

# Tri-Com Central Dispatch Freedom of Information Act



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. Tri-Com Central Dispatch's annual budget is approximately 2.5 million dollars. Tri-Com Central Dispatch employs approximately twenty-five (25) full-time employees and one (1) part-time employee. Tri-Com Central Dispatch has a Board of Directors comprised of officials from member agencies and Operations Committees consisting of public safety personnel from Tri-Com Central Dispatch's member and contracted agencies.

## **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  
3823 Karl Madsen Drive  
St. Charles, IL 60175

## **FOIA Officers:**

ATTN: FOIA Officer  
Joe Schelstreet, Director  
Shevon Sherod-Ramirez, Admin.Asst.  
Eric Babcock, Shift Supervisor  
Lisa Classen, Dispatcher  
Zach Damit, Dispatcher

## **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 (.15) cents after fifty (50) black and white copies. For color copies, Tri-Com Central Dispatch may charge a fee of (.10) cents per page.

Tri-Com Central Dispatch may charge a fee for other requested media forms, as follows: \$.50 per CD-R after two (2) CD-R. 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 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: \_\_\_\_\_ FAX: \_\_\_\_\_

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; .15 cents per copy thereafter  
CD recordings: no charge for first 2 copies; .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

<b>FOR OFFICE USE ONLY:</b>	
Date Rec'd:	_____
Rec'd by:	_____
Response due on:	_____