

**Sangamon County Sheriff's Office**  
**FREEDOM OF INFORMATION ACT**  
**NOTICE OF**  
**-RECORDS WE MAINTAIN-**

**RECORDS SECTION:**

1. Arrest Jackets of all persons booked in to the Sangamon County Jail.
2. Police reports completed by the Sangamon County Sheriff's Office. (On microfilm, computer or paper).
3. Motor Vehicle Crash reports completed by the Sangamon County Sheriff's Department. (On microfilm, computer or paper).
4. Out-files of all prisoners released from the Sangamon County Jail on a given day.
5. Civil Process Officer logs for a specified period of time.
6. A computer record of the Civil Process papers served by the Sangamon County Sheriff's Office.
7. Warrants of persons wanted by Sangamon County.
8. Court ordered expunged arrest files.

**ADMINISTRATIVE SECTION:**

1. Receipts and bills for the Sangamon County Sheriff's Office.
2. Personnel and payroll records for the Sangamon County Sheriff's Office.
3. Contracts with the Sangamon County Sheriff's Office and other entities.
4. Misc. memos and correspondence.
5. Employment Applications.

**CORRECTIONS DIVISION:**

1. Records of inmate incarceration to include:
  - a. Medical.
  - b. Property.
  - c. Program Attendance.
  - d. Cleaning Supplies.
  - e. Inmate Supplies.
  - f. Grievances.
  - g. Hygiene issues.
  - h. Incident reports.
  - i. Unusual occurrences.
  - j. Illinois Dept. of Corrections Monthly Reports.

**CORRECTIONS CONT'D:**

- k. Inmate trust account information.
- l. Commissary purchases.
- m. Court appearance information.
2. Housing information.
3. Population statistics.
4. Food services information.

**EQUIPMENT/FIREARMS/FLEET DIVISION:**

1. Personal equipment/uniform folder.
2. Vendor product information.
3. Vehicle maintenance records.
4. Department vehicle traffic crash reports.
5. Vehicle registration/titles.
6. FCC Radio and Radar licenses.
7. Firearms Training Records.
9. Bills/packing slips, until submitted for payment.
10. Requests for supplies/equipment/uniforms.
11. Petty cash disbursement.
12. K-9 training standard drug issue log.
13. Abandon vehicle dispositions (certificate of purchase/notice to owner).
14. Weapons repair logs.

**COURT SECURITY SECTION:**

1. X-Ray machine file.
2. Metal detector file.
3. General public incidents non-employee reports.
4. Holding cell records.

**CRIME PREVENTION SECTION:**

1. Home and business security surveys.
2. Internship files for the Sheriff's office.
3. Citizen's Police Academy files.
4. Junior Police Academy files.
5. Field Training Records.
6. Program information on Neighborhood Watch, Picnic with the Sheriff, Gun Safety Clinics and Self Defense seminars.

**DETECTIVE BUREAU:**

1. Criminal Investigation Files.
2. Missing / Runaway Adults and Juvenile files.
3. Pawn Shop reports.
4. Sex Offender Registration Files.
5. Property Receipts for release and return of property.
6. State Police crime lab work request/returns.
7. Evidence vault audits.
8. Evidence log journals.
9. State Police Asset and Forfeiture files.

**PROFESSIONAL STANDARDS:**

1. Complaints on Sheriff's Office personnel.
2. Internal Investigation files on Sheriff's Office personnel.

-End-

**Questions regarding the Freedom of Information Act for the Sangamon County Sheriff's Office should be directed to:**

**Director Michael Walton  
Sangamon County Sheriff's Office  
Support Services Section  
#1 Sheriff's Plaza  
Springfield, Illinois 62701  
217/753-6869**

**Posted January 7, 2002**