



**ROCHELLE POLICE DEPARTMENT**

**416 N 6<sup>th</sup> Street  
Rochelle, IL 61068  
[www.police.rochelle.net](http://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

**JEFF L. LEININGER**  
Deputy Chief

**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](http://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.

**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.

**Requester Identification Data:**

Requester Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

**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.

**Records Requested:**

Subject(s) Involved \_\_\_\_\_

Date of Incident \_\_\_\_\_

Location of Incident \_\_\_\_\_

Description of call \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**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

\_\_\_\_\_  
Signature of Requester

\_\_\_\_\_  
Date

Mail or Fax this request to:  
Rochelle Police Department  
416 N 6<sup>th</sup> Street  
Rochelle, IL 61068  
FAX: 815-562-6736

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

FOIA Officers:  
Chief Eric Higby  
Det. Terry Inman  
Comm. Supervisor Sandy Sullivan