

FOIA REQUEST INSTRUCTIONS

If you would like to obtain information from the County of Kankakee, you should begin by writing down a list of the information you are seeking. Then prepare a letter to the County of Kankakee. Select from the list of FOIA officers to whom you wish your request to go.

Your letter should include your name, your address, the date and a daytime phone number so that the public body can contact you if they have any questions. Describe the information you are seeking with sufficient detail so that the public body can find the requested record. Provide as much information as possible in your request on the subject matter may expedite the public body's search.

FIOA Officers

Ken McCabe kmccabe@k3county.net	3000 South Justice Way, Kankakee, IL 60901	Sheriff, Corrections, Coroner Admin, Auditor, Finance, Treasurer, IT, Planning, GIS, Recorder, Assessor, County Clerk, Maintenance, Highway, Animal Control
Jodi Trudeau jtrudeau@k3county.net	189 E. Court Street, 6 th Floor Kankakee, IL 60901	States Attorney
John Bevis jbevis@kankakeehealth.org	2390 West Station, Kankakee, IL 60901	Health Dept
Tammy Peterson tpeterson@k3county.net	2380 West Station, Kankakee, IL 60901	ETSB (9-1-1)
Paula Sutter psutter@i-kan.org	1 Stuart Drive, Kankakee, IL 60901	Regional Office of Education, (I-KAN)
Karen Smietanski ksmietanski@k3county.net	189 E. Court Street, 4 th Floor Kankakee, IL 60901	Veterans Assistance Center