

Office of the Douglas County Sheriff

920 S. Washington St., P.O. Box 438, Tuscola, IL 61953

Sheriff – Charles E. McGrew

Charlie.McGrew@douglascountysheriff.com

Chief Deputy

T.K. Martin

Tommy.Martin@douglascountysheriff.com

(217) 253-3511

(217) 253-2913

Fax (217) 253-3144

Executive Administrator

Sandra Decker

Freedom of Information

5 ILCS 140/4

The Douglas County Sheriff's Office is the enforcement body of the court system. Deputies are the officers of the court responsible for serving or delivering orders of the court through civil process. In addition, the sheriff's office maintains and runs the county jail housing both pre-trial and convicted adult offenders. The office provides courthouse security as well as patrol functions including but not limited to investigating crimes, traffic enforcement, and education of all citizens of Douglas County. This enforcement is primarily focused on the unincorporated areas of the county but may extend into the corporate cities if requested or crimes are detected.

In addition, the sheriff's office operates the county's emergency 911 center. These duties include receiving, dispatching, and documenting the calls for service for seven corporate cities police and ambulances as well as ten fire departments.

County of Douglas

401 South Center Street

Tuscola, Illinois 61953

Douglas County Sheriff's Office/Jail

920 South Washington Street

P. O. Box 438

Tuscola, Illinois 61953

(217) 253-3511

Douglas County Courthouse

401 South Center Street

Tuscola, Illinois 61953

The Sheriff's office consists of thirty six (36) total employees. The command is structured with the Sheriff, Deputy Chief, Operations Lieutenant, and three (3) Sergeants. In addition there are nine (9) sworn deputies, eight (8) full time correction officers, six (6) telecommunicators, three (3) administrative personnel including kitchen staff, two (2) court security officers, and two (2) full time bailiffs. The department operates under Douglas County's general fund budget \$4,775,638.00 with a combined operating budget for both jail and road operations for 2010 of \$1,765,045.00

Freedom of Information Officer(s)

S.A. Kevin Nolan
401 South Center Street
Tuscola, Illinois 61953
(217) 253-5471

A.S.A. Kate Watson
401 South Center Street
Tuscola, Illinois 61953
(217) 253-5471

Below you can find the FOIA request procedures, copy information, and fees.

Freedom of Information Request Procedures

1. Non-exempt public records will be made available for inspection and copying at the Douglas County Sheriff's Office, 920 South Washington Street Tuscola, Illinois 61953 Monday through Friday, between the hours of 8:30 a.m. and 4:30 p.m. except on holidays. Public records of the Douglas County Sheriff's Office will be made available for inspection and/or copying at the Sheriff's Office, 920 South Washington Street Tuscola, Illinois 61953.
2. All requests for public records must be made in writing and should contain the name, address, and contact information for the requestor, as well as a description of the records being requested. As a convenience, the office offers a FOIA request form that may be filled out and returned to the department for forwarding to the Freedom of Information Officer.
3. Requests for all non-police department records should be made to the attention of the Freedom of Information Officer, whose office is located in Room 102 of the Douglas County Courthouse, 401 South Center Street. Requests for police records should be made to any employee with the sheriff's office.
4. The County will accept written FOIA requests submitted in person, by U.S. mail, by facsimile (217-253-3144) or by e-mail k.nolan@douglascountystatesattorney.com or clint.howard@douglascountysheriff.com

5. All non-commercial requests for public records will be acted upon within 5 business days of their receipt in the Freedom of Information Office. Requests made for commercial purposes will be acted upon within 21 business days of receipt.
6. Occasionally, additional time may be needed to process certain requests. In those instances, someone will provide the requestor with an official written notice extending the compliance period to 10 business days.
7. If the County determines that more than 10 business days will be needed to completely fulfill a request, the Freedom of Information Officer and the requestor can agree in writing to an additional extension.
8. The Freedom of Information Act provides that certain types of records may be exempt from public inspection and copying as necessary to protect legitimate privacy or security interests. If the county determines that a requested record or any portion of a requested record is exempt under the FOIA, the Freedom of Information Officer will redact the information.
9. A requestor has the right to appeal for a review of any denial in writing to the Public Access Counselor of the Illinois Attorney General's office within 60 days of receiving the denial. The Public Access Counselor will review all claims and issue an opinion within 60 days of receiving the request for review.
10. A requestor also retains the right to seek judicial review of any denial in Douglas County Circuit Court.

Public Access Bureau
500 South 2nd Street
Springfield, Illinois 62706
217-558-0486
publicaccess@atg.state.il.us

Inspection and Copying

Inspection of public records, except police records, will be conducted during normal business hours at the sheriff's office. Inspection of police records will be conducted at the sheriff's office headquarters. As a matter of convenience, the County and/or the requestor may request that inspection take place in another location. The County may

require that a County employee or officer be present during the inspection and may prohibit the requestor from bringing bags, brief cases, or other containers into the inspection room. Documents which the requestor wishes to have copied will be segregated during the course of the inspection and, after the inspection is complete, will be copied by a County employee or officer.

Copying

Pursuant to the FOIA, the County has the authority to charge reasonable fees to persons requesting copies of public records. These fees are used only to cover the actual costs of the reproduction of public documents and are not designed to recoup the costs of any staff time used in researching or compiling records for inspection or copying. The fee schedule for copies of non-exempt public records is as follows, effective January 1, 2010:

Paper Documents

8 ½" x 11"	\$0.15/page
8 ½" x 14"	\$0.15/page
11" x 14"	\$0.15/page

Compact Disc	\$.50/each
Audio Tape	\$1.00/each

Fees for copies of oversized documents, maps, blueprints, manuals, or any other records which are to be copied by an outside service will be based on the actual costs incurred by the County.

Copies of public records shall be provided to the requestor only upon payment of any charges that are due. **For black-and-white paper copies, the requestor will be furnished with the first 50 pages per request at no charge.**

Additional charges may be waived or reduced in any case where the County determines that a waiver or fee reduction would serve the public interest. A requestor may submit a request for waiver or fee reduction with the written request or include it on the request form provided by our agency who will take action on the waiver request within 5 business days of receipt.