

## 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. Providing as much information as possible in your request on the subject matter may expedite the public body's search. For your convenience, you may click on the following link for a FOI request form:

[http://k3county.net/files/foia/pdf\\_foia\\_request\\_form.pdf](http://k3county.net/files/foia/pdf_foia_request_form.pdf)

### **FIOA Officers**

<b>Joanne Langlois</b> jlanglois@k3county.net	189 East Court Street, Suite 502, Kankakee, IL 60901	Admin, Auditor, Finance, Treasurer, IT, Planning, GIS, Recorder, Assessor, County Clerk, Maintenance, Highway, Animal Control
<b>Ken McCabe</b> kmccabe@k3county.net	3000 South Justice Way, Kankakee, IL 60901	Sheriff, Corrections, Coroner
<b>Bobbi Wheeler</b> bwheeler@k3county.net	470 East Merchant, Kankakee, IL 60901	States Attorney
<b>Bonnie Schaafsma</b> bschaafsma@kankakeehealth.org	2390 West Station, Kankakee, IL 60901	Health Dept
<b>Tammy Peterson</b> tpeterson@k3county.net	2380 West Station, Kankakee, IL 60901	ETSB (9-1-1)
<b>Paula Sutter</b> psutter@i-kan.org	189 East Court Street, Kankakee, IL 60901	Regional Office of Education, (I-KAN)
<b>Karen Smietanski</b> ksmietanski@k3county.net	135 North Schuyler Avenue, Kankakee, IL 60901	Veterans Assistance Center