



# SOUTHERN ILLINOIS CRIMINAL JUSTICE TRAINING PROGRAM

Mobile Team Unit 15

## Training Announcement

Name of Training		Class ID#	Course ID#
<b>IPS Freedom of Information Act (FOIA) - Update</b>		110992C	70631
Date of Training	Time	Hours	Location
November 10, 2020	0830 – 1230 Hrs.	4	<b>DISTANT LEARNING CLASS (Remote Location)</b> MTU 15 Headquarters Building 1740 Innovation Drive – Room 241, Carbondale, IL

### Course Description

The Illinois Freedom of Information Act (FOIA) provides that all records in the custody or possession of a public body are presumed to be open to inspection or copying. The Act further defines a “public record” as “documentary materials pertaining to the transaction of public business.” Additionally, the Illinois Public Records Act requires that all public bodies safeguard the records in their possession. The conflict between a public body’s need to keep their public records safe and secure and the public’s right to have access to those records is obvious. This presentation will analyze FOIA and provide guidance on how to respond to FOIA requests. It will analyze the role of the Illinois Attorney General’s Public Access Division and the part it plays in enforcing FOIA requirements. The goal of this presentation is to provide guidance to all FOIA Officers in performing the duties pursuant to the FOIA.

### Course Objectives

Students of this class will gain an understanding of:

- ✓ Terms and definitions listed in the FOIA
- ✓ Analysis of the Illinois Attorney General’s guide to the application of FOIA
- ✓ Attorney General’s Opinions on this subject and their determinations of the various problems that arise in dealing with this subject
- ✓ Relevant case law
- ✓ The Illinois Police Blotter Act and numerous other provisions that have been created to deal with FOIA
- ✓ The limitations of the Act
- ✓ Definitions that must be considered, time deadlines, and exclusions from FOIA.
- ✓ Techniques in dealing with FOI requests and alternative methods of responding to requests.
- ✓ The Local Records Act and “Local Records” definition.
- ✓ Guidelines for compliance concerning both paper and electronic records.
- ✓ Required methods of identifying, inventorying, and destroying local records will be analyzed

### Instructor

**Don Hays** is an Attorney-at-Law, and former Macoupin County, Illinois State’s Attorney. He previously served with the Illinois Appellate Prosecutor’s office for 30 years as a Staff Attorney and as Senior Staff Counsel. Don oversaw the Continuing Legal Education Division, which includes continuing legal education for Illinois State’s Attorneys and law enforcement officers. He retired in 2008 and continues to instruct police officers throughout the state.

### Other Information

This training is appropriate for all governmental officials who deal with FOIA requests and other Freedom of Information Act issues.

### Mandates Met by This Training

- Procedural Justice
- Legal Updates

*This class is certified by the Illinois Law Enforcement Training and Standards Board*