



# CITY OF MORRIS

DEPARTMENT OF POLICE  
200 E. CHAPIN STREET  
MORRIS, IL 60450

CHIEF OF POLICE  
ALICIA STEFFES  
PHONE: (815) 942-2131  
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[www.morrispolice.org](http://www.morrispolice.org)

## GENERAL INFORMATION

The City of Morris is a municipality incorporated and organized under the laws of the State of Illinois. The Morris Police Department is a division of the City of Morris whose purpose is to provide the residents of the city with police protection. Page 4 depicts the Morris Police Department Mission Statement.

The Morris Police Department currently employs 30 full-time officers, 3 part-time officers, 1 part-time evidence technician and 5 office staff for a total of 39 employees. The Organizational Chart – Command Protocol found on page 9 depicts the succession of command of the Morris Police Department. The Organizational Chart – Divisions found on page 10 depicts the organizational structure of the Morris Police Department.

A copy of the City's Summary of Budgets, page 5, discloses the operating budget for fiscal year 2025-26 of \$74,675,786.

The Morris Police Department is in the Morris Municipal Services Building and bears the following address:

Morris Police Department  
200 E. Chapin Street  
Morris, IL 60450

The Freedom of Information Act Officer for the Morris Police Department is:

RECORDS REQUESTS  
Sheri Simms  
Morris Police Department  
200 E. Chapin Street  
Morris, IL 60450  
(815) 941-5239 (direct line)  
(815) 942-2853 (fax)  
[ssimms@morrispolice.org](mailto:ssimms@morrispolice.org)

Freedom of Information Act requests may be submitted:

- In person at the Records Department of the Morris Police Department
- By mail to the FOIA Officer at the address shown above
- By fax to the FOIA Officer's fax number of (815) 942-2853
- Electronically via email to [ssimms@morrispolice.org](mailto:ssimms@morrispolice.org)

FOIA specifies the fees that a public body may charge. Fees for such records are as follows:

- No fees shall be charged for the first 50 pages of black and white, letter or legal sized copies for non-commercial requests.
- Each additional black and white letter or legal sized copy after the first 50 pages shall be charged at \$.15 per page.
- Color copies or abnormal size copies will be charged based on the actual cost of duplication or publication.
- The cost of certifying a record will be \$1.00.
- Electronic records downloaded onto a recording medium will be charged based on the actual cost of the recording medium.
- Illinois Traffic Crash Reports: The Morris Police Department provides a state-approved third-party vendor with unredacted copies of the Illinois Traffic Crash Report to satisfy its reporting obligations under the Illinois Vehicle Code. Our third-party vendor is Quicket Solutions whose web address is [www.PayQuicket.com](http://www.PayQuicket.com). You can view and download an unredacted copy of the Illinois Traffic Crash Report instantaneously for a fee of \$15.00. Should you choose to submit a FOIA request to the Morris Police Department for a copy of the Illinois Traffic Crash Report, **the statutory fee of \$5.00 must be paid to our department before the report can be released** (See Illinois Vehicle Code, 625 ILCS 5/11-416). Please note that Illinois Traffic Crash Reports requested through the FOIA process **will be redacted**. Although the Illinois Traffic Crash Report is provided in an unredacted form to our third-party vendor, the Police Department has no legal right to waive the privacy interests of individuals identified in the traffic reports requested under FOIA.
- Voluminous Requests: A voluminous request is defined as “a request that: (i) includes more than 5 individual requests for more than 5 different categories of records or a combination of individual requests that total requests for more than 5 different categories of records in a period of 20 business days; or (ii) requires the compilation of more than 500 letter or legal-sized pages of public records unless a single requested record exceeds 500 pages.” Section 6(a-5) of FOIA (5 ILCS 140/6(a-5) (West 2016)) provides an exception to the general rule that a public body may only charge the actual cost of the recording medium for furnishing copies of records in an electronic format, and fixes fees that are applicable to voluminous requests as follows:

**Records not in PDF:**

2 or fewer megabytes:	Up to \$20
2+ to 4 megabytes:	Up to \$40
4+ megabytes:	Up to \$100

**PDF Records:**

80 or fewer megabytes:	Up to \$20
80+ to 160 megabytes:	Up to \$40
160+ megabytes:	Up to \$100

- Commercial requests: Fees for commercial requests include labor costs of up to \$10.00 per hour (after the first 8 hours) for the time spent searching for and retrieving a requested record or examining the record for necessary redactions. If any records are stored at an off-site storage site managed by a third-party storage company under contract, a charge for the actual cost of retrieval will be assessed.

**Please refer to the following pages for other Morris Police Department information:**

Page 4.....Morris Police Department Mission Statement  
Page 5.....Summary of Budgets  
Page 6.....Board of Police Commissioners  
Page 7.....Morris Police Department Personnel Roster by Rank  
Page 8.....Morris Police Department Personnel Roster by Rank (Page 2)  
Page 9.....Organizational Chart – Command Protocol  
Page 10...Organizational Chart - Divisions  
Page 11....Fillable FOIA Request Form (Due to compatibility issues, please use Adobe Acrobat)  
Page 12....Index of Records Available for Immediate Disclosure  
Page 13...Index of Available Records  
Page 14...Index of Available Records (Page 2)  
Page 15...Index of Available Records (Page 3)