



VILLAGE OF OSWEGO
DEPARTMENT OF POLICE
3525 Route 34 Oswego, IL 60543



"Freedom of Information Act" Request for Records

The Oswego Police Department (the Department) shall make available its public records to any person requesting access pursuant to the provisions of the Illinois Freedom of Information Act (5 ILCS 140/1 et seq.) (the "Act"), as well as other applicable law.

Requests for public records shall be made in writing and directed to the Oswego Police Department, Attn: FOIA Officer, c/o Records Division. The department has three (3) FOIA Officers who have completed required training through the Illinois Attorney General's Office. You may use the department FOIA request form if you choose; this form is available from the department website or from the Oswego Police Department Front Desk. Requests may be submitted in person, via mail or fax to 630-554-9379. Requests for Village documents are handled by the Village of Oswego, Clerk's Office, 100 Parkers Mill, Oswego, IL 60543, 630-554-3259. The Village now offers www.justfoia.com as a website to use for FOIA requests electronically; here is the link: <https://oswegoil.justfoia.com/Forms/Launch/Oaf65e6a-97a5-4e72-aff9-dcbe80fe9144>.

The Department shall respond to the written request for public records within five (5) working days after receipt. A working day, by definition of the Act, is Monday–Friday with the exception of State Holidays. The response time may be extended for not more than five (5) additional working days for the following reasons:

- The requested records are stored in whole or in part at other locations than the office having charge of the requested 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 are being 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 the Act or should be revealed only with appropriate deletions;
- The request for records cannot be complied with by the Department within five (5) working days without unduly burdening or interfering with the operations of the public body;
- There is a need for consultation, which shall be conducted with all practicable speed, with another public body or among two or more components of the Village or Department having a substantial interest in the determination or in the subject matter of the request.
- When additional time is required for any of the reasons listed, the Department shall notify by letter the person making the written request within five (5) business days of receipt of request.
- The response times contained in this Section may be extended with the written agreement of the requestor.

Commercial Requests: It is a violation of the 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). A public body shall respond to a request for records to be used for a commercial purpose within twenty-one (21) working days after receipt.

The first fifty-(50) black and white letter or legal size copies are at no charge; thereafter each page will be copied at \$0.15 per page. Electronic, color or oversized copies will be charged at the actual cost of reproduction. Certification of a record shall cost \$1.00.



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The front desk is open 24-hours a day; the telephone number is 630-551-7300.



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The Oswego Police Department and Pension Board FOIA Officers:

Connie Jackson
Records Supervisor
Records Division

Karen Walat
Records Clerk
Records Division

Rachel Krueger
Records Clerk
Records Division

FOIA Officer – is a person appointed by the "public body." The FOIA Officer's responsibility is to receive FOIA requests from the public and to send responses in compliance with FOIA. FOIA requires that each public body appoint one or more FOIA officers who must complete an electronic training developed by the Attorney General's PAC. FOIA training must be completed prior to being a FOIA Officer and annually after that. The Attorney General's Office will make the electronic training available to all FOIA officers.

Public Records – are defined in FOIA as "all records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and all other documentary materials pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of any public body." A few examples of public records available under FOIA are: Orders; rules; reports or studies; contracts; names, titles and salaries of public employees; and the voting records of public bodies. Information can be available in electronic as well as paper form.

What is FOIA

The Freedom of Information Act (FOIA) is a state statute that provides the public the right to access government documents and records. The premise behind FOIA is that the public has a right to know what the government is doing. The law provides that a person can ask a public body for a copy of its records on a specific subject and the public body must provide those records, unless there is an exemption in the statute that protects those records from disclosure (for example: records containing information concerning trade secrets or personal privacy).



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Emergency: 911
 Non-Emergency: (630) 554-3426
 Administration: (630) 551-7300
 Fax: (630) 554-9379

"Freedom of Information Act" Request for Records

(Please Print)

Requestor's Name _____

Address _____

City _____ State _____ Zip _____

Phone Number: _____

Email Address: _____

I would like to: (please check one)

Receive a Copy Inspect on site

I would like to be contacted when my request is ready by: (please check one)

Phone Mail

You will be contacted within five (5) business (M-F) days, unless it is Commercial Purpose

Under the Freedom of Information Act of the State of Illinois, I hereby request the following:

Type of Record: _____

Report # (If Known): _____

Date(s) of Record (If Known): _____

Location of Incident (If Known): _____

Is this request for Commercial Purpose (see definition below): Yes No

"Commercial Purpose" is described as any part of a public record or records, or information derived from public records, being used in any form for sale, resale, or solicitation or advertisement for sales or services.

Please note if this request of for commercial purposes as defined under section 3.1 of the IL FOIA ACT (5ILCS 140/3.1), your request will be responded to within **21** days.

I hereby agree to pay any fee imposed for copies of the requested records in accordance with the Village of Oswego's fee of **\$.15 per page after the first 50 pages black/white**. Sizes other than letter, legal or color copies are at the actual cost of reproduction.

Signature: _____ Date: _____

Box below is for internal Oswego Police office use only

Just FOIA #

Response Date

Request was taken by _____

_____ pages @ .15 ea = _____

Your request was prepared by:

Paid by Check # _____

 FOIA Officer

Paid by Cash ____

Payment received by _____ (employee init.)

Upon pick-up of records please sign below to show copies have been received as requested.

 (Signature)

 (Date)