



CITY OF MORRIS

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

CHIEF OF POLICE
ALICIA STEFFES
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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)