

## **FOIA REQUEST INSTRUCTIONS**

If you would like to obtain information from the County of Kankakee, you should begin by writing down a list of the information you are seeking.

Then prepare a letter to the County of Kankakee.

Select from the list of FOIA officers to whom you wish your request to go.

Your letter should include your name, your address, the date and a daytime phone number so that the public body can contact you if they have any questions.

Describe the information you are seeking with sufficient detail so that the public body can find the requested record.

Provide as much information as possible in your request on the subject matter may expedite the public body's search.

### **FIOA Officers:**

**Joanne Langlois:** Kankakee County Administration FOIA Officer

Departments: Admin, Auditor, Finance, Treasurer, IT, Planning, GIS, Recorder, Assessor, County Clerk, Maintenance, Highway

[jlanglois@k3county.net](mailto:jlanglois@k3county.net)

189 E. Court St, Suite 502

Kankakee, IL 60901

**Becky Powell:** Kankakee County Public Safety FOIA Officer

Departments: Sheriff, Corrections, Coroner, Animal Control

[bpowell@k3county.net](mailto:bpowell@k3county.net)

3000 South Justice Way

Kankakee, IL 60901

**Jodi Trudeau:** Kankakee

County State's Attorney

FOIA Officer

[jtrudeau@k3county.net](mailto:jtrudeau@k3county.net)

189 E. Court Street, 6<sup>th</sup> Floor

Kankakee, IL 60901

**John Bevis:** Kankakee County Health Dept. FOIA Office

[jbevis@kankakeehealth.org](mailto:jbevis@kankakeehealth.org)

2390 West Station

Kankakee, IL 60901

**Tammy Peterson:** Kankakee County ETSB (9-1-1) FOIA Officer

[tpeterson@k3county.net](mailto:tpeterson@k3county.net)

2380 West Station

Kankakee, IL 60901

**Paula Sutter:** Regional Office of Education, (I-KAN) FOIA Officer

[psutter@i-kan.org](mailto:psutter@i-kan.org)

1 Stuart Drive

Kankakee, IL 60901

**Karen Smietanski:** Kankakee County Veterans Assistance Center FOIA Officer

[ksmietanski@k3county.net](mailto:ksmietanski@k3county.net)

189 E. Court Street, 4<sup>th</sup> Floor

Kankakee, IL 60901