



ADDISON POLICE DEPARTMENT



DATE OF REQUEST _____ DATE RECEIVED _____ DATE DUE _____

A.P.D. FOIA REQUEST NUMBER _____

(DO NOT WRITE ABOVE THIS LINE – FOR OFFICE USE ONLY)

Request for Public Records under the “Freedom of Information Act”

Requestor’s Name (PLEASE PRINT) _____

I wish to: Inspect Only

Mailing Address (PLEASE PRINT) _____

Receive Copy

(Circle ONE)

City State Zip

Purpose of Request: Private Commercial

(Circle ONE)

(Area Code) Phone Number (BEST NUMBER TO REACH YOU) _____

A PHOTO I.D. IS NEEDED FROM THE REQUESTING PARTY BEFORE A REPORT IS RELEASED

(Area Code) Phone Number (ALTERNATE NUMBER) _____

The Addison Police Department has five (5) working days to respond to a private request.

X
Signature of person requesting the report _____

TYPE OF PUBLIC RECORD:
REPORT NUMBER OR CASE NUMBER:
DATE(S) OF RECORD (IF KNOWN):
LOCATION OF INCIDENT (IF KNOWN):
REASON FOR REQUESTING REPORT:

DO NOT WRITE BELOW THIS SECTION; TO BE COMPLETED BY THE ADDISON POLICE DEPARTMENT

Your request has been approved in whole: _____
Your request has been approved in part: _____
Your request has been approved with redactions: _____
See the reverse side for an explanation: _____
Your request is denied; see the attached letter of explanation: _____

There is no charge for requests less than 51 pages. Requests of 51 pages or more are 15 cents for each additional page. See the back of this form for charges for other requests.

This request was reviewed by: _____ Total Amount Due: _____
Name and Title

Date Completed: _____

I HAVE RECEIVED THE COPIES OF THE REPORT I REQUESTED:

Signature of Person Picking Up Report _____

Date Report was Picked Up _____

APPLICABLE EXEMPTION CIRCLED BELOW

- _____ 1. Information specifically prohibited from disclosure by State or Federal law, or rules and regulations implementing State or Federal law. FOIA Sec. 7(1)(a).

- _____ 2. Private Information – means unique identifiers including a person’s social security number, driver’s license number, employee identification number, biometric identifiers, personal financial information, passwords or other access codes, medical records, home or personal phone numbers, and personal e-mail addresses. Private information also includes home address and personal license plates, except as otherwise provided by law or when compiled without possibility of attribution to any person. FOIA Sec. 7(1)(b).

- _____ 3. Personal Information – Information which, if disclosed, would constitute a clearly unwarranted invasion of personal privacy, unless the disclosure is consented to in writing by the individual subjects of the information. FOIA Sec. 7(1)(c).

- _____ 4. Records in the possession of any public body created in the course of administrative enforcement proceedings, and any law enforcement or correctional agency for law enforcement purposes, but only to the extent that disclosure would:
 - A. Interfere with pending or actually and reasonably contemplated law enforcement proceedings conducted by any law enforcement agency that is the recipient of the request. FOIA 7(1)(d)(i)
 - B. Interfere with pending administrative enforcement proceedings conducted by any public body agency that is the recipient of the request. FOIA 7(1)(d)(ii)
 - C. Deprive a person of a fair trial or an impartial hearing. FOIA 7(1)(d)(iii)
 - D. Unavoidably disclose the identity of a confidential source of confidential information furnished only by the confidential source, or persons who file complaints with or provide information to administrative, investigative law enforcement of penal agencies; except that the identities of witnesses to traffic accidents, traffic accident reports, and rescue reports shall be provided by agencies of local government, except when disclosure would interfere with an active criminal investigation conducted by the agency that is the recipient of the request. FOIA 7(1)(d)(iv)
 - E. Disclose unique or specialized investigative techniques other than those generally used and known. FOIA 7(1)(d)(v)
 - F. Endanger the life or physical safety of law enforcement personnel or any other person. FOIA 7(1)(d)(vi)
 - G. Obstruct an ongoing criminal investigation by the agency that is the recipient of the request. FOIA 7(1)(d)(vii)

- _____ 5. Communications between a public body and an attorney or auditor representing the public body that would not be subject to discovery in litigation, and materials prepared or compiled by or for a public body in anticipation of a criminal, civil or administrative proceeding upon the request of an attorney advising the public body, and materials prepared or compiled with respect to internal audits of public bodies. FOIA 7(1)(m)

- _____ 6. Requests calling for all records falling within a category shall be complied with unless compliance with the request would be unduly burdensome for the public body and there is no way to narrow the request, and burden on the public body outweighs the public interest in the information. FOIA Section 3(g)

_____ 7. Records of law enforcement officers concerning all minors under the age of 17 years are not open to the public. 705 ILCS 405/5-905 (5)

NOTICE: ANY PERSON DENIED ACCESS TO INSPECT OR COPY DEPARTMENT RECORDS MAY APPEAL THE DENIAL BY SENDING A WRITTEN NOTICE TO:

**Public Access Counselor
Illinois Attorney General’s Office
500 S. Second Street
Springfield, IL 62705
217-558-0486**

OR THEY MAY APPEAL THE DENIAL THROUGH JUDICIAL REVIEW UNDER SECTION 11 OF THE FOI ACT.

FEES:

Fees are paid at the Village of Addison in the Finance Department. The Police Department does not accept payment.

- 1. Documents (not including Crash Reports) – Charges are applied per request, not per report.
 - No charge for less than 51 pages.
 - 15 cents for each page after 50 pages.
 - \$1.00 extra for certified reports.
- 2. Crash Reports - \$5.00 for each report
- 3. Accident Reconstruction Reports - \$20.00 for each report.
- 4. Photos - \$3.00 per print
- 5. CD (Audio) - \$10.00 each
- 6. DVD (Video) - \$25.00 each
- 7. There will be **no fee** for inspection of records.

PLEASE NOTE: When making a request via the Internet or Fax, the form containing your original signature must be presented at the time of release and fee payment. **You will need to present a valid form of identification.**

_____ Attestation of the Nonexistence of Record:

I attest that after a thorough search of our files and records carried out under my direction and control, it was revealed the requested record does not exist. It is to be understood that this does not mean that the records do not exist under another spelling, another name or under another classification, but that with the information in your request furnished to our office and to the best of our knowledge, no such record(s) exist in our files.

_____ Attestation of Destroyed Records:

I attest that a thorough search of our files and records, carried out under my direction and control, revealed the requested record does not exist. The Department regularly maintains records such as those requested, however, pursuant to the Illinois Local Records Act, 50ILCS 205/7-10; the requested record no longer exists. In accordance to the Illinois Local Records Act and the Illinois Administrative Code, the requested records are retained for _____ years and are subsequently destroyed.

FOIA Officer Signature