



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, 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

Freedom of Information Act requests may be submitted:

- In person at the Records Department of the Morris Police Department
- By mail to the appropriate FOIA Officer at the address shown above
- By fax to the appropriate FOIA Officer’s fax number
- Electronically via GovTransfer – please use the link on our website at www.morrispolice.org.

➤ What is GovTransfer?

GovTransfer is a secure and compliant public records request tracking software for governmental agencies. The platform enables requestors to submit their request through our online portal which is then routed to the primary person responsible for the request. Once the request is completed, the responsive records are shared with the requestor through the portal. If any fees are due from the requestor, an itemized invoice will be created through the software, and the requestor can pay online with a credit card through their account.

NOTE: Requests that are not submitted through the GovTransfer program must include the requestor's name, contact information including email, date of request, records requested, choice of email or paper copy, whether the information will be used for commercial purposes, and whether a fee waiver is being requested. Requestors submitting in person, by mail, or by fax may use the fillable FOIA request form on our website.

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 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....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

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>4/30/2024</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>4/30/2025</u>
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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DEPARTMENT OF POLICE
200 E. CHAPIN STREET
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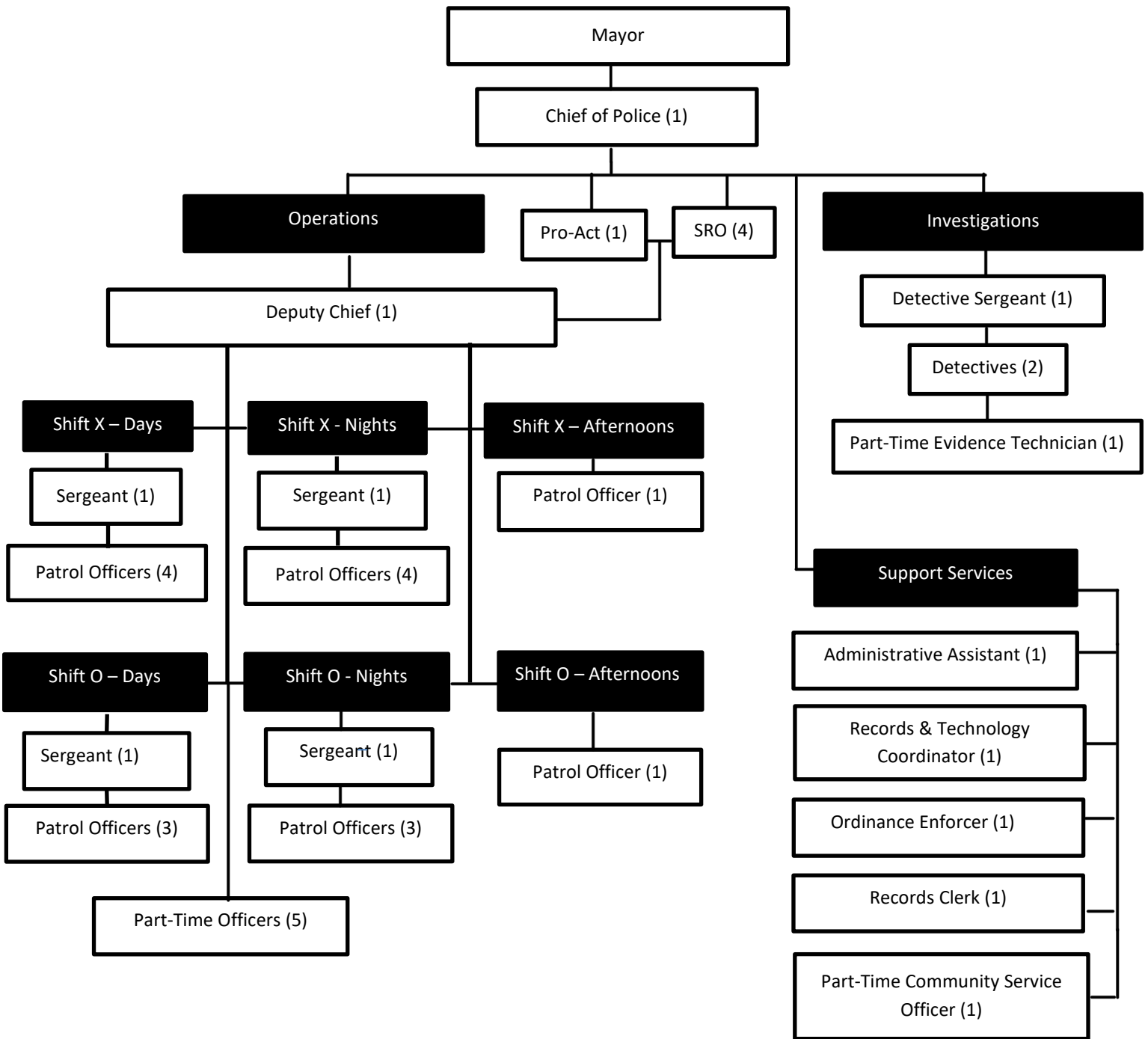
CHIEF OF POLICE
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MORRIS POLICE DEPARTMENT PERSONNEL BY RANK		
FULL-TIME OFFICERS	BADGE #	RANK/POSITION
Alicia Steffes	112	Chief of Police
Chad Skelton	109	Deputy Chief
Charles Newton	103	Sergeant/Patrol
Ben Zwolinski	119	Detective Sergeant
Dustin Seale	111	Sergeant/Patrol
Caleb Mitchell	128	Sergeant/Patrol/Motorcycle/Firearms Instructor
Curt Kneller	114	Sergeant/Patrol
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
Justin Martin	117	Officer/SRO/DARE
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
	105	Officer
Trevor Hodge	107	Detective/Firearms Instructor
Casie Price	126	Officer
Michael Pena	101	Officer
Tyler Mayerhofer	129	Officer
Alex Hernandez	106	Officer
Nick Mazzone	116	Officer
James Bell	125	Officer
Tyler Bordner	130	Officer
Jace Carpenter	131	Officer
Part-Time Officers	Badge #	Rank/Position
Erik Larson	170	Part-Time Officer
Tanya Paquette	174	Part-Time Officer
Ryan MacDonald	173	Part-Time Officer

SERVICE ★ PRIDE ★ INTEGRITY

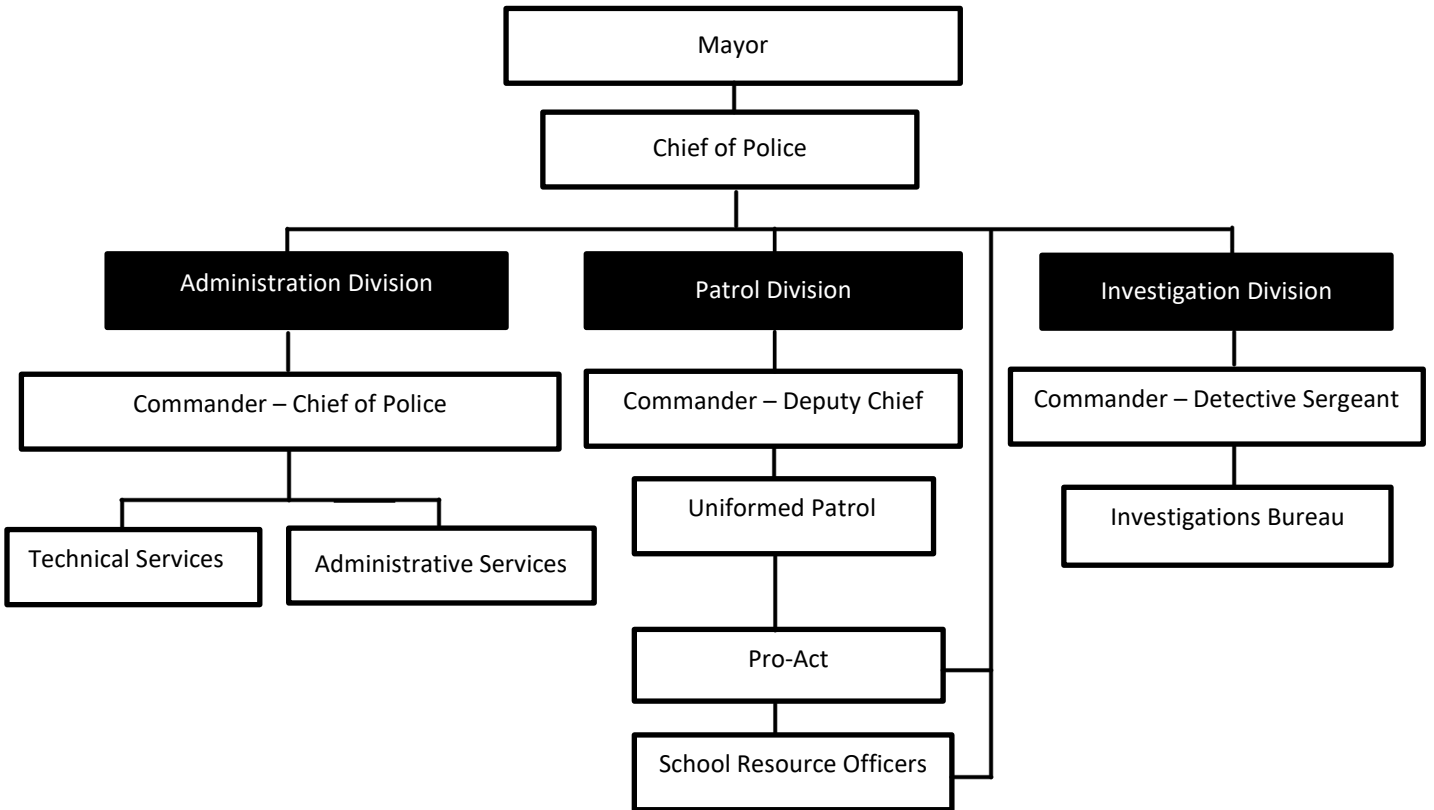
Paul Clampitt	171	Part-Time Officer
Patrick Funk	178	Part-Time Officer
Office/Support Staff	ID #	Position
Kim Bezely	161	Records & Technology Coordinator
Jeff Reeder	162	Ordinance/Parking Enforcement
Sheri Simms	195	Administrative Assistant to Chief of Police
Katie Cravens	163	Records Clerk
Bobby Osborn	164	Part-Time Community Service Officer
Elma Halpin	165	Part-Time Evidence Manager

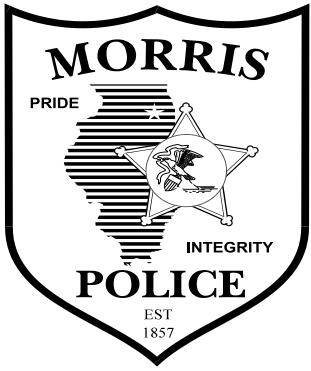
MORRIS POLICE DEPARTMENT
 ORGANIZATIONAL CHART – COMMAND PROTOCOL



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 _____

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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. 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.

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
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

SERVICE ★ PRIDE ★ INTEGRITY

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