**JO DAVIESS COUNTY STATE'S ATTORNEY'S OFFICE**
**330 N. BENCH STREET, SUITE 220**
**GALENA, ILLINOIS 61036**
**PHONE: (815) 777-0109 FAX: (815) 777-3203**
**EMAIL: jhay@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 State's Attorney's Office is responsible for prosecuting violations of the criminal laws of the State of Illinois as well as many other regulatory laws of the State and County, including felony offenses, misdemeanor offenses, DUI, traffic regulations and County Ordinances. Overall responsibilities include:

- Grand Jury Investigations
- Criminal Jury Trials
- Felony, Misdemeanor and Traffic Prosecutions
- Welfare Fraud, Public Health and Juvenile Cases
- Interstate Reciprocal Support
- Public Aid Cases
- Advice to Government Officials
- Zoning Research and Planning
- Civil Appeals
- Tax Collection
- Liability and Workers' Compensation Defense
- Law Enforcement Liaison

**EMPLOYEES:** The Jo Daviess County State's Attorney's Office employs one part-time and five full-time employees.

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**BUDGET:** The total operating budget for the Jo Daviess County State's Attorney's Office for the Fiscal Year 2020 is $570,221.

**BOARDS:** The Jo Daviess County State's Attorney's Office reports to the County Administrator and the Jo Daviess County Board.

## *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 State's Attorney's Office should be given to one of the following FOIA Officers:

John D. Hay, Jo Daviess County State's Attorney
330 N. Bench Street, Suite 220
Galena, Illinois 61036
Telephone: (815) 777-0109
Facsimile: (815) 777-3203
E-Mail: jhay@jodaviess.org

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**COPY COSTS:** Except when a fee is otherwise fixed by statute, the Jo Daviess County State's Attorney's Office may charge the following rates for copies of requested records:

| TYPE OF DOCUMENT | FEE |
|---|---|
| Black and white, letter or legal sized copies | No charge for the first 50 pages and 15 cents per page thereafter |
| Color copies and odd-sized copies (letter up to 11" x 17") | Cost to reproduce and certify |
| Black and White 24" x 36" | The actual cost charged to the County by area printers |
| Color 24" x 36" and other oversized copies | The actual cost charged to the County by area printers |
| Computer disc, tape-cassette, compact disc, and/or any other recording medium | The actual cost for the computer disc, tape-cassette, compact disc, and/or other recording medium |

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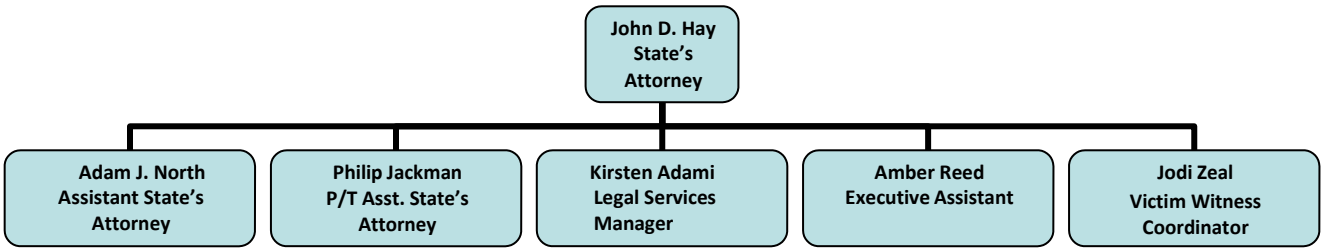
# EXHIBIT 1

## Jo Daviess County State's Attorney's Office
## Organizational Chart