

Yorkville Police Department
Request for Inspection/Copy of Information
804 Game Farm Road | Yorkville, IL 60560
Admin Offices: 630-553-4340 (Mon-Fri, 8am-5pm)
Fax: 630-553-1141
E-Mail: PoliceFOIA@yorkville.il.us

FOR FOIA OFFICER USE ONLY:

DATE RECEIVED: _____

FOIA Officers for Police Records/Information:
Nicole Decker; Kirsten Balog, Nicole Collum

DATE RESPONSE DUE: _____
Response is due 5 business days after receipt of request.

DESCRIPTION OF REQUESTED INFORMATION

Please provide enough information to identify, locate and retrieve information requested, and contact the requestor.

Is this a commercial request? Yes No

Name of Individual Requesting Information: _____ Date of Birth: _____

Phone #: _____ Fax #: _____ E-Mail: _____

Address: _____ City/State/Zip: _____

Relationship to Case: Involved Attorney Parent/Guardian Landlord Other: _____

Date/Time of Incident: _____ Case Number(s): _____

Location of Incident: _____

I wish to inspect or receive a copy of the following records: _____

_____ and I wish to have these documents certified.
(Certified documents require they be picked up in person.)

Please indicate how you would like to receive your documents (i.e. e-mail, pick-up, fax):

Note, e-mails have a 10MB limit, and large requests would be sent over several e-mails.

Request to waive/reduce fees because: _____
Waiver or reduction of the fee is in the public interest if the principal purpose of the request is to access and disseminate information regarding health, safety and welfare or the legal rights of the general public and is not for the principal purpose of personal or commercial benefit.

Additional requests/information: _____

COST DUE FOR INFORMATION / RECORDS : \$ _____

A fee to cover the cost of copying records, but not to include the cost of an employee's time to research and copy the records, will be charged at the following rates: The first 50 pages of 8 1/2 x 11, 8 1/2 x 14, and 11 x 17 size paper are free; documents over 50 pages are 15 cents a page for 8 1/2 x 11, 8 1/2 x 14, and 11 x 17 size paper. Oversize copies are \$3.00 per page for 24" x 36" size paper and \$10.00 per page for 42" x 66" size paper. Audio tapes are \$1.30; CDs and DVDs are \$0.35. Copies of accident reports are \$5.00 and copies of accident reconstruction reports are \$20.00. Printed photographs are \$1.00 each.

APPROVED REQUEST:

Request approved in full / documents information made available to requestor as specified.

Date of approval of request: _____ By: _____

TIME OF RESPONSE EXTENDED:

We are extending the time for response to your request to _____ for an additional five (5) business days under Section 140/3(e) of the Act due to:

- requested records stored in whole or in part at other locations other than the office having charge of the records.
- the request requires the collection of a substantial number of specified records.
- the request is couched in categorical terms and requires an extensive search for the records responsive to it.
- the requested records have not been located in the course of routine search and additional efforts have been made to locate them.
- the requested records require examination and evaluation by personnel having the necessary competence and discretion to determine if they are exempt from disclosure under Section 7 of this Act or should be revealed only with appropriate deletions.
- there is a need for consultation, which shall be conducted with all practicable speed, with another public body or amount two or more components of a public body having a substantial interest in the determination or in the subject matter of the request.

REQUEST DENIED IN PART OR IN WHOLE:

The following information requested is exempt from inspection, copying or disclosure under Section 7 of the Act for the following reason(s):

Date of denial of request: _____ By: _____

RIGHT TO APPEAL - You have the right to appeal this decision in writing to:

Illinois Attorney General's Office
Public Access Bureau
500 S. 2nd Street
Springfield, Illinois 62706
877-299-3642
publicaccess@atg.state.il.us