

Office of the Douglas County Sheriff

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Sheriff-Nate Chaplin

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Chief Deputy

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(217) 253-3511

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Freedom of Information (FOI) Request Form

Please limit one request per form so it can be processed in an efficient manner.

Date: _____, 202__

Time : _____ () M

The following information is either available or restricted under the Freedom of Information Act and includes but is not limited to:

Approved Information

Administrative Manuals

Policies

Inspection Reports

Studies

Factual Reports

Account information

Vouchers

Contract dealings w/receipt or

Expenditure of public or other funds

Employee Names

-Salaries

-Date of Hire

-Position/Title

Complaints, results of complaints, and/or DCFS staff

findings of licensing violations at day care facilities

(protecting personal information)

Current Inmate Population

Any other items guaranteed by FOI Act

Restricted Information

Emergency plans and Procedural Rules
procedures

Investigative techniques

Investigation tools/tactics

Personal Officer Information

Open investigations

Victim identifiers

Security measures

Blue prints/Schematics

Privileged communications

Juvenile records

Medical Information

Any other items approved

by the FOI Act

Requestor (Optional):

Name: _____

Address: _____

Telephone: _____

Cell: _____

E-Mail: _____

Freedom of Information Request

Case# (If Known) _____

Person(s) Involved: _____

Type of Case(s): _____

Any other information requested:

Please indicate how you wish the records to be transferred to you by marking the following. If the records are to be mailed the requestor must provide funds to cover postage.

I will pick the records up when they are ready _____

Please mail them to me _____

Please fax them to me _____

I would like to view the records _____

The records maintained at the Douglas County Sheriff's Office are restricted to some personnel and any dissemination must be made by the Sheriff or his/her designee. All requests must be picked up Monday-Friday between the hours of 8:00 am to 4:00 pm. Any other time needs to have arrangements made prior to arrival to ensure the records are available. The Douglas County Sheriff's Office has a minimum charge for processing reports including photo copies in accordance with the FOI statute. If your request qualifies under the Freedom of Information Act making it exempt from processing fees, please indicate why below.

For Douglas County Personnel Use Only:

Request Received by: _____ Date: _____

Sheriff or Designee: _____ Date: _____

State's Attorney: _____ Date: _____

Approved _____

Denied _____