

**PLAINFIELD POLICE DEPARTMENT  
POLICY GOVERNING ACCESS TO PUBLIC RECORDS  
UNDER THE FREEDOM OF INFORMATION ACT**

**1. SUMMARY AND PURPOSE**

This policy Governing Access to Public Records is established to implement the provisions of the Freedom of Information Act. The purpose of this is to support the policy of providing public access to public records in the possession of the Plainfield Police Department while, at the same time, protecting legitimate privacy interest and maintaining administrative efficiency.

**2. DEFINITIONS**

Terms used in this Policy Governing Access to Public Records shall have the same meaning as in the Freedom of Information Act.

“FOIA” means the Freedom of Information Act.

“Requestor” means a person who submits a request for public records in accordance with these Policy rules.

**3. PROCEDURES FOR REQUESTING PUBLIC RECORDS**

Requests for public records from the Police Department shall be submitted to the following address:

Chief of Police  
Plainfield Police Department  
14300 S. Coil Plus Drive  
Plainfield, IL 60544-7704

Requests for public records other than Police Department information shall be submitted to the following address:

Office of the Village Clerk  
Village of Plainfield  
24401 W. Lockport  
Plainfield, IL 60544

**4. FORM AND CONTENT OF REQUESTS**

Requests in accordance with the FOIA and the Plainfield Police Department Policy Governing Access to Public records shall be made in writing. These requests may be submitted on FOIA request forms provided by the Police Department.

The requestor shall provide the following information in a request for public records:

- 1) The requestor's full name, address and phone number.
- 2) A brief description of the public records sought, being as specific as possible.
- 3) Whether the request is for inspection of public records, copies of public records, or both.

**5. TIMELINE FOR RESPONSE TO REQUEST FOR PUBLIC RECORDS.**

The Police Department shall respond to a written request for public records within (7) working days after the receipt of such request.

The Police Department may give notice of an extension of time to respond which does not exceed an additional seven (7) working days. Such an extension is allowable only if written notice is provided within the original seven- (7) working day time limit and only for the reasons provided in Section 3(d) of the FOIA. Such notice of extension shall state the reasons why the extension is necessary and the date by which the records will be available or the denial will be forthcoming.

**6. TYPE OF POLICE RESPONSES TO REQUESTS FOR PUBLIC RECORDS**

The Police Department shall respond to requests for public records in one of three ways:

- 1) Approve the request.
- 2) Approve in part and deny in part.
- 3) Deny the request.

Upon approval of a request for public records, the Police Department may provide the materials immediately; give notice that the materials shall be made available upon payment of reproduction costs, or give notice of the time and place for inspection of records.

A denial of a request for public records shall be made in writing. It shall state the reasons for the denial and the names and titles of individuals responsible for the decision. If the denial is pursuant to an exemption set forth in Section 7 of the Act, the notice of denial shall specify the exemption. It shall also give notice of the requestor's right to appeal the decision.

Categorical requests creating undue burden upon the Police Department shall be denied only after extending to the requestor an opportunity to confer in an attempt to reduce the request to manageable proportions in accordance with Section 3 (f) of the FOIA.

Unless otherwise arranged, the inspection of records shall take place and the Police Department or at the Office of the Village Clerk.

Generally, public records will be made available for from 8:00 a.m. to 8:00 p.m. at the Plainfield Police Department, located at 14300 S. Coil Plus Rd, Plainfield, Illinois 60544, and from 8:00 a.m. to 5:00 p.m. at the Plainfield Village Hall, located at 24401 W. Lockport, Plainfield, Illinois 60544.

Charges for copies of public records shall be assessed in accordance with the “Fee Schedule for Duplication of Public Records”.

## **7. RIGHTS TO ADMINISTRATIVE APPEAL**

A person whose request has been denied by the Chief of Police or the Village Clerk may appeal the denial to the Mayor of the Village. The notice of appeal shall be made in writing and sent to:

The Honorable Mayor of  
The Village of Plainfield  
24401 W. Lockport  
Plainfield, IL 60544

The Notice of Appeal shall include a copy of the original request, a copy of the denial received by the requestor and a statement of the reasons why the appeal should be granted.

## **8. MAYOR’S RESPONSE TO APPEALS**

The Mayor shall respond to an appeal within seven (7) working days after receiving notice thereof. The Mayor shall either affirm the denial or provide access to the requested public records. Failure to respond within seven (7) working days shall be considered an affirmation of the denial.

## **9. GENERAL MATERIALS AVAILABLE**

The Village of Plainfield through the Village Clerk’s Office shall make available to the public at no charge the following material:

- 1) A brief description of the means for requesting information and public records;
- 2) A list of public records by classification maintained by the Police Department.

## SCHEDULE FOR DUPLICATION OF PUBLIC RECORDS

### POLICE DEPARTMENT

Accident Reconstruction Reports	Per Document	\$20.00*
Accident Reports	Per Document	\$5.00
Incident Reports	Per Page	\$0.25
Photos, 3 x 5	Per Photo	\$1.00*
Paper Photos, 4 per page	Per Page	\$2.00
Audio Tape	Per Tape	\$4.00
Video Tape	Per Tape	\$5.00**
CD	Per CD	\$3.00
DVD	Per DVD	\$5.00

- Or actual cost of reproduction

\*\* Requestor provides a sealed videotape

### GENERAL

Copying	Per Page	\$0.25*
Certification	Per Document	\$3.00
Audit Report	Per Document	\$25.00
Comprehensive Plan	Per Document	

- Or actual cost of reproduction

### BUILDING OFFICIAL'S OFFICE

Zoning Ordinance	Per Document	\$25.00
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### PLANNING DEPARTMENT

ENCAD Maps	Color – B & W	\$1.00/sq. ft.
Copies-8 ½" x 11"	B & W	\$0.20/sheet
Copies-8 ½" x 11"	Color	\$1.00/sheet
Copies-11" x 17"	B & W	\$0.40/sheet
Blueline Copies	Roll Stock	\$0.50/lineal foot
Blueline Copies	But Sheets	\$1.00/sheet

**PLAINFIELD POLICE DEPARTMENT  
INDEX OF RECORDS**

Accident Reports	Grievances
Activity Reports	Incident Reports
Administrative Citations	Injured Officer Files
Alarm Applications	Job Descriptions
Annual Reports	Labor/Management Committee
Budget	Liquor License Applications
Business Applications	News Releases
Business Index	Ordinances
Community Based Policing	Overtime
Contracts	Policy Manual
Crime Statistics	Ride-Along
DARE Program	Safety Committee
Department Forms	Sex Offender Registration
Eligibility Lists	Training
Equipment	Uniform Crime Reports