

# Kendall County

Office of the Sheriff



Dwight A. Baird, Sheriff  
1102 Cornell Lane Yorkville Illinois 60560  
Phone: 630-553-7500 Fax: 630-553-1972  
www.co.kendall.il.us/sheriff



## Freedom of Information Act Posting

The purpose of the Freedom of Information Act (FOIA) is to ensure that all persons are entitled to full and complete information regarding the affairs of government, and the official acts and policies of those who represent them as public officials (5 ILCS 140/1). Pursuant to FOIA, the following information is made available to the public:

**Purpose:** To act in a manner that leads the citizens of Kendall County to have the feeling of safety and security in their homes, neighborhoods, and businesses, and confidence in the Sheriff's Office.

**Office:** The contact information for the Offices of the Kendall County Sheriff is:

1102 Cornell Lane  
Yorkville, IL 60560  
Phone: 630-553-7500  
Fax: 630-553-1972

The Kendall County Sheriff's Office currently employs 117.25 individuals.

A block diagram of the Kendall County Sheriff's Office functional subdivisions is attached as Exhibit 1.

**Budget:** The total amount of the Kendall County Sheriff's Office operating budget and funds for this fiscal year is \$11,499,762.

**Boards:** Kendall County Sheriff's Office Merit  
Commission Members Include:

Rob DeLong  
Shawn Flaherty  
Don Marrone  
Jack Westphall  
Jamal Williams

### **PROCEDURE FOR REQUESTING INFORMATION AND PUBLIC RECORDS**

**FOIA Requests:** Any person may obtain public records for inspection or copying by submitting a completed Public Records Request form (Exhibit 3) or a written request to any of the below designated FOIA Officers for the Kendall County Sheriff's Office. The Kendall County Sheriff's Office will respond to all FOIA requests in accordance with the procedures set forth in FOIA and all other applicable federal and state laws.

**FOIA Officers:**

All FOIA requests to the Kendall County Sheriff's Office should be given to one of the following FOIA Officers:

Sheila Roberts, Records Clerk  
Dee Fuchs, Records Clerk  
Lisa Bowen, Administrative Manager

Email Address: foiasheriff@co.kendall.il.us

Mailing Address: 1102 Cornell Lane Yorkville, IL 60560

Phone: 630-553-7500

Fax: 630-553-1972

**Copy Costs:**

Except when a fee is otherwise fixed by statute, the Kendall County Sheriff's Office will charge the following rates for copies of requested records:

| TYPE OF DOCUMENT  | FEE   |
|---|---|
| Traffic Crash Reports   | \$5 each  |
| Black and white, letter or legal sized copies                                 | No charge for the first 50 pages and 15 cents per page thereafter                                 |
| Color copies and odd-sized copies (letter up to 11" x 17")                    | 50 cents per page for the first 500 pages and 45 cents per page thereafter                        |
| Black and White 24" x 36"   | \$1.00 a page   |
| Color 24" x 36" and other oversized copies                                    | The actual cost charged to the County by area printers  |
| Computer disc, tape-cassette, compact disc, and/or any other recording medium | The actual cost for the computer disc, tape-cassette, compact disc, and/or other recording medium |

**Additional Costs:**

The Freedom of Information Act permits a public body to recover the following additional costs:

*Commercial Requests:*

- \$10/hour for searching, retrieving, and examining for redactions, excluding the first 8 hours spent searching or retrieving.
- Actual costs of retrieving records from 3rd party-owned, off-site storage facility.

*Voluminous Requests:* The follow fees will apply to responses to voluminous requests provided in electronic format.

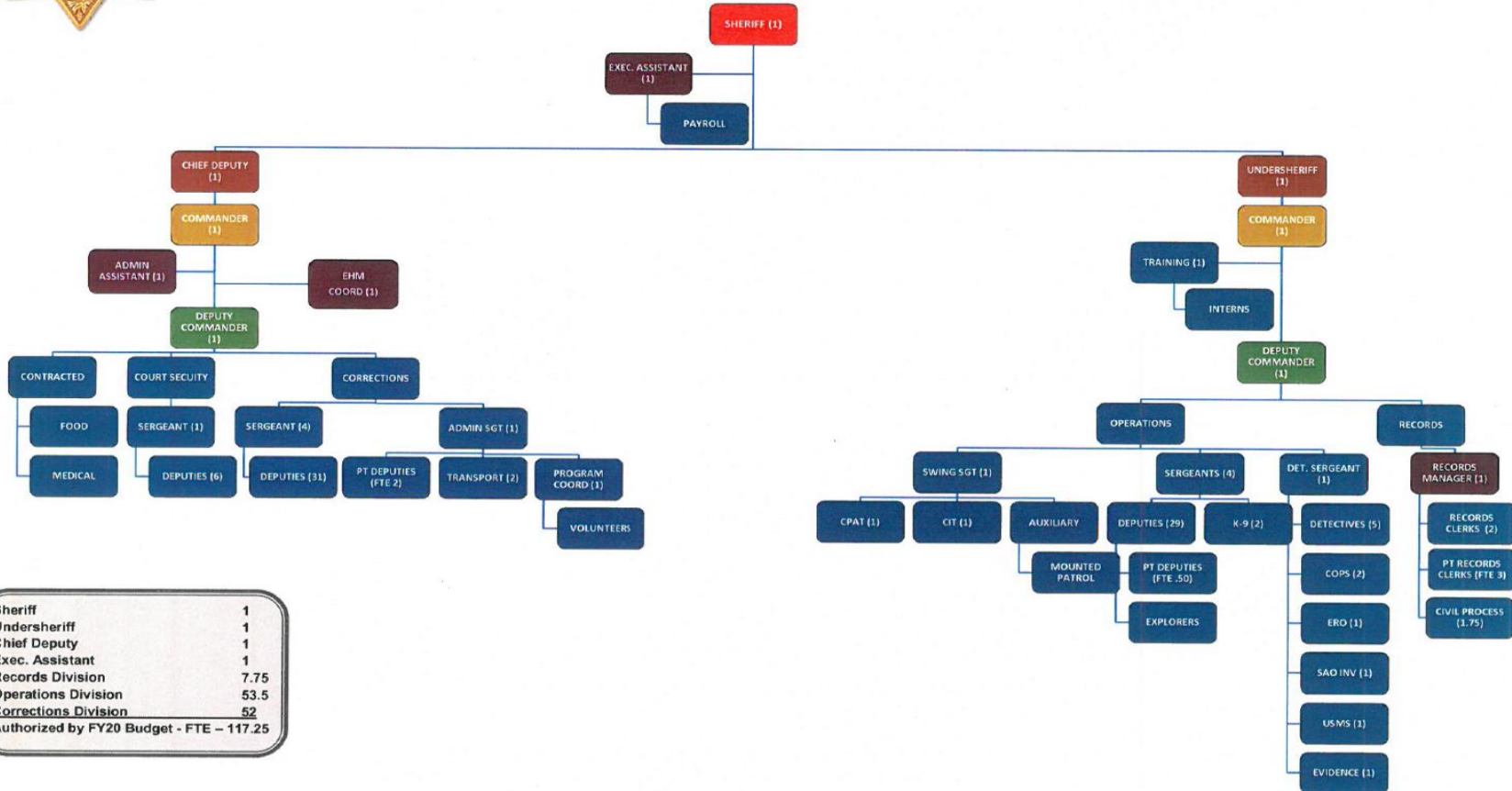
| NON-PDF FILES       | FEE         |
|---------------------|-------------|
| Less than 2 MB      | Up to \$20  |
| Between 2 & 4 MB    | Up to \$40  |
| More than 4 MB      | Up to \$100 |
| PDF FILES           | FEE         |
| Less than 80 MB     | Up to \$20  |
| Between 80 & 160 MB | Up to \$40  |
| More than 160 MB    | Up to \$100 |

**List of Documents Available:** See Exhibit 2

**FOIA Request Form:** See Exhibit 3



# KENDALL COUNTY OFFICE OF THE SHERIFF 2021 ORGANIZATIONAL CHART



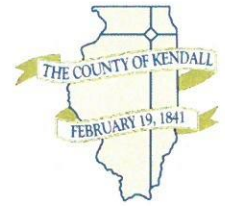
|   |      |
|---|------|
| Sheriff   | 1    |
| Undersheriff                                    | 1    |
| Chief Deputy                                    | 1    |
| Exec. Assistant                                 | 1    |
| Records Division                                | 7.75 |
| Operations Division                             | 53.5 |
| Corrections Division                            | 52   |
| <b>Authorized by FY20 Budget - FTE - 117.25</b> |      |



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### Kendall County Sheriff's Office

List of Documents Available for Immediate Disclosure Upon Request Pursuant to 5 ILCS 140/3.5:

- Organizational chart;
- Approved budget;
- FOIA posting.

List of Categories of Records Maintained Pursuant to 5 ILCS 140/5:

- Police Reports;
- Traffic Crash Reports;
- Police Contact/Activity Reports;
- Booking Photos;
- Personnel Files and Records for all Full-time and part-time employees and interns;
- Civil Process Records;
- Jail Records;
- Materials regarding or relating to training of personnel;
- Freedom of Information Request Records;
- Correspondence, notes and memoranda regarding or relating to internal administrative operations;
- Vouchers, financial records and budget documents regarding or relating to office operations;
- Press Releases pertinent to this office;
- Brochures and other publications of this office.

List of Categories of Documents Available On Our Website [co.kendall.il.us](http://co.kendall.il.us) (located at the bottom of the main page under Transparency)

- Budgets/Financial Reports
- Contracts
- Elected and Administrative Officials
- Illinois Freedom of Information Act (FOIA)
- Meeting Information
- Memberships
- Salary & Benefits
- Taxes & Fees
- Transparency Resolution – Website Transparency
- Transparency Resolution – Audio Recording



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## REQUEST FOR PUBLIC RECORDS

*Under the Illinois Freedom of Information Act*

|  |                                |
|--|--------------------------------|
| Requestor's Name:  | Date of Request:               |
| Requestor is Representing:   | Telephone (# with area code):  |
| Address (# and Street):  | Cell Phone (# with area code): |
| City                      State                      Zip   | Email Address:                 |
| <b>Records Requested (Please provide as much information below as possible):</b>   |                                |
| Report Number (A copy of the police blotter is available in the lobby for reference):  | Location of Incident:          |
| Type of Incident:  | Date/Time of Incident:         |
| Further description to aid in records search:  |                                |
| Do you wish to inspect or receive a copy of the requested records? Inspect <input type="checkbox"/> Copy <input type="checkbox"/> Both <input type="checkbox"/>  |                                |
| Is this request for a commercial purpose? Yes <input type="checkbox"/> No <input type="checkbox"/><br><small>(i.e. do you intend to sell the requested records or use the records in advertisement?)</small> |                                |
| How would you like to receive your completed request? Pick up in person <input type="checkbox"/> Mail <input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/>                   |                                |
| Signature _____  | Date _____                     |
| <b>Thank you</b>   |                                |