

Tri-Com Central Dispatch
Freedom of Information Act
Request Form



Tri-Com Central Dispatch is a unit of local government formed under the Intergovernmental Cooperation Act (5 ILCS 220) by the municipalities and contracted agencies it serves. Tri-Com Central Dispatch is a 9-1-1 PSAP responsible for radio communications and dispatch of police, fire, and emergency medical service (EMS) for thirteen (13) contracted member agencies [Batavia Police & Fire/EMS, Elburn Police & Fire/EMS, Geneva Police & Fire/EMS, N. Aurora Fire/EMS, St Charles Police & Fire/EMS, South Elgin Police, Sugar Grove Police & Fire/EMS, and Waubensee Community College Police.

FOIA Requests

To ensure all FOIA requests are processed efficiently, requestors should use the attached form, but use of the form is not mandatory. Requests may be submitted in writing, via US mail, email or in person.

Requests by US mail should be sent to:

Tri-Com Central Dispatch
ATTN: FOIA Officer
3823 Karl Madsen Drive
St. Charles, IL 60175

FOIA Officers:

Joe Schelstreet, *Executive Director*
Shevon Sherod-Ramirez, *Administrative Analyst*
Eric Babcock, *Shift Supervisor*
Lisa Classen, *Telecommunicator*
Zach Damit, *Telecommunicator*
Brenna Plonis, *Telecommunicator*

Records which may be available:

- Written: Phone, Computer Aided Dispatch (CAD) and Mobile Computer Terminal (MCT).
- Email Audio: 9-1-1 calls, Radio, Other.

FOIA Fee(s):

Tri-Com Central Dispatch may charge a fee of fifteen (\$0.15) cents after fifty (50) black and white copies. For color copies, Tri-Com Central Dispatch may charge a fee of (\$0.10) cents per page.

Tri-Com Central Dispatch may charge a fee for other requested media forms, as follows: \$0.50 per CD-R after two (2) CD-Rs. Tri-Com Central Dispatch may charge requester the cost associated with blank media, not listed here.

Tri-Com Central Dispatch
Freedom of Information Act
Request Form



REQUEST FOR RECORDS
UNDER THE ILLINOIS FREEDOM OF INFORMATION ACT (5 ILCS 140/1 et seq.)

Requestor's Information

NAME: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

DAYTIME PHONE: _____

EMAIL ADDRESS: _____ DATE OF REQUEST: _____

If this is a commercial request, please check here (It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for commercial purposes without disclosing that it is for commercial purpose.)

Describe in detail the public records you are requesting in the space provided below:

I would like to:

- Inspect the documents (no copies are necessary)
- Pick up copies of the documents
- Receive the documents via e-mail (if available)

Tri-Com Central Dispatch will respond to this request within five (5) business days and twenty-one (21) days for commercial requests.

FEES: Black & white copies: no charge for first 50 copies; \$0.15 cents per copy thereafter
CD recordings: no charge for first 2 copies; \$0.50 cents per CD thereafter

RETURN TO: TRI-COM CENTRAL DISPATCH
ATTN: FOIA REQUESTS
3823 KARL MADSEN DR.
ST CHARLES, IL 60175

EMAIL: info@tri-com911.org

| | |
|-----------------------------|-------|
| FOR OFFICE USE ONLY: | |
| Date Rec'd: | _____ |
| Rec'd by: | _____ |
| Response due on: | _____ |