

Freedom of Information Act **Public Directory**

Effingham County Sheriff's Office

**101 N. Fourth St., Suite 101
Effingham, IL 62401
Phone: 217-342-2102**

- History -

The Effingham County Sheriff's Office has watched over and served the people of the Effingham County since 1833, through times of peace and times of war, through economic prosperity and economic depression, through compassionate times and through times when man's inhumanity to his fellow man has made the job of protecting the people an awesome and forbidding task.

- Mission Statement -

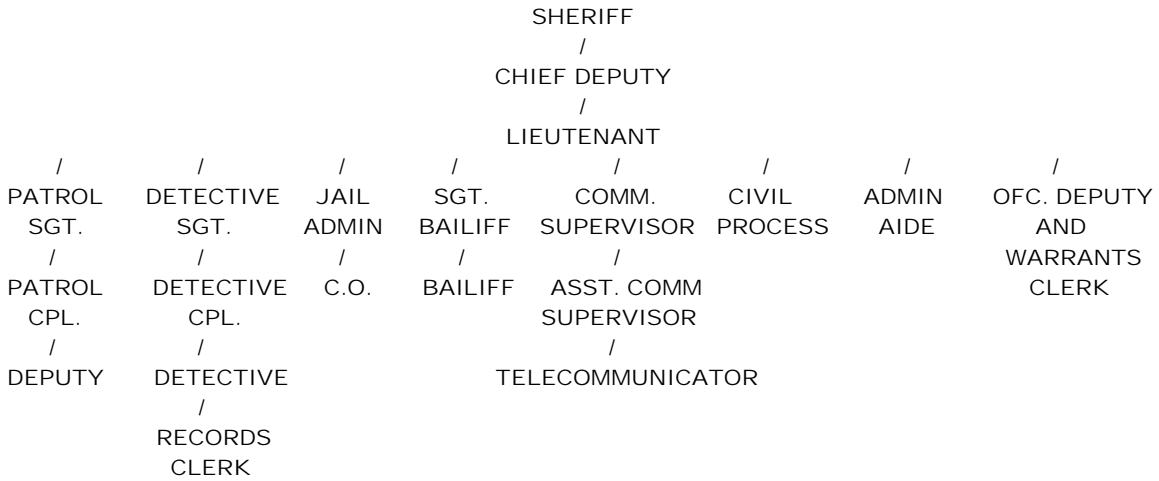
In this, the 21st Century, as people the world over are faced as never before with terrorism and violent crime, the Effingham County Sheriff's Office stands firm in today's society, serving the people of Effingham County with honor, professionalism and compassion.

- Vision Statement -

The Effingham County Sheriff's Office is comprised of a staff of Law Enforcement and support professionals whose duties are diverse but equally vital to the protection of the citizenry and the upholding of the laws within the Sheriff's jurisdiction.

Each employee of the Effingham County Sheriff's Office is a member of a proud team with a history of service to the public. As a member of this team, each employee is held to the highest moral and professional standard and is expected to strive for excellence in the performance of every task.

EFFINGHAM COUNTY SHERIFF'S OFFICE
COMMAND STRUCTURE



The Effingham County State’s Attorney operates in an advisory capacity relative to the operation of the Effingham County Sheriff’s Office, which exercises control over the policies and procedures, and to which the Effingham County Sheriff’s Office is required to report and be answerable for its operation.

STAFF

The Effingham County Sheriff’s Office currently employs eighty (80) sworn and non-sworn full-time and part-time personnel: Administration, Patrol, Investigations, Corrections, Court Security, Communications, Civil Process, Warrants, and Maintenance.

BUDGET

The Effingham County Sheriff’s Office has a current (2009/2010) annual operating budget of \$2,746,929.00.

OFFICE LOCATIONS

FIRST FLOOR

Administrative Offices
 Telecommunications
 Warrants Division
 Civil Process Division
 County Jail

FOURTH FLOOR

Investigations
 Records Dept.

BASEMENT

Maintenance

DIRECT YOUR F.O.I.A. REQUEST TO:

Effingham County Sheriff's Office

ATTN: F.O.I.A. OFFICER

101 N. Fourth St., Suite 101

Effingham, IL 62401

Ph: 217-342-2102

PLEASE SUBMIT YOUR F.O.I.A. REQUEST IN WRITING USING THE FORM PROVIDED WITH THIS DIRECTORY.

To ensure that your FOIA request is acted upon in a complete and timely fashion, clearly identify the public record being sought by providing as much known information about the requested record as possible.

F.O.I.A. OFFICER BUSINESS HOURS M - F 8am – 4pm.

F.O.I.A. OFFICER LOCATIONS:

1st Floor

PAM RIEMAN
MARY HOOPINGARNER
MARNIE RABER

4th Floor

FRANCES ARNOLD

FEES:

- NO CHARGE TO INSPECT RECORDS ONLY
- NO CHARGE FOR FIRST 50 PAGES.
- 15 CENTS PER EACH PAGE OVER 50 COUNT.

GENERAL AREAS OF INFORMATION OR DOCUMENTATION MAINTAINED BY THE OFFICE OF THE EFFINGHAM COUNTY SHERIFF INCLUDES BUT IS NOT LIMITED TO THE FOLLOWING:

- **ADMINISTRATION**
 - o POLICY, PROCEDURE, PERSONNEL
- **INVESTIGATIONS & RECORDS**
 - o ARREST, OFFENSE, INCIDENT, TRAFFIC CRASH
- **COUNTY JAIL**
 - o INMATE/DETAINEE
- **WARRANTS**
- **SEX OFFENDER REGISTRY**

NOTICE

Under the Freedom of Information Act (FOIA) certain information may not be released. This includes but is not limited to information regarding juvenile offenders, pending investigations, information that would identify informants, information that would impede investigations, and information that violates the right of privacy of another. Reviews of the request may take up to 5 business days under Section 140/3(d) of the Act unless the request is made for commercial purposes, in which case it is 21 business days under Section 140/3.1(a) of the Act. We will notify you if we require an additional 5 business days to process your request under Section 140/3(e) of the Act.

REQUEST FOR COMMERCIAL PURPOSES

FOIA Section 140/3.1(c) - it is a violation of the law to knowingly obtain a public record for a commercial purpose without disclosing that the request is made for a commercial purpose if requested to do so.

FOIA Section 140/2(c-10) - "*Commercial Purpose*" means the use of any part of public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services.

For purposes of this definition, request made by news media and non-profit, scientific, or academic organizations shall not be considered to be made for commercial purpose when the principal purpose of the request is

- (i) to access and disseminate information concerning news and current or passing events,
- (ii) for articles of opinion or features of interest to the public, or
- (iii) for the purpose of academic, scientific, or public research or education.

REQUEST FOR A FEE WAIVER

FOIA Section 140/6(c) - If you are requesting that any fees be waived for copying the documents, you must attach a statement of the purpose of the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public.

To ask for a waiver of copying fees, please include the following statement (or a similar statement) in your written FOIA request: "*I request a waiver of all fees associated with this request.*" In addition, you must include a specific explanation as to why your request for information is in the public interest – not simply your personal interest – and merits a fee waiver.

Freedom of Information Act Request Form

Effingham County Sheriff's Office
101 N. Fourth St., Suite 101, Effingham, IL 62401
Phone: 217-342-2102

Requestor's Name _____ (PRINT) Date Requested _____

Mailing Address _____ Date Received _____
Date Due _____

City _____ State _____ Zip _____
() Cell Ph. # () Home Ph. # () Work Ph. #

(CIRCLE ONE) * **I wish to:** REQUEST COPIES or INSPECT RECORDS ONLY

(CIRCLE ONE) * **Is information to be used for Commercial Purposes?** YES or NO

(CIRCLE ONE) * **Are you requesting a fee waiver?** YES or NO

DESCRIPTION OF PUBLIC RECORD.
To expedite the search for records, please be as specific as possible.

* REPORT # (if known) _____ * INCIDENT DATE/TIME: _____
* INCIDENT TYPE (accident, theft, etc.): _____
* INCIDENT LOCATION: _____
* PERSONS INVOLVED: _____
* MISC: _____

X _____
REQUESTOR SIGNATURE

AGENCY RESPONSE

____ Request approved. Less than 50 pages No Charge
____ Request fully denied. Inspect Records Only No Charge
____ Request partially denied. pages @ .15 ea. _____
____ See attached letter of explanation. _____
FEE TOTAL _____

X _____
CERTIFIED FOIA OFFICER SIGNATURE