



## ***FREEDOM OF INFORMATION ACT (FOIA) PROCEDURES***

The Freedom of Information Act (FOIA) was created to ensure that public entities like the Stephenson County Sheriff's Office (SCSO) operate on an open and transparent level. It allows the media, commercial business, or individuals to request documents and records.

To submit a Freedom of Information Act request to the Stephenson County Sheriff's Office, please download and complete the FOIA request form found at: <https://stephensonsheriff.com/documents>. Completed FOIA requests should be submitted to the attention of Alyssa Wales by one of the below listed methods:

### **In-person or mail:**

Stephenson County Sheriff's Office  
Attn: Alyssa Wales – FOIA Officer  
15 N. Galena Ave. – 3<sup>rd</sup> Floor  
Freeport, IL 61032

### **Email:**

[SheriffFOIA@stephensoncountyil.gov](mailto:SheriffFOIA@stephensoncountyil.gov)

### **Fax:**

ATTN: Alyssa Wales  
815-235-8257

Illinois law requires public bodies to respond to or deny FOIA requests within 5 business days. The response time can be extended for an additional 5 business days, as allowed under the law. You may wish to wait 5 to 7 days from the date of the incident or the date you made the report before you contact the SCSO FOIA Officer to obtain a report. Depending on the complexity of the report, it takes on average 3 to 5 days for a report to be completed by the deputy; be approved by a supervisor; and submitted to Sheriff's Office Command Staff for final review.

### **Copy Fees:**

- First 50 pages are free (black and white)
- \$0.15 per page thereafter (black and white)

Electronic records can be requested and will be provided, as allowed under the law.

Please be advised that FOIA is not the appropriate venue to obtain a complete criminal background history. In order to get a complete criminal background report, you should contact the **Illinois State Police Bureau of Identification** at 260 North Chicago Street, Joliet, IL 60432; (815) 740-5160.

