BUDGETS</b>       |                         |                        |                            |                         |
|                                 | <b>Estimated</b>        | <b>Estimated</b>       | <b>Estimated</b>           | <b>Estimated</b>        |
|                                 | <b>Cash Balance</b>     | <b>Budgeted</b>        | <b>Budgeted</b>            | <b>Cash Balance</b>     |
|                                 | <b><u>4/30/2024</u></b> | <b><u>Revenues</u></b> | <b><u>Expenditures</u></b> | <b><u>4/30/2025</u></b> |
| GENERAL FUND                    | 6,172,772               | 22,309,908             | 21,927,525                 | 6,555,155               |
| GARBAGE FUND                    | 482,995                 | 200                    | 483,195                    | 0                       |
| ARP AMERICAN RESCUE PLAN        | 0                       | 0                      | 0                          | 0                       |
| ILLINOIS MUNICIPAL RETIREMENT   | 370,883                 | 655,157                | 724,700                    | 301,340                 |
| POLICE PENSION                  | 0                       | 1,396,332              | 1,396,332                  | 0                       |
| MOTOR FUEL TAX                  | 2,067,020               | 2,645,110              | 4,620,000                  | 92,130                  |
| WATER & SEWER FUND              | 5,885,739               | 7,423,909              | 12,082,965                 | 1,226,683               |
| WATER & SEWER CAPITAL IMPROVEM  | 4,893,762               | 8,561,440              | 11,917,282                 | 1,537,920               |
| WEST ROUTE 6 TURNING LANE       | 10,816                  | 4                      | 3,000                      | 7,820                   |
| REVENUE BOND AND INTEREST       | 22,410                  | 539,762                | 539,760                    | 22,412                  |
| SANITARY LANDFILL CONTINGENCY   | 130                     | 25                     | 155                        | 0                       |
| TIF I                           | 5,011,252               | 6,900,100              | 10,670,067                 | 1,241,285               |
| TIF II                          | 3,668,960               | 4,465,000              | 8,133,170                  | 790                     |
| TIF III                         | 106,853                 | 508,000                | 580,710                    | 34,143                  |
| POLICE DRUG FINE & FORFEITURE   | 106,690                 | 22,700                 | 29,100                     | 100,290                 |
| POLICE SEIZURE & FORFEITURE     | 26,055                  | 29,106                 | 22,300                     | 32,861                  |
| SOLID WASTE MANAGEMENT          | 250                     | 2                      | 252                        | 0                       |
| PARK & CIVIC FUND               | 25,287                  | 661,010                | 680,000                    | 6,297                   |
| MOTEL TAX                       | 307,763                 | 418,000                | 720,013                    | 5,750                   |
| AIRPORT OPERATIONS              | 560,917                 | 5,106,163              | 3,708,411                  | 1,958,669               |
| TOTALS - ALL FUNDS              | \$ 29,720,554           | \$ 61,641,928          | \$ 78,238,937              | \$ 13,123,545           |



**CITY OF MORRIS**

**Chris Brown**

Mayor

700 N. DIVISION STREET  
MORRIS, ILLINOIS 60450

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

**POLICE COMMISSION MEETINGS  
FISCAL YEAR 2024-2025**

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).

**2024**

May 14, 2024

June 11, 2024

July 9, 2024

August 13, 2024

September 10, 2024

October 8, 2024

November 12, 2024

December 10, 2024

**2025**

January 14, 2025

February 11, 2025

March 11, 2025

April 8, 2025

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

**3-Year Term**

Brent Dite, Chairman (5/26)  
Joseph Goolsby, Secretary (5/25)  
Greg Redford, Member (5/27)



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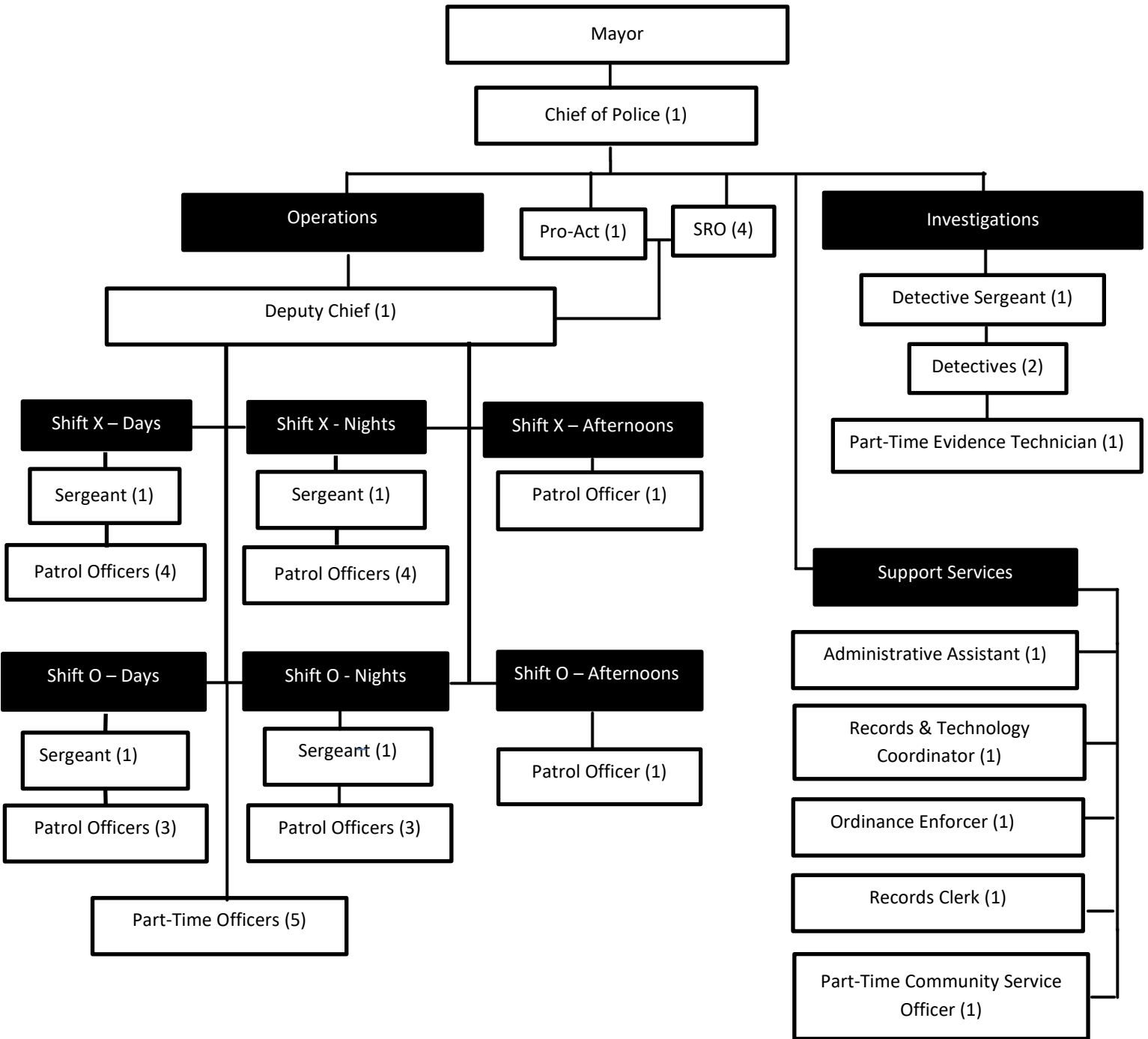
CHIEF OF POLICE  
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| <b>MORRIS POLICE DEPARTMENT PERSONNEL BY RANK</b> |                |  |
|---|----------------|--|
| <b>FULL-TIME OFFICERS</b>                         | <b>BADGE #</b> | <b>RANK/POSITION</b>                           |
| Alicia Steffes                                    | 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/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  |
| <b>Part-Time Officers</b>                         | <b>Badge #</b> | <b>Rank/Position</b>                           |
| Erik Larson                                       | 170            | Part-Time Officer                              |
| Tanya Paquette                                    | 174            | Part-Time Officer                              |
| Ryan MacDonald                                    | 173            | Part-Time Officer                              |
| Paul Clampitt                                     | 171            | Part-Time Officer                              |

| <b>Office/Support Staff</b> | <b>ID #</b> | <b>Position</b>                             |
|-----------------------------|-------------|---|
| 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                  |
| As of 2/7/25                |             |   |

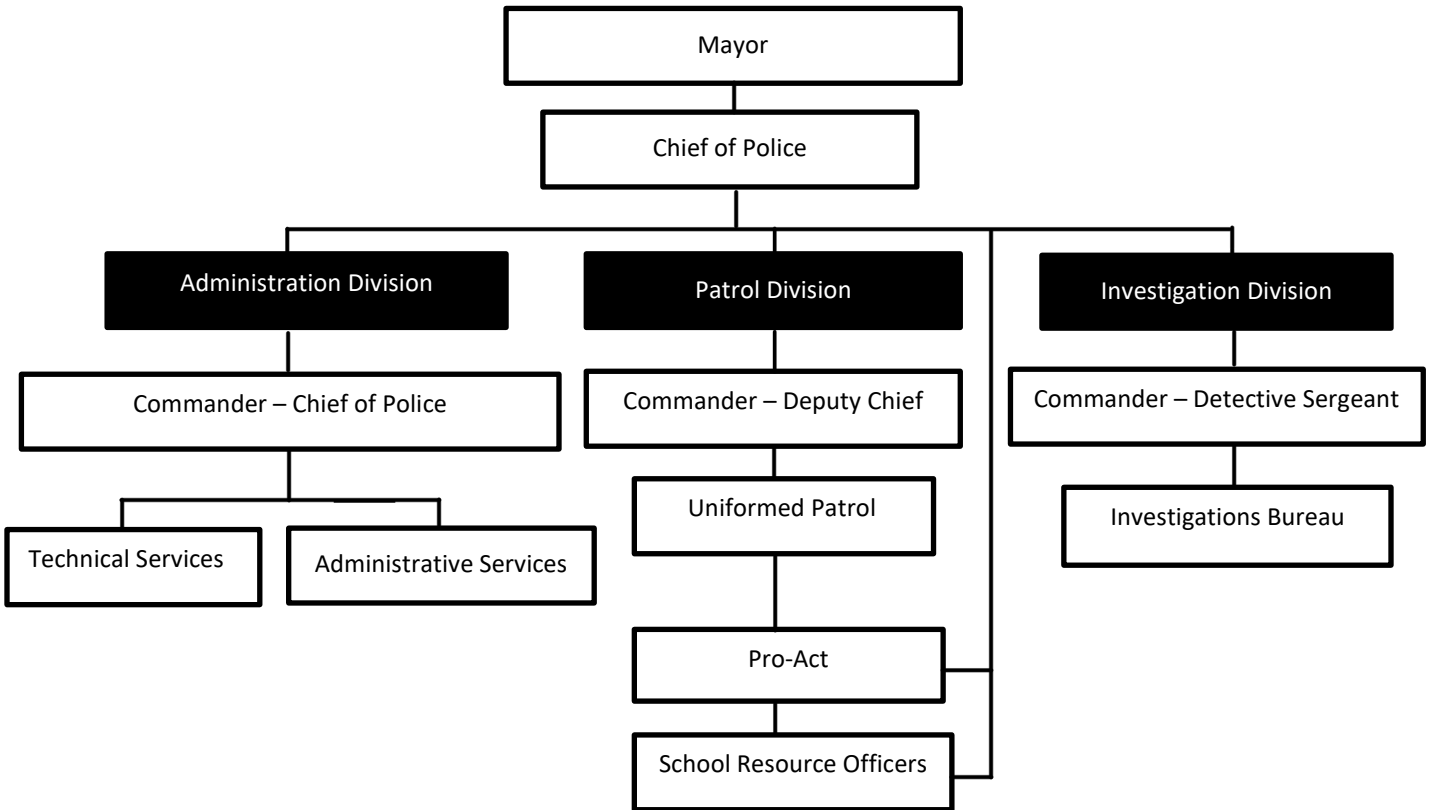


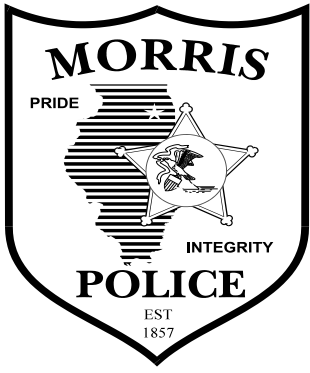
MORRIS POLICE DEPARTMENT  
 ORGANIZATIONAL CHART – COMMAND PROTOCOL



Full-Time Sworn Officers – 30  
 Full-Time Support Staff – 4  
 Part-Time Officers - 5  
 Part-Time Evidence Technician – 1  
 Part-Time CSO - 1  
 Total Full-Time/Part-Time Personnel - 41

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 \_\_\_\_\_

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 reports.

| DEPARTMENT OF POLICE              |
|-----------------------------------|
| Arrest Reports                    |
| Police Blotter Information        |
| Illinois Traffic Crash Reports ** |

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

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 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.

| <b>DEPARTMENT OF POLICE</b>  |
|--|
| 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   |
| Expungements and 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                                   |

|  |
|--|
| Property Release Forms                               |
| Private Property Crash Reports                       |
| Racial Profiling Records                             |
| Radar Certification Records                          |
| Rangemaster Reports                                  |
| Receipts   |
| Release of Liability – Lock Permission Forms         |
| 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                     |