

**JO DAVIESS COUNTY SHERIFF'S OFFICE**  
**330 NORTH BENCH ST, GALENA, IL**  
**PHONE: (815) 777-2141 FAX: (815) 777-9284**  
**EMAIL: [SHERIFF@JODAVIESS.ORG](mailto:SHERIFF@JODAVIESS.ORG)**

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## **FREEDOM OF INFORMATION ACT POSTING**

The purpose of the Freedom of Information Act ("FOIA") is to ensure that all persons are entitled to full and complete information regarding the affairs of government, and the official acts and policies of those who represent them as public officials (5ILCS 140/1). Pursuant to FOIA, the following information is made available to the general public:

### **BACKGROUND INFORMATION**

**PURPOSE:** The Jo Daviess County Sheriff's Office is responsible for numerous and diverse services. In addition to providing direct law enforcement and public safety services to all citizens in unincorporated Jo Daviess County, the Sheriff's Office also supplements and assists other law enforcement agencies in the County as needed. The Sheriff's Office works closely with and provides assistance to the social services agencies in the County.

The Sheriff maintains the Jo Daviess County Jail, which is located within the Public Safety Building and has a total capacity of 27 inmates. Also located within the Public Safety Building is the Emergency Enhanced 9-1-1 Communications Center. The Sheriff is responsible for all communications and dispatching of all fire, medical, and law enforcements services throughout the County.

The Sheriff is responsible for general law enforcement, criminal investigations, and public safety services, maintaining the county jail, and Emergency 911. The Sheriff also provides other services including, but not limited to, water patrol and rescue, mounted patrol (auxiliary patrol), canine units, vehicle investigations, School Safety Programs, and Hazardous Materials Response Unit. The Sheriff also maintains dockets, register, jail records, fingerprints, and arrest files. Writs and warrants are executed, and summons and subpoenas are served. The Sheriff's deputies also attend all courts on record and accept and receipt bail in accordance with the rules of the Circuit Court.

**EMPLOYEES:** The Jo Daviess County Sheriff's Office employs thirty-six full-time and seventeen part-time employees.

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**BUDGET:** The total operating budget for the Jo Daviess County Sheriff's Office for the Fiscal Year 2016 is \$3,669,648 (THIS IS ONLY General Fund)

**BOARDS:** The Jo Daviess County Sheriff's Office reports to the Jo Daviess County Board Law Enforcement & Courts Committee.

**PROCEDURE FOR REQUESTING RECORDS**

**FOIA REQUESTS:** Any person may request public records for inspection or copying by completing and submitting a Request For Public Records form via U.S. Mail, E-mail, Facsimile or in person; or by any written or verbal request to any of the below designated FOIA Officers. Responses will be sent in the designated time periods allowed for all FOIA requests in accordance with the procedures set forth in FOIA and all or applicable federal and state laws.

**FOIA OFFICERS:** All FOIA requests to the Jo Daviess County Sheriff's Office should be given to one of the following FOIA Officers:

Shannon Diehl, Office Manager  
330 N. Bench St.  
Galena, IL 61036  
Telephone: (815) 777-2141  
Facsimile: (815) 777-9284  
E-Mail: [sdiehl@jodaviess.org](mailto:sdiehl@jodaviess.org)

Jenny Daum, Records Clerk  
330 N. Bench St.  
Galena, IL 61036  
Telephone: (815) 777-2141  
Facsimile: (815) 777-9284  
E-Mail: [jdaum@jodaviess.org](mailto:jdaum@jodaviess.org)

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**Jo Daviess County Sheriff's Office**

**Organizational Chart**

March 2011

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