

FOIA Protocol for Departments

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

FOI Officer – Ken McCabe
3000 South Justice Way
Kankakee, IL 60901
(815)802-7104

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.