

# FOIA Protocol for Departments

Administration, Auditor, Finance, Treasurer, IT, Planning, GIS, Recorder, Assessor, County Clerk, Maintenance, Highway, Animal Control, Sheriff, Corrections, Coroner

**FOI Officer** – Becky Powell  
3000 South Justice Way  
Kankakee, IL 60901  
(815)802-7114

## Forms

- Departments are required to have the mandated FOI request forms available.
  - FOI requests do not have to be submitted on the mandated FOI request form.
  - The County of Kankakee does require request be submitted in written form
  - A request that is not in writing is not subject to the FOIA law. This includes phone calls and walk ups who make requests orally.

## Phone calls inquiring about FOIA

- Departments should direct the caller to the FOIA Office at the Sheriff Administration Department, 3000 South Justice Way at (815) 802-7104

## Submission of FOI request

- Departments are to direct requestors to the FOIA Office at Sheriff Administrations, 3000 South Justice Way to submit a FOI request. (5 ILCS 140/3c)
  - If Departments accept a FOI request directly, it is that specific department's responsibility to get the FOI request to the FOIA Office at Sheriff Administrations the day the request was received.

## Responding to FOI requests

- The FOIA Office at Sheriff Administrations will then review the request to make a determination.
- If the request can be fulfilled, the FOIA Office at Sheriff Administrations will contact the department for the necessary information.
- The FOIA Office will give the department a deadline for each individual request.
- If a department believes they are going to need more than 5 days to collect data, it is the Departments responsibility to inform the FOIA Office at Sheriff Administrations immediately so an extension letter may be sent out.
  - **Consequences of missing the deadline**
    - The County of Kankakee is subject to a civil penalty of between \$2,500 and \$5,000 per violation.
    - The County of Kankakee cannot charge for reproduction costs at a later time or treat the request as unduly burdensome, after the deadline to respond has passed.
    - Possible litigation leading to the County of Kankakee paying Attorney's fees.