



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

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 27 full-time officers, 11 part-time officers and 4 office staff for a total of 42 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 fiscal year 2020-21 of \$43,721,795.

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

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
- 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.
- Cost of certifying a record will be \$1.00.
- 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

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>4/30/2020</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>4/30/2021</u>
General Fund	4,171,096	11,810,736	15,424,663	557,169
Garbage Fund	290,681	1,207,782	1,218,758	279,705
Illinois Municipal Retirement Fund	371,311	681,925	724,150	329,086
Police Pension Fund	0	1,258,390	1,258,390	0
Motor Fuel Tax Fund	1,886,528	558,196	1,327,525	1,117,199
Waterworks and Sewerage Fund	8,526,119	5,286,050	8,068,857	5,743,312
Water & Sewer Capital Imp. Fund	1,045,649	510,420	1,516,000	40,069
West Route 6 Turning Lane Fund	10,803	4,005	12,500	2,308
Revenue Bond and Interest Fund	11,690	541,528	541,410	11,808
Sanitary Landfill Contingency Fund	273,310	140	272,700	750
Community Development Loan Fund	0	0	0	0
Tax Increment Financing Fund I	3,837,835	5,228,924	8,897,000	169,759
Tax Increment Financing Fund II	2,199,112	835,477	2,448,543	586,046
Police Drug Fine and Forfeiture Fund	116,561	32,350	43,000	105,911
Police Seizure and Forfeiture Fund	0	50,000	50,000	0
Solid Waste Management Fund	300,979	155	298,000	3,134
Park & Civic Improvements Fund	111,648	10,110	116,000	5,758
Motel Tax Fund	226,640	295,075	308,200	213,515
Airport Development Fund	0	0	0	0
Airport Operations Fund	301,120	976,950	1,196,099	81,971
TOTALS - ALL FUNDS	\$ 23,681,082	\$ 29,288,213	\$ 43,721,795	\$ 9,247,500



700 N. DIVISION STREET
MORRIS, ILLINOIS 60450

CITY OF MORRIS
Richard P. Kopczick
Mayor

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

POLICE COMMISSION MEETINGS

FISCAL YEAR 2020-2021

Police Commission meetings are held in the Commissioner's Office, Room #1300, in Morris City Hall at 5:30 p.m. on the second Tuesday of each month (unless otherwise noted).

2020

May 12, 2020

June 9, 2020

July 14, 2020

August 11, 2020

September 8, 2020

October 13, 2020

November 10, 2020

December 8, 2020

2021

January 12, 2021

February 9, 2021

March 9, 2021

April 13, 2021

Board of Fire & Police Commission
200 E. Chapin Street
Morris, IL 60450
815-942-2131
policecommission@morrispolice.org

3-Year Term

Brent Dite, Chairman (5/23)
Timothy Neary, Secretary (5/21)
Joseph Goolsby, Member (5/22)



CITY OF MORRIS

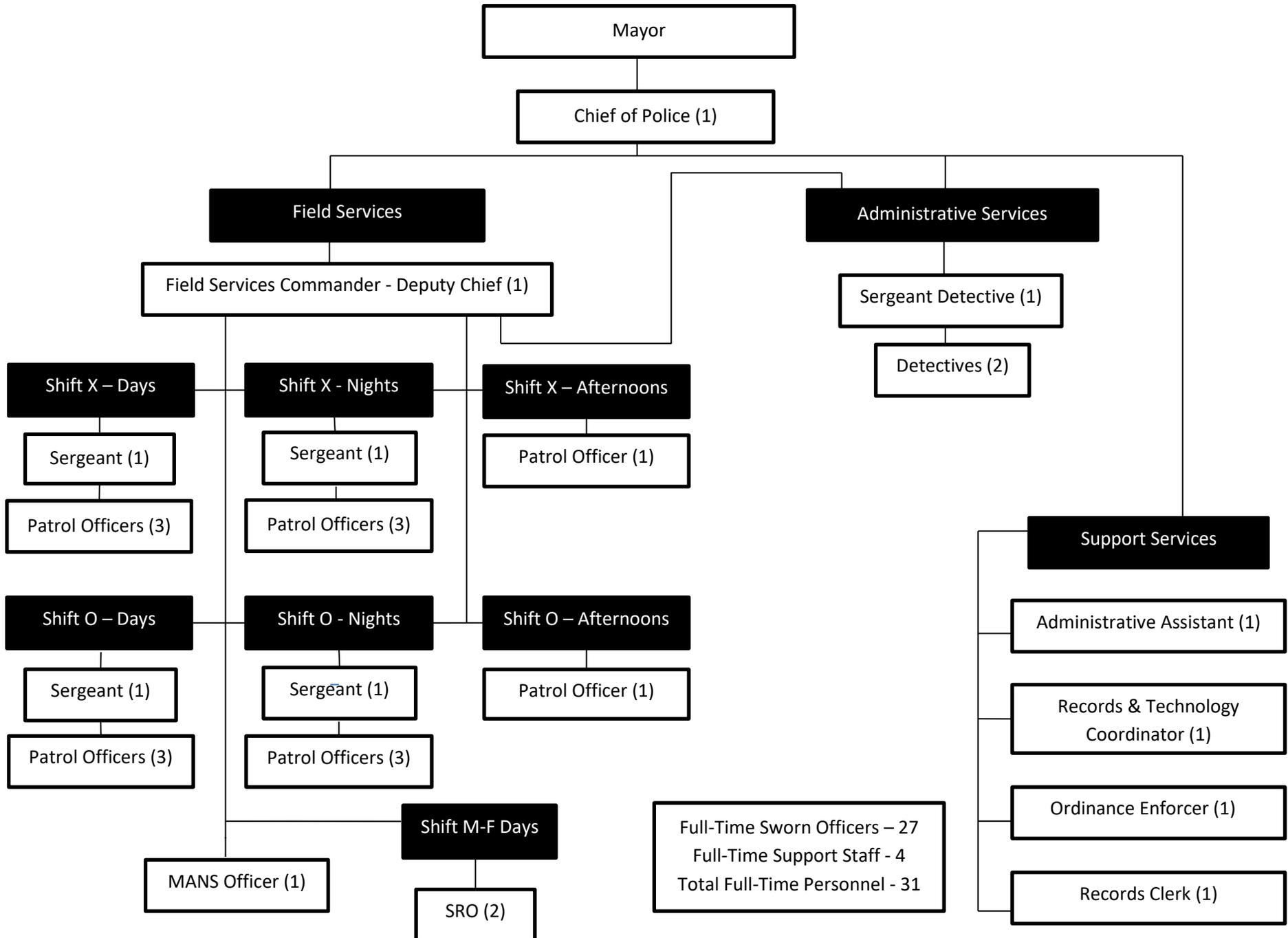
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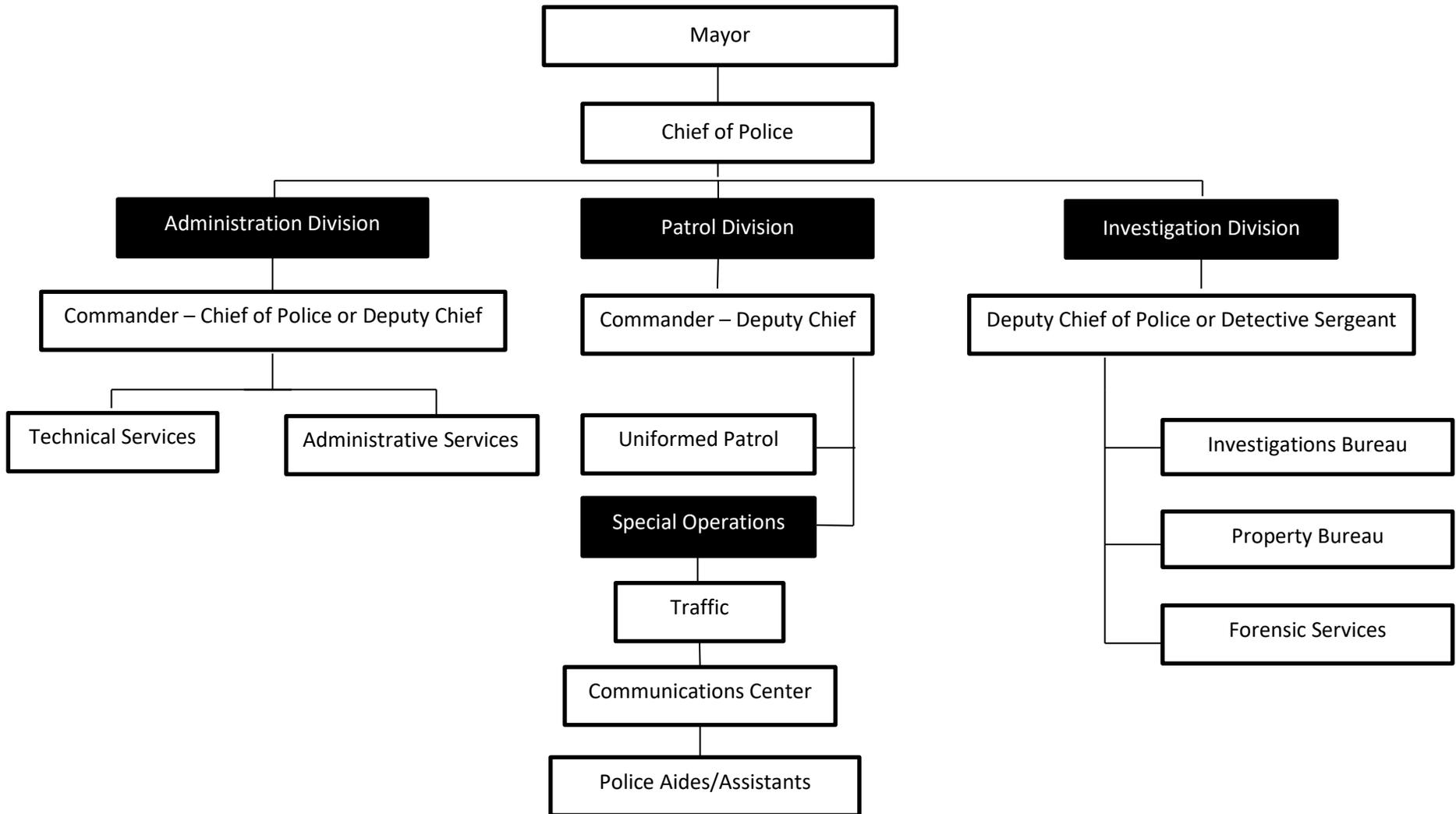
MORRIS POLICE DEPARTMENT PERSONNEL BY RANK

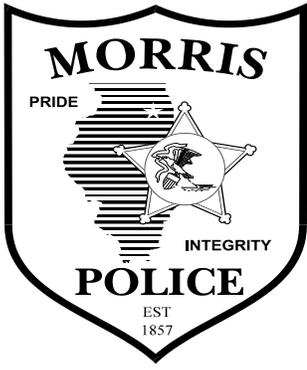
Full-Time Officers	Badge #	Rank/Position	Shift
John Severson	105	Chief of Police	M-F (Days)
Chad Skelton	109	Deputy Chief	M-F (Days)
Monty Allbert	116	Sergeant/Patrol	Nights
Alicia Steffes	112	Detective Sergeant	M-F (Days)
Charles Newton	103	Sergeant/Patrol	Days
Steve Huettemann	101	Sergeant/Patrol	Days
Tony Puleo	124	Sergeant/Patrol	Nights
Scott Ator	108	Patrolman/DARE/Motorcycle	Days
Curt Kneller	114	Detective	M-F (Days)
Paul Cheskie	102	Patrolman	Days
Jessica Smith	127	Patrolman	Days
Derek Zumbahlen	118	Patrolman	Days
Paul Burke	122	Detective	M-F (Days)
Dustin Seale	111	Patrolman/MANS Special Assignment	
Mark Vanderploeg	123	Patrolman/DARE/K-9 Officer	1pm - 1am
Scott Evans	110	Patrolman/SRO	Days
Alex Turlakes	107	Patrolman/K-9 Officer	Nights
Ben Zwolinski	119	Patrolman/DARE	Days
Caleb Mitchell	128	Patrolman	Days
Justin Martin	117	Patrolman	Nights
Michael Bober	121	Patrolman/SRO	Days
Dakota Collofello	126	Patrolman	1pm - 1am
Ryan Ties	113	Patrolman	Nights
Alex Vaughn	125	Patrolman	Nights
Sarah Smith	120	Patrolman	Nights
Kyle Aloisio	106	Patrolman	Nights
Nick Pampinella	104	Patrolman	Nights
Part-Time Officers	Badge #	Rank/Position	Shift
Christopher Harseim	181	Part-Time Patrolman	
Erik Larson	170	Part-Time Patrolman	
Tanya Paquette	174	Part-Time Patrolman	
Ryan MacDonald	173	Part-Time Patrolman	
R.B. Henschen	180	Part-Time Patrolman	
Paul Clampitt	171	Part-Time Patrolman	
RJ Knezevich	185	Part-Time Patrolman	
Jason Cory	186	Part-Time Patrolman	
Aaron Cory	172	Part-Time Patrolman	
Josh Slattery	175	Part-Time Patrolman	
Patrick Funk	178	Part-Time Patrolman	
Office/Support Staff	ID#	Position	Hours
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

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.

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
Arrest Reports
Police Blotter Information
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 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 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