



ROCHELLE POLICE DEPARTMENT

416 N 6th Street

Rochelle, IL 61068

www.police.rochelle.net

Non-Emergency
(815) 562-2131

Fax: Admin
(815) 562-6736

Dispatch Center
(815) 562-4869

ERIC M. HIGBY
Chief of Police

**FREEDOM OF INFORMATION ACT (FOIA)
DOCUMENT/RECORDS REQUEST FORM**

- You may print this form, complete it, sign it and either mail or fax it to: Rochelle Police Department, Freedom of Information Request to the address or facsimile number listed at the end of this form, or this form can be electronically transmitted to this agency via the Internet (www.police.rochelle.net).
- A request can also be written on personal or business letterhead or on plain bond paper. The form is offered as a courtesy and/or as a guide to assist you in providing a perfected FOIA request.

Requester Identification Data

Your Name: _____

Your Title: _____

Your Organization's Name: _____

Your Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Alternate Telephone #: _____

(Note: FOIA requests are not accepted via telephone. We may, however, need to contact you to discuss your request.

FAX: (Optional) _____ (Note: Signed FOIA requests are accepted via facsimile transmissions. We do not, however, provide final responses via facsimile transmissions due to internal administrative processing requirements.

Documents Requested

- Please list, as clearly as possible, the name of the document(s), the type of document(s)*, date of or date range of the document(s) and any other specifics you may have that will identify the records you seek. *(For example: letters, memoranda, reports, contracts, proposals, etc.)

1. You are entitled to request as many types of records and items as you wish, the number of items you may request is not limited to the number of items listed on this form.
2. You may submit as many FOIA requests as you desire.
3. You are not required to request more than one item.

List your requested items below:

Description of records requested: _____

Expedite of a FOIA request:

1. The Rochelle Police Department has 5 working days as set forth in 5 ICLS 140/3 (d) in which to respond to your request. If you have an urgent matter involving your request, please provide details.
2. If you believe your request qualifies for expedited processing, please provide details and send a copy of the court scheduling order.

Fees

Fees may be assessed for processing your request and an invoice for those fees may be issued with our final response to you as set forth in 5 ILCS 140/6 (b).

- If you have a dollar limit on how much you are at liberty to pay, please list that fee limit:_____.
- NOTE: If the cost to 1) copy the records you requested and/or 2) mail the records via UPS or FedEx exceed your limit, Rochelle Police Department staff will contact you to request that the amount of the estimated fees be provided to the Rochelle Police Department before we proceed with further processing of your request.

This request is for commercial purposes? Yes No

Fee Waivers

Documents shall be furnished at a limited, waived or reduced fee if the person requesting the documents states the specific purpose for the request and indicates that a waiver or reduction of the fee is in the public interest as set forth in 5 ILCS 140/6 (c).

If so, please explain: _____

Date of Signature

Signature of Requester

Mail or Fax this request to:

FAX: 815-562-6736

Rochelle Police Department
416 N 6th Street
Rochelle, IL 61068

Questions or comments concerning this form can be directed to the FOIA Officers (815-562-2131).

FOIA Officers:
Chief Eric Higby
Detective Terry Inman
Communications Supervisor Sandy Sullivan