



In order to ensure open and honest government, all persons are entitled to records and information regarding government affairs. Per the Freedom of Information Act (5 ILCS 140), it is the public's right to request and receive records following any necessary redactions and as long as there are no exceptions for disclosure.

If you wish to obtain a record within the Palos Heights Police Department, ask for a FOIA form or you can obtain one on our website. FOIA requests can be handed in by email, mail, in-person, or through our online form.

Designated Palos Heights Police FOIA Officers

Kate Caruso – kcaruso@palosheightspd.org

Morgan Pukula – mpukula@palosheightspd.org

Mariella Rodriguez – mrodriguez@palosheightspd.org

Fees

Fees may be charged in the following circumstances:

- 1) 15 cents per page after the first 50 pages. The first 50 pages are free. This only applies to black and white, letter or legal sized copies.
 - 2) For copies in color or in a size other than letter or legal, the public body may charge the actual cost for producing the records. This includes the actual cost of discs, tapes, USBs, or other mediums.
 - 3) Other fees apply if a request is categorized as voluminous or commercial.
- (5 ILCS 140/6)

Commercial Purpose

For a request to be considered a commercial purpose, the use of any part of or in whole of the public records are for sale, resale, or solicitation or advertisement for sales or services. There are exceptions for requests made by news media, nonprofit, scientific, and academic organizations.

(5 ILCS 140/2(c-10), 140/3.1)

Response Time

Public bodies have up to 5 business days (not including Saturdays, Sundays, or holidays) to respond to a request. A response could mean supplying the requested records, denying the request, or asking for an extension. An additional 5-day extension from the original due date may be applied reasons explained in 5 ILCS 140/3(e).

Exemptions

Any information deemed to be private information may be redacted from the record(s) before giving them to the public. This might include social security numbers, driver's license numbers, financial information, medical records, home/personal phone numbers and emails addresses. Other personal information that constitutes a clear invasion of personal privacy can also be redacted. This could include date of birth, graphic photos, or certain victim information (5 ILCS 140/7). Record requests pertaining to juveniles who were investigated or arrested are subject to different criteria under 705 ILCS 405/5-905.