

UNITED STATES DISTRICT COURT
for the
CENTRAL DISTRICT OF ILLINOIS
Springfield Division

LUKE A. THOMAS,

Plaintiff,

-against-

DEVRON OHRN, in his official and individual capacities;
JUSTIN OLIVER, in his official and individual capacities;
GWENDOLYN M. THOMAS, in her official and Individual capacities;
GEORGEANNE OSMER, individually;
JOHN D. OSMER, individually;
CASS COUNTY, ILLINOIS;
MENARD COUNTY, ILLINOIS;
THE EIGHTH JUDICIAL CIRCUIT OF ILLINOIS;
JOHN DOES 1–10, individually and in their official capacities (as applicable)

Defendants.

Civil Action No. 26-CV-03219

Notice of Filing Supplemental Group
Exhibit N

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**PLAINTIFF'S NOTICE OF FILING SUPPLEMENTAL GROUP EXHIBIT N IN
SUPPORT OF FIRST AMENDED COMPLAINT (DOC. 33) AND RENEWED MOTION
FOR TEMPORARY RESTRAINING ORDER (DOC. 37)**

Plaintiff, Luke A. Thomas, pro se, hereby files the attached Group Supplemental Exhibit
Nin support of his First Amended Complaint (Doc. 33) and Renewed Motion for Temporary
Restraining Order and Preliminary Injunction (Doc. 37).

The attached exhibits consist of true and correct copies of documents related to
Defendants' coordinated conspiracy and the inadequacy of the state forum, including:

INDEX OF SUPPLEMENTAL EXHIBITS

Exhibit	Description	Relevance
Exhibit N1	FOIA Response from Cass County dated 10-19-2022, consisting of written response and CCSO Policy and Procedures Manual reflecting the County's Sheriff's Office does not have any software that stores text messages and there is not text message retention policy for the county."	Demonstrates Cass County's systemic failure to maintain records—a policy, custom, or practice that enabled the unlawful seizure and conversion of Plaintiff's property. Supports Plaintiff's <i>Monell</i> claim. Sheriff Ohrn, acting the role of FOIA Officer for the County, confirmed "Cass County does not have any software that stores text messages and there is not text message retention policy for the county." And including Sheriff's Office's Response specifically states: "The Cass County Sheriff's Office does not have a written cell phone policy."
Exhibit N2	Illinois State Police Report (Case No. 2022-CM-66) detailing ISP Officer Aaron French's role in obtaining an arrest warrant against Plaintiff.	Confirms Aaron French's involvement in initiating a criminal prosecution against Plaintiff and his acknowledged conflict of interest. Supports Plaintiff's conspiracy claim (Count IV) and demonstrates the bad faith of the state proceedings.
Exhibit N3	FOIA Request Letter and Partial Response received (full response still outstanding); Cass County Directory and SOE provided in Response	1. Aaron French served on the Policies and Procedures Committee, which was responsible for the county's policies—including the policies regarding cell phone usage and text message retention that Sheriff Ohrn admitted do not exist. This supports Plaintiff's <i>Monell</i> claim. 2. Aaron French served on the Public Safety, Environment & Housing Committee, which oversaw law enforcement policies. This demonstrates that French's involvement in Plaintiff's prosecution was not a neutral act of

Exhibits	Exhibits	Exhibits
		law enforcement but an act by a conflicted county official. 3. Aaron French served on the Court Security Committee alongside Sheriff Devron Ohrn, Judge Timothy J. Wessel, State's Attorney Craig Miller, and Treasurer Travis Cox. This demonstrates direct coordination between the key actors in Plaintiff's case. 4. Aaron French served on the Renovation Committee alongside Sheriff Ohrn, Judge Wessel, and Craig Miller. This further demonstrates the coordinated network of relationships between the individuals who harmed Plaintiff. 5. Aaron French served as Chairman of the E-9-1-1 Board, giving him oversight of emergency communications—the system that would have received any calls regarding Plaintiff's situation.

RELEVANCE OF THE EXHIBITS

I. Aaron French's Conflict of Interest and The Conspiracy

Exhibits N2 and N3 demonstrate that ISP Officer Aaron French, who obtained the arrest warrant against Plaintiff on September 15, 2022, was simultaneously serving as a Cass County Board Member. This dual role created an actual conflict of interest that was acknowledged by French's own ISP superiors, who directed him not to execute the warrant personally.

The evidence shows that:

1. Aaron French's father, Jim French, was a Cass County Deputy Sheriff employed by Defendant Ohrn and a longtime associate of the Osmer family;

2. Aaron French served on the Cass County Board and key committees alongside individuals who were directly involved in the conspiracy.
3. Upon information and belief, French, after participating in securing the warrant, was verbally reprimanded, counseled, or otherwise directed by his ISP superiors to cease further involvement and hand off the arrest to the Springfield Police Department;
4. French, as a County Board Member, knew or should have reasonably known of his per se conflict of interest at the time before participating in the events based on his statutory obligations and mandatory ethics and conflicts training as a holder of public office in the State. Furthermore, French knew of the claims and facts giving rise to conflict based on the materials accompanying the request for issuance of the warrant.

This evidence is directly relevant to Plaintiff's conspiracy claim and demonstrates the coordinated, extra-judicial nature of the scheme against Plaintiff and the insufficiency of the state court forum.

II. Cass County's Systemic Failure to Maintain Records

Exhibit N1 demonstrates that Cass County has no policies regarding the retention of text messages or other electronic communications. This admission is consistent with Defendant Ohrn's October 19, 2022 FOIA response, in which he stated:

"Cass County does not have any software that stores text messages and there is not text message retention policy for the county."

This systemic failure to preserve records enabled the unlawful seizure and conversion of Plaintiff's property without creating a transparent record. This supports Plaintiff's *Monell* claim against Cass County.

III. The State Forum Is Inadequate Under Younger

The exhibits demonstrate that the state forum is not merely inadequate—it is actively hostile to Plaintiff's claims:

1. The prosecution against Plaintiff was initiated by a conflicted state actor, Cass County Board Member, Aaron French, conceding the conflict Plaintiff had identified;
2. The case was dismissed (*nolle prosequi*) in January 2024, confirming its weakness;
3. The same actors—Ohrn, the Osmer, and Gwendolyn Thomas—remained central to the case despite their conflicts.

This evidence demonstrates that the state proceedings were motivated by bad faith and that the state forum cannot provide an adequate remedy for Plaintiff's constitutional injuries.

CERTIFICATION

Plaintiff certifies that the exhibits attached hereto are true and correct copies of the originals. Each exhibit has been redacted in accordance with Local Rule 5.11 and Federal Rule of Civil Procedure 5.2 where necessary.

CONCLUSION

For the foregoing reasons, Plaintiff respectfully requests that the Court consider the attached Supplemental Exhibits in connection with the First Amended Complaint (Doc. 33) and the Renewed Motion for Temporary Restraining Order and Preliminary Injunction (Doc. 37). The exhibits demonstrate:

1. That the criminal prosecution against Plaintiff was initiated by a conflicted state actor (Aaron French) acting in coordination with Defendants;
2. That Cass County has a systemic policy, custom, or practice of failing to maintain records, which enabled the constitutional violations;
3. That the state forum is inadequate under *Younger* and the proceedings were motivated by bad faith;
4. That federal intervention is necessary to prevent continuing irreparable harm.

Respectfully submitted,

By: /s/Luke A. Thomas
LUKE A. THOMAS
PLAINTIFF, pro se
Email: thomaslitigation2022@gmail.com
Phone: 507-910-1605
Illinois ARDC No.: 6278591

VERIFICATION

I, Luke A. Thomas, declare under penalty of perjury that the foregoing is true and correct.

Executed on: August 2, 2026

By: /s/Luke A. Thomas
Luke A. Thomas, Plaintiff

CERTIFICATE OF SERVICE

I hereby certify that on this 2nd day of August, 2026, I electronically filed the foregoing document with the Clerk of the Court for the United States District Court for the Central District of Illinois using the CM/ECF system, which will provide Notice to the following defendants:

Attorneys for Defendants Ohrn, Oliver, Thomas,
Menard County, Cass County
Gerald T. Rohrer, Jr. #6238622
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John D. Osmer odot@casscomm.com

Georgeanne Osmer odot@casscomm.com

Dated: August 2, 2026

By: /s/Luke A. Thomas
LUKE A. THOMAS
PLAINTIFF, pro se
Email: thomaslitigation2022@gmail.com
Phone: 507-910-1605

UNITED STATES DISTRICT COURT
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LUKE A. THOMAS,

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DEVRON OHRN, in his official and individual
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capacities (as applicable)

Defendants.

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Civil Action No. 26-CV-03219

Supplemental Group Exhibit N

PLAINTIFF’S SUPPLEMENTAL GROUP EXHIBIT ‘N’

October 19, 2022

Luke Thomas

Via Email only to thomaslitigation2022@gmail.com

Re: Your October 6, 2022, Freedom of Information Act Request

Dear Mr. Thomas,

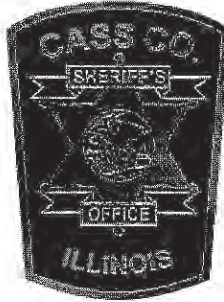
This letter is in response to your above- referenced FOIA request in which you requested the following:

Cass County Illinois Freedom of Information Request Cass County FOIA Officer October 5, 2022 Page 2 of 2
RECORDS REQUESTED FOR THE TIME PERIOD OF JUNE 1, 2022 THROUGH OCTOBER 4, 2022:

1. Name of each Cass County Sheriff's Department Elected or Appointed Official, Deputy or Employee;
2. Complete telephone number of each landline or mobile device used by each person identified in paragraph 1, including the name of the telephone carrier, Device Model, Serial Number and SIM number. This request includes any phones issued by the department or used by said individuals in any manner in the scope of their employment.
3. Complete copies of any billing statement, or phone, text and data records indicating whether calls, text or data are incoming or outgoing, and further identifying to telephone number of the party to whom such call, text or data was made or from whom the text, call or data was received.
4. A true and correct copy of any text message made or received from each device;
5. A true and correct copy of the Cass County Sheriff's department policy manual, handbook or document, and specifically any policy manual, handbook, document or regulation governing the use of such devices issued by the Department, including the use of personally owned devices, whether used exclusively for business use, personal use or hybrid use. Also include any records retention policy regarding data, call log, or text message received or sent from such device;
6. True and correct copies of any audio recordings made or received by each device or any such audio recordings stored remotely from such device;
7. If any for the requests contained above are unclear, ambiguous or otherwise prevents a full and complete response to any request contained herein, a statement as to why the request or portion thereof is unclear or ambiguous.
8. If any portion of a requested record is exempt, please redact that information and provide the remaining non-exempt portion of such record with a detailed factual basis for asserting the exemption, citing the statutory basis, if applicable. Also, please retain all records responsive to this request until all avenues of appeal have been exhausted or the timeframe for such appeals have expired.
9. An affirmative statement that the records provided are true, accurate and complete.

I will go through each of your request specifically identifying information related to each requested document.

- 1.) 1. Name of each Cass County Sheriff's Department Elected or Appointed Official, Deputy or Employee. We do not have a full list that exists in the Sheriff's Office that includes all employees, and I am unaware if any other county office would keep an actual listing in a categorical listing. However, the Sheriff's Office has the following list



2.)

	PHONE NUMBERS	CALL #	EMAIL ADDRESS
SHERIFF DEVRON OHRN	217-370-5225	S100	devron.ohrn@co.cass.il.us
CHIEF DEPUTY TERRY COMISKEY	217-204-7944	S101	terry.comiskey@co.cass.il.us
DEPUTY BRIAN MCCOMBS	217-320-8030	S102	[REDACTED]
DEPUTY JEFF SMITH	217-371-4505	S107	Jeff.smith@co.cass.il.us
DEPUTY ALEC BUNFILL	217-371-4187	S106	Alec.bunfill@co.cass.il.us
DEPUTY TYLER ROHLWING	217-370-5506	S113	Tyler.rohlwing@co.cass.il.us
DEPUTY ADAM DEMAREE	217-461-0663	S114	Adam.demaree@co.cass.il.us
DEPUTY KYLE DODSON	217-408-8571	S117	Kyle.dodson@co.cass.il.us
DEPUTY SAM RELLER	217-370-9903	S103	Sam.reller@co.cass.il.us
DEPUTY MEGAN WERNER	217-473-1977	S112	Megan.Werner@co.cass.il.us
DEPUTY JIM FRENCH	[REDACTED]	C108	
DEPUTY TJ PRATT	[REDACTED]	S104	
DEPUTY JIM BIRDSSELL	[REDACTED]	C109	
DEPUTY MARTIN FANNING	[REDACTED]	S116	
DEPUTY JAMIE DANIELS	[REDACTED]	S114	
DEPUTY HUGH CARLOCK	[REDACTED]	S118	
DEPUTY TODD STINSON	[REDACTED]	S119	

3.)

OFFICE EXTENSIONS		MISC NUMBERS	
1001	VICKI DEFORD	DONNIE REYNOLDS	217-473-3116
1002	PSAP DESK (BACKUP PHONE)	ANDREWS	217-452-3324
1003	VICKI'S DESK (BACKUP PHONE)	DMV	217-323-2000
1004	SPARE ROOM (NOT IN SERVICE)	STATE GARAGE	217-452-3633
1005	RESTROOM	PETROLEUM BANK	217-452-3041
3000	DISPATCH CONSOLES	PERMITS	217-323-3566
1006	MEGAN WERNER	BPD	217-323-2389
1007	DEVRON OHRN	CRIMESTOPPERS	888-222-4150
1011	TERRY COMISKEY	VA POST OFFICE	217-452-3222
1009	SPARE	CASS COMM	217-452-7725
1010	RICK DENNIS	MCCAUSLANDS	217-452-7511
1012	PATTY DENNIE	CASS CO. FOOD PANTRY	217-452-7701

■ Brian McCombs email improperly listed his personal email
redacted #'s are personal #'s

1013	NICKIE BELL	OTT	[REDACTED]
1014	CINDY LITTLETON	SY CO SHERIFF	217-322-4366
1015	NICOLE COX	MG CO SHERIFF	JAIL 217-243-6123 JAIL 217-243-6103
		DISPATCH FAX	217-245-9923
		ADMIN OFFICE	217-245-4143
		CIRCUIT CLERK FAX	217-452-7552
ILLINOIS ATTORNEY GENERAL CONSUMER FRAUD HOTLINE 1-800-243-0618			
49 AVRS 844-727-2740			

Redacted Information contained numbers for non-Sheriff Office Employees or Employees personal phone numbers.

2. Complete telephone number of each landline or mobile device used by each person identified in paragraph 1, including the name of the telephone carrier, Device Model, Serial Number and SIM number. This request includes any phones issued by the department or used by said individuals in any manner in the scope of their employment.

The Sheriff's Office cell phones are issued through AT&T. The Sheriff's Office does not have a listing of Device Model, Serial Numbers, and SIM numbers. Also, serial numbers to devices and SIM numbers could potentially be used for fraudulent purposes if the information was to get out to the public. Information could be used to essentially give hackers access to the Sheriff's Office cell phones and potentially breach the security of the Sheriff's Office operations.

FOIA "is not designed to compel the compilation of data the governmental body does not ordinarily keep" and "does not compel the agency to provide answers to questions posed by the inquirer." *Kenyon v. Garrels*, 184 Ill. App. 3d 28, 32 (4th Dist. 1989).

3. Complete copies of any billing statement, or phone, text and data records indicating whether calls, text or data are incoming or outgoing, and further identifying to telephone number of the party to whom such call, text or data was made or from whom the text, call or data was received.

Sheriff's Office phones are widely used and contain many calls and information. Information would have to be gone through line by line initially by each employee identifying information that is subject to FOIA, is NOT subject to FOIA, and information that would pose potential liability if someone's personal information was released. A quick glance at one device showed 82 calls in just a 5-day period and would contain an extremely large amount of calls in the 126 days in the requested document. The Sheriff's Office also does not have a list of who the incoming calls are to and from and many phone numbers are not listed in the contact list of the phones. Each number would have to be researched to see who exactly the call was made and received from. Again, the individual deputy would have to go through and then go through with the Sheriff. After, the Sheriff would have to sit and go through each one with the Cass County State's Attorney one by one to determine if FOIA applies. The Cass County Sheriff is a

working Sheriff, which means in addition to administrative duties it is also the responsibility of the Sheriff to handle calls when needed. The Cass County State's Attorney only employs one assistant state's attorney and it is on a very limited part time basis. The State's Attorney has several days of court per week and also court preparation outside of the court hearings. This would likely involve months to go through the requested information. That would be after the extremely large amount of time it would take to compile such information. Therefore, the request is unduly burdensome and we are unable to respond with the information requested due to the information listed above. The legal authority for the denial is 5 ILCS 140/3(g).

4. A true and correct copy of any text message made or received from each device

For example: a quick 5 day search of one device yielded 347 text messages. Each message would have to be gone through line by line identifying what can be released and what cannot be released. Cass County does not have any software that stores text messages and there is not text message retention policy for the county. Each message would have to have a screen shot taken and then transferred into a word format to compile the messages on each device. The Cass County Sheriff is a working Sheriff, which means in addition to administrative duties it is also the responsibility of the Sheriff to handle calls when needed. The Cass County State's Attorney only employs one assistant state's attorney and it is on a very limited part time basis. The State's Attorney has several days of court per week and also court preparation outside of the court hearings. This would likely involve months to go through the requested information. That would be after the extremely large amount it would take to compile such information. Therefore, the request is unduly burdensome and we are unable to respond with the information requested due to the information listed above. The legal authority for the denial is 5 ILCS 140/3(g).

5. A true and correct copy of the Cass County Sheriff's department policy manual, handbook or document, and specifically any policy manual, handbook, document or regulation governing the use of such devices issued by the Department, including the use of personally owned devices, whether used exclusively for business use, personal use or hybrid use. Also include any records retention policy regarding data, call log, or text message received or sent from such device;

Full Cass County Sheriff's Office Policy Manual will be included in the emailed FOIA response in Full. The Cass County Sheriff's Office does not have a written cell phone policy.

6. True and correct copies of any audio recordings made or received by each device or any such audio recordings stored remotely from such device;

If this is in reference to Voicemails, each voicemail would have to be gone through to make sure the information is able to be released in the same manner as the calls and text messages. It is an unknown amount of how many voicemails would have to be listened to in their entirety from each device, but with the extremely large amount of days would likely involves an extremely large amount of time. If the request is such as to police interviews of suspects or victims it is unknown if any actually exist, but if such information did exist on some devices each interview would have to be listened to in their entirety and redacted. The Sheriff's Office does not own software to redact such information and would likely have to hire an IT person to conduct such redacted. The IT person would have to hold certain

qualifications such as backgrounds checks and clearances before they would be able to be hired to complete the redaction and would likely be a substantial cost to the Cass County Sheriff's Office and Taxpayers. We are unable to respond with the information requested due to the information listed above. Therefore, the legal authority for the denial is 5 ILCS 140/3(g).

7.) The information released is a true and complete to the best of my knowledge.

Accordingly, above provides the information requested in your FOIA request with portions denied pursuant to Section 3(g) of the FOIA because responding to your request would be unduly burdensome as it would consume an extremely large amount of the Sheriff's Office labor in reviewing the information to determine if it contained exempt information and, if so, redacting that information. 5 ILCS 140/3(g). Section 3(g) of FOIA - Unduly Burdensome Requests Section 3(g) of FOIA (5 ILCS 140/3(g) (West 2016)) provides that "requests calling for all records falling within a category shall be complied with unless compliance with the request would be unduly burdensome for the complying public body and there is no way to narrow the request and the burden on the public body outweighs the public interest in the information." Section 3(g) has specific procedural requirements that must be followed in order to properly deny a request as unduly burdensome: • Opportunity to Narrow: A public body must extend to the requester an opportunity to confer with it in an attempt to reduce the request to manageable proportions. See *Heinrich v. White*, 2012 IL App (2d) 110564, ¶21, 975 N.E.2d 726, 732-33 (2012) (a public body waives the ability to deny a request under section 3(g) when it fails to comply with the threshold requirement of offering the opportunity to narrow the request to manageable proportions). • Timely Response Required: A public body that fails to respond or extend the time for response within 5 business days after receipt of the request, as required by section 3(d) of FOIA, may not treat the request as unduly burdensome under section 3(g). Case example of request that was not unduly burdensome: In *National Ass'n of Criminal Defense Lawyers v. Chicago Police Department*, 399 Ill. App. 3d 1 (1st Dist. 2010), the Illinois Appellate Court analyzed whether a request for information concerning a study on eyewitness identification procedures imposed an undue burden on the Chicago Police Department (CPD). Counsel for CPD estimated that redacting the responsive records would take approximately 150 hours, equating to 20 personnel days. *National Ass'n*, 399 Ill. App. 3d at 14. The court found that there was a vital public interest in examining eyewitness identification procedures. *National Ass'n*, 399 Ill. App. 3d at 15. Moreover, the court found that the request was "specifically target[ed]" and that "the information requested [was] essential to a meaningful review of" the study on eyewitness identification procedures, in contrast to requests which would necessitate extensive review of extraneous materials. See *National Ass'n*, 399 Ill. App. 3d at 17 ("A request that is overly broad and requires the public body to locate, review, redact and arrange for inspection of a vast quantity of material that is largely unnecessary to the appellants' purpose constitutes an undue burden."). The court concluded that the burden of identifying and redacting the responsive records did not outweigh the vital public interest in disclosure of the records. *National Ass'n*, 399 Ill. App. 3d at 17. Case example of unduly burdensome request: In *Shehadeh v. Madigan*, 2013 IL App (4th) 120742, 996 N.E.2d 1243 (2013), the Illinois Appellate Court also analyzed whether a FOIA request posed an undue burden. The requester sought any and all records that could be used for guidance on complying with FOIA and the Attorney General's Office responded that the request was unduly burdensome as written because its search identified 9,200 hits. *Shehadeh*, 2013 IL App (4th) 120742, ¶15, 996 N.E.2d at 1245. The Attorney General's Office invited the requester to narrow his request to more manageable proportions, but he declined.

Shehadeh, 4 2013 IL App (4th) 120742, ¶¶5-6, 996 N.E.2d at 1245. Upon review, the court found the request to be "patently broad on its face, as it sought any publication or record that would or could be used by any public body to comply with Illinois's FOIA provisions." Shehadeh, 2013 IL App (4th) 120742, ¶¶28, 996 N.E.2d at 1248. Additionally, the court found that the requester failed to identify a public interest that outweighed the burden of compliance on the Attorney General's Office. Shehadeh, 2013 IL App (4th) 120742, ¶¶35, 996 N.E.2d at 1249. Thus, the court concluded that the Attorney General's Office did not violate FOIA by denying the request as unduly burdensome. Shehadeh, 2013 IL App (4th) 120742, ¶¶35, 996 N.E.2d at 1249. Thus attempting to comply with the requested information would essentially shut down all Sheriff's Office operations for quite some time. The Sheriff's Office is required to handle calls for service, transport inmates to doctors appointments and court hearing, and also provide security in the courthouse. Shutting down operations of a public service agency would be detrimental to the citizens of Cass County and would also bring about huge liability on Cass County. Local citizens would suffer the consequences. Therefore, identifying and redacting all records in request is overly broad and unduly burdensome. Moreover, the burden is not outweighed by an identified public interest.

We do again, however, extend to you the opportunity to confer with us so that your request may be reduced to manageable proportions. To ensure that there are no misunderstandings regarding the scope of any revised request you may propose, we ask that you submit any revisions to your request to us in writing to devron.ohrn@co.cass.il.us. After considering your revisions, we will likewise respond to you in writing.

To the extent that you consider this response to be an improper denial of your FOIA request in any respect, such denial is be me, Sheriff Devron Ohrn, in my capacity as Sheriff.

You have the right to have any denial of your FOIA request reviewed by the Public Access Counselor (PAC) at the Office of the Illinois Attorney General. You may file your request for Review with the PAC by writing to:

Public Access Counselor
Office of the Attorney General
500 South Second Street
Springfield, IL 62706
Fax: 217-782-1396
Email: public.access@ilag.gov

You also have the right to seek judicial review of any denial of your FOIA request by filing a lawsuit in the state circuit court.

If you choose to file a Request for Review with the PAC, you must do so within 60 calendar days of the date of this letter. Please note that you must include a copy of your original FOIA request and a copy of this letter when filing a request for review with PAC.

Sincerely,

A handwritten signature in black ink, appearing to read "Devron Ohrn". The signature is fluid and cursive, with the first name "Devron" and last name "Ohrn" clearly distinguishable.

Devron Ohrn
Cass County Sheriff

Cass County Sheriff's Office
FOIA 5 Day Extension Letter

Date: 10-11-22

Mr. Luke Thomas

Electronic Address-thomaslitigation2022@gmail.com

Dear Mr. Thomas,

Thank you for writing to the Cass County Clerk's Office with your request for information pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

On October 6, 2022, you requested the following documents:

1. Name of each Cass County Sheriff's Department Elected or Appointed Official, Deputy or Employee;
2. Complete telephone number of each landline or mobile device used by each person identified in paragraph 1, including the name of the telephone carrier, Device Model, Serial Number and SIM number. This request includes any phones issued by the department or used by said individuals in any manner in the scope of their employment.
3. Complete copies of any billing statement, or phone, text and data records indicating whether calls, text or data are incoming or outgoing, and further identifying to telephone number of the party to whom such call, text or data was made or from whom the text, call or data was received.
4. A true and correct copy of any text message made or received from each device;
5. A true and correct copy of the Cass County Sheriff's department policy manual, handbook or document, and specifically any policy manual, handbook, document or regulation governing the use of such devices issued by the Department, including the use of personally owned devices, whether used exclusively for business use, personal use or hybrid use. Also include any records retention policy regarding data, call log, or text message received or sent from such device;
6. True and correct copies of any audio recordings made or received by each device or any such audio recordings stored remotely from such device;
7. If any for the requests contained above are unclear, ambiguous or otherwise prevents a full and complete response to any request contained herein, a statement as to why the request or portion thereof is unclear or ambiguous.
8. If any portion of a requested record is exempt, please redact that information and provide the remaining non-exempt portion of such record with a detailed factual basis for asserting the exemption, citing the statutory basis, if applicable. Also, please retain all records responsive to this request until all avenues of appeal have been exhausted or the timeframe for such appeals have expired.

9. An affirmative statement that the records provided are true, accurate and complete

Under the Freedom of Information Act, a public body may extend the time to respond to FOIA request by 5 business days for a limited number of reasons. 5 ILCS 140/3(e). We are extending the time to respond to your request by 5 business days for the following reasons.

- 1.) In order to determine whether the requested records are exempt under Section 7 of FOIA or must be redacted in part before they are disclosed, we must have the documents reviewed by the Cass County State's Attorney's Office. Records may contain information relating to informant identifiers, medical information on employees, other conversations not subject to FOIA. The Cass County State's Attorney's Office only employs 2 attorneys and only 1 full time attorney. With daily court proceedings and other professional obligations 5 days is not enough time to adequately review documents.
- 2.) We cannot comply with the request for records within 5 business day time limit without unduly burdening or interfering with our operations. The Cass County Sheriff's Office is a small rural Sheriff's Office where administrative staff must also handle patrol operations and 5 business days is not adequate time to be able to review the extremely large amount of documents requested in that time period.
- 3.) Before we can determine whether to provide the documents in response to your FOIA request, we must consult with the Cass County State's Attorney's Office which has substantial interest in determination of how to respond to this request because documents contain information related to crimes under investigation and contain actual evidence relating to those crimes.
- 4.) Before we can determine whether to provide the documents in response to your FOIA request, we must consult with the Cass County State's Attorneys Office to determine how to respond to this request because many conversations are not subject to FOIA and are protected from being released. Again, the Cass County State's Attorney's Office only has 2 attorneys and only 1 full time attorney. The Cass County Sheriff's Office administrative staff must perform administrative functions and also handle patrol operations and the it would greatly hinder the daily operations of the Cass County Sheriff's Office to try and comply within 5 days.

We will provide a response to your request by October 19, 2022.

Sincerely,

A handwritten signature in black ink, appearing to read "Devron Ohrn", written in a cursive style.

Devron Ohrn

Cass County Sheriff

Mr. Thomas,

In compliance with 5 ILCS 140/3(g) I am emailing you to confer with you if you can attempt to reduce the request to manageable proportions. 5 ILCS 140/3(g) states that Illinois courts have explained that an unduly burdensome request is one that is overbroad and “requires the public body to locate, review, redact and arrange for inspection a vast quantity of material that is largely unnecessary to the [requestor’s] purpose constitutes an undue burden.” *Shehadeh v. Madigan*, 2013 IL App (4th) 120742, ¶ 25.

In your request all information would need to be located, reviewed by multiple entities, and redacted. Due to the extremely small nature of the entire county it would take hours upon hours of multiple employees going through these documents. If you could narrow down the request such as to communication reference your case or parties involved in your case that would be possible. Again, this is not the response to the FOIA but is simply conferring with you to narrow the request. Please provide all communication to the following email devron.ohrn@co.cass.il.us.

Thank you

Devron Ohn

Cass County Sheriff

CASS COUNTY SHERIFF'S DEPARTMENT

POLICY AND PROCEDURE MANUAL

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CASS COUNTY SHERIFF'S OFFICE

Policy# 1-1

Address and Telephone Numbers

POLICY: In the event of a major emergency, it will become necessary to notify off duty personnel who may be required to report for duty at that time. For the purpose of emergency notification all department employees shall, upon employment, submit their residence address and telephone number. Telephone numbers will include the following:

1. Home Phone (If Employee has a home Telephone)

2. Cellular Phone

- a. Any change in residence location or telephone numbers will be submitted within twenty-four(24) hours of the change.
- b. All employees must reside in the County of Cass upon employment with the county.
- c. There are no exceptions to this policy.

CASS COUNTY SHERIFF'S OFFICE

Policy# 1-2

Oath of Office

All members upon being hired as a sworn member of the Cass County Sheriff's Office will take an Oath of Office. Each employee will be sworn in by an appropriate Circuit Judge.

The Oath will state as follows

I, _____, having been appointed to the office of Deputy Sheriff, in the City of Virginia, in the County of Cass, and State of Illinois, do solemnly swear, or affirm, that I will support the Constitution of the United States and the Constitution of the State of Illinois, and that I will faithfully discharge the duties of the office of Deputy Sheriff to the best of my ability.

Each employee must sign the Oath presented by the judge at the time of taking the Oath. A copy will be kept within an employee's personnel file.

CASS COUNTY SHERIFF'S OFFICE

Policy # 1-3

Personal Appearance

A. POLICY

The Cass County Sheriff's Office will adopt high standards of personal grooming and cleanliness and require personnel to exhibit a professional appearance, individually and collectively, when representing the department, including when on duty, in court, or when acting in any official capacity.

B. PROCEDURES

1. Non-uniformed Deputies Dress

- a. Regardless of assignment, an officer may be attired in a manner appropriate to a particular situation, e.g., casual clothing for tactical surveillance and training functions, with the approval of the Sheriff.

2. Personal Grooming

a. Non-uniformed Deputies

- i. Non-uniformed deputies will not wear any ornamentation such as bracelets, ear or other body rings, chains or posts, or large conspicuous rings.
- ii. The face will be clean shaven except for moustaches.
- iii. Moustaches, sideburns when worn, will be neatly trimmed.
- iv. Hair will be kept in a clean and neat manner.
- v. Hair will not exceed a length generally considered acceptable among other professional groups of the community.
- vi. Beards are not permitted.
- vii. Fingernails will be clean and neatly trimmed.

b. Uniformed Deputies

- i. Uniformed personnel will not wear any ornamentation such as bracelets, ear or other body rings, chains or posts, or large conspicuous rings.
- ii. No jewelry such as a necklace will be worn around the neck in a manner exposing the jewelry when wearing either the summer or winter uniform shirt.
- iii. Fingernails will be clean, neatly trimmed and extend no more than 1/4 inch beyond the quick. If worn, only clear fingernail polish will be permitted during duty hours.
- iv. If worn, cosmetics will be conservative and natural-looking.

- v. The face will be clean shaven except for moustaches, sideburns, if worn.
- vi. Hair style standards

1) Males

- a) Sideburns, or any hair worn in front of the ear, will be neatly trimmed; not extend below the lowest part of the ear; not be flared; be of even width; and end with a clean-shaven horizontal line.
- b) Moustaches, if worn, will be short and neatly trimmed; will follow the outline of the upper lip; will not extend more than 1/4 inch beyond the corners of the mouth; and will not extend below a horizontal line equal to the lowest edge of the upper lip. In no instance will the moustache be permitted to cover the vermeil area of the upper lip.
- c) Beards are prohibited.

2) Males and females

- a) Hair will be neatly groomed and will **NOT** hang over the collar.
- b) Hair may be worn slightly over the ears.
- c) The length, bulk or appearance of the hair will not be excessive, ragged or unkempt.
- d) Hair in front will be groomed so that it does not fall below the band of properly worn headgear.
- e) In no case will the bulk or length of the hair interfere with the proper wearing of any authorized headgear.
- f) The acceptability of an officer's hair style will be based upon the criteria in this directive and not upon the style in which deputies choose to wear their hair.
- g) Hairpieces or wigs worn on duty must conform to the same standards as stipulated for natural hair.
- h) Hair coloring, if used, must look natural.
- i) No ribbons or ornaments will be worn in the hair except for neat and inconspicuous bobby pins and barrettes.
- j) Hairnets will be worn only if authorized for a specific assignment.

3. Exceptions will be allowed only for personnel while working in undercover activity or on special assignment for the department or department-related activities. Requests must be individually submitted in writing to the Sheriff.

4. Medical exceptions to any of these procedures may be permitted. Upon requesting an exception from the Sheriff, an employee may be required to provide a physician's statement detailing the need for the exception and the length of time that the exemption will be required.
5. White crew neck tee-shirts will be worn with the short sleeve uniform shirt.
6. All uniform sleeves will be worn unrolled.
7. The summer shirt will be worn with all buttons secured except for the top button.
8. Deputies will not alter or modify uniform items in any way after receiving them from the uniform company, unless approved by the Sheriff.

CASS COUNTY SHERIFF'S OFFICE

Policy# 1-4

Use of Force

A. POLICY

The Cass County Sheriff's Office recognizes and respects the value and special integrity of human life. In vesting members with the lawful authority to use force to protect the public welfare, a careful balancing of all human interest is required. Therefore, it is the policy of the Cass County Sheriff's Office that a member will use only the force reasonably necessary to effectively bring an incident under control, while protecting the lives of the employee and other persons.

B. DEFINITION

1. Lethal Force: Any use of force that is likely to cause death or great bodily harm.
2. Non-Lethal Force: Any use of force that is not likely to cause death or great bodily harm.
3. Use-of-Force Continuum: The continuum is a conceptual model that depicts the dynamic relationship between a suspect's level of resistance and apprehension and the member's level of force used to overcome such resistance.

C. PROCEDURE

1. The Department's Use-of-Force Continuum is structured as follows:
 - a. Officer presence
 - b. Voice request/command
 - c. Bare hand control/force
 - d. Pepper spray
 - e. Physical strikes and/or baton or other impact weapons
 - f. Lethal force

NOTE: OFFICERS SHOULD USE THE RESPONSE APPROPRIATE TO THE RESISTANCE OFFERED. THEY DO NOT NEED TO PROGRESS STEP BY STEP THROUGH THE CONTINUUM.

2. Member's use of force must be aligned with the concepts and principles of the department's.
 - a. As the suspect's resistance escalates, so may the officer's level of force increase.
 - b. If the suspect's resistance decreases, the officer's use of force must decrease as well.

c. A member may use department approved non-lethal force techniques and equipment to:

- (1) protect themselves and others from physical injury.
- (2) restrain or subdue a resistant individual.
- (3) bring an unlawful situation safely and effectively under control.

3. Guidelines for non-lethal force

A member will evaluate the situation to determine which available non-lethal force technique or issued equipment will be used to control the situation without compromising the safety of themselves, a fellow member, or innocent citizen.

4. Guidelines for Lethal Force

a. Officers are authorized to use lethal force in order to:

- (1) Protect themselves or others from what is reasonably believed to be an imminent threat of death or serious bodily harm; or
- (2) To prevent the escape of a person:
 - (a) from the vicinity of a violent crime or confrontation during which that person is reasonably believed to have caused or attempted to cause death or serious bodily harm to the officer(s) or other persons,
 - (b) who is reasonably believed to be armed and to have committed a forcible felony to another person, or
 - (c) may otherwise endanger life or inflict other serious physical injury unless arrested without delay.

b. Warning shots are not permitted. Firearms may only be discharged when the use of deadly force is justified.

5. Pepper spray will be used when it is obvious that the first steps in the force continuum are, or will be, ineffective.

- a. The department will issue and train officers in the use of pepper spray.
- b. The pepper spray will not be used unless the officer has received training in its use.
- c. Pepper spray may be used if a suspect under the control of a Cass County Deputy escalates resistance to the point that the suspect physically resists the officer's attempt to control the suspect.
- d. This resistance may include, but is not limited to, the suspect grabbing, pushing, punching, kicking, biting, throwing objects at or spitting on the police officer. Pepper spray may be used when the suspect is attempting to, or has already committed a battery on the officer.

- e. When spray is used on a subject, the officer who has control of the subject will check regularly to assure that the subject does not stop breathing.
- f. Normal decontamination procedures will be followed, or immediate medical attention will be provided if necessary or if requested by an individual.

6. Expandable Baton

- a. The department will issue the 21 inch expandable (tactical) baton.
- b. The baton may be used as a control weapon, in conjunction with weaponless non-impact control techniques, to apply steady pressure to pressure sensitive areas, thereby effecting control.
- c. The baton may be used as a defensive impact/striking weapon.

7. Flashlight - Officers trained in the use of impact weapons may substitute use of the flashlight for the baton.

8. Death or great bodily harm attributed to an officer in the performance of police duty

- a. An investigation of the facts and circumstances will be initiated immediately by the Sheriff. Where a death is involved, the Illinois State Police will immediately be called to assist in the investigation. The Cass County States Attorney's Office will also be notified of the incident.
- b. The member responsible for the death or serious injury:
 - (1) may be assigned, as deemed appropriate by the Sheriff, to administrative duty or paid leave.
 - (2) will provide any weapon used in the incident to a supervisor or investigating officer.
 - (3) will be available for official interviews and statements regarding the case, and will be subject to recall to duty, as determined by the Sheriff.
 - (4) will not discuss the case with anyone except the prosecuting attorney and department personnel. This does not prohibit the officer from discussing the case with his attorney(s).

9. The Sheriff will be notified, when:

- a. an officer requires medical attention as a result of a suspect using force.
- b. an officer uses lethal force.
- c. a suspect requires or requests medical treatment as the result of an officer using force.

10. The Sheriff will be notified when

- a. an officer uses lethal force.
- b. an officer sustains serious injury as a result of a suspect using force
- c. a suspect is seriously injured as the result of an officer using force.

11. Post Shooting Stress/Fatigue

- a. A psychological debriefing will be mandatory for any member who in the line of duty:
 - (1) discharges a firearm at another person, injuring or killing the person.
 - (2) is seriously injured as a result of an assault with a firearm.
 - (3) is referred to the department psychologist by a supervisor following a shooting incident.
- b. A psychologist will be made available, at no cost to the member, and at the member's request, for any member who in the line of duty:
 - (1) has been involved in a shooting incident.
 - (2) Is the victim of an assault.
 - (3) has been a witness to a shooting incident.
- c. The Sheriff or his designee will ensure scheduling of the psychological debriefing.
- d. A member who discharges a firearm injuring another person may be excused, with pay, from duty for the remainder of their tour of duty and their next scheduled work day. The excused absence may be extended by the Sheriff to include additional scheduled work days.

CASS COUNTY SHERIFF'S OFFICE

Policy# 1-5

Credentials

A. POLICY

The Cass County Sheriff's Office will:

1. issue badges to sworn officers identifying the bearer as a peace officer;
2. issue identification (ID) cards to sworn officers verifying the personal identity of the bearers and their relationship to the Cass County Sheriff's Office;
3. require employees, to whom such symbols of authority are issued, to make every reasonable effort to ensure the security and safekeeping of badges and ID cards at all times,
4. impose sanctions for the failure to safeguard credentials.

B. PROCEDURES

1. Each person issued a department badge and/or ID card will make every reasonable effort at all times to prevent the theft or loss of such items.
2. When acting in an official capacity, the employee will produce the badge and ID card for any member of the public requesting to see the credentials as a means of identifying the employee. Conforming to such a request is not required if the situation is such that conforming would endanger the officer, another Cass County Sheriff's Office employee, or the general public.
3. Missing badge and/or ID card
 - a. Immediately upon determining a badge or ID card is missing, the employee will report the theft or loss to the Sheriff.
 - b. The employee will follow the verbal notification by completing a General Report Form, detailing the circumstances surrounding the missing items.
 - c. The Sheriff will ensure the loss or theft is entered immediately into LEADS.
 - d. The Sheriff will determine whether or not the loss of the star, badge, or ID card was avoidable. The employee will receive notification of the finding and its factual justification. If the finding is:
 - i. **Unavoidable**, a replacement badge and/or ID card will be issued to the employee at no cost.

- ii. **Avoidable, but not as a result of gross negligence,** the penalty will be determined by the Sheriff, and the employee will be required to pay replacement cost.
- iii. **Avoidable and was a repeat offense or a result of gross negligence,** the penalty will be determined by the Sheriff, and the employee will be required to pay the replacement cost.
- iv. **Avoidable and associated with other violations,** the loss of the badge and/or ID card may be included in determining the appropriate penalty for the misconduct.
- v. **Either unavoidable or avoidable, and the employee failed to promptly report the loss,** the penalty will be determined by the Sheriff.

CASS COUNTY SHERIFF'S OFFICE

Policy# 1-6

Uniforms

A. POLICY

The Cass County Sheriff's Office will:

1. provide uniforms and equipment necessary to perform assigned tasks to personnel assigned to a uniform function.
2. ensure uniformity in all items worn by personnel so they present a professional appearance.
3. ensure that uniforms and uniform accessories will be kept clean, neat and in a proper state of repair.
4. use health, comfort, appearance and utility as the basis for design and issuance of uniforms and accessories.
5. provide guidelines on seasonal change of uniforms and an inspection schedule.

B. PROCEDURES

1. The following items are considered to be parts of the uniform of a Cass County Deputy:
 - a. Trousers – tan in color
 - b. Shirts – dark brown in color.
 - c. Sweaters – dark brown-style pull-over type, badge holder, shoulder patches.
 - d. Brown turtleneck dickey, with the initials CCSO, may be used with the winter uniform.
 - e. Jacket – Brown in color
 - f. Body armor.
 - g. Leather goods - black in color.
 - h. Shoes
 - a. Black in color, of leather or leather-simulated material, plain military

type.

2. Uniform purchase

- a. The Sheriff's Office will provide all uniforms for duty.

3. Uniform replacement and repair

- a. Any damage to issued uniform items will be reported and brought in for inspection to the Sheriff.

- i. The deputy will provide a memo giving details as to how the item was damaged.
 - ii. If the damage is irreparable, a new item will be ordered from the designated supplier.
 - iii. If the damage is repairable, the item will be sent to the designated supplier for repairs.
 - b. Any replacement or repair to official uniform items damaged in the line of duty will involve no expense on the part of the deputy, unless negligence is involved.
- 4. Uniform maintenance and upkeep
 - a. Deputies are expected to maintain all uniform items in a presentable manner.
 - i. Jacket and trousers will be clean and pressed.
 - ii. Shirts will be neat and clean
 - 1) Long Sleeves must be buttoned and NOT rolled up.
 - iii. Shoes will be kept clean and polished.
 - iv. Leather jackets, nylon jackets and leather goods will be kept clean.
- 5. Seasonal uniform changes
 - a. The Cass County Sheriff's Office will have uniform change twice a year only.
 - i. The summer uniform will be worn beginning on April 15 of each year and consist of:
 - 1) short sleeve shirt,
 - 2) tan trousers,
 - 3) white shirt underneath(Employee Purchase).
 - ii. The winter uniform will be worn beginning on November 1 of each year and consist of:
 - 1) long sleeve shirt,
 - 2) tan trousers,
 - 3) brown Jacket/leather jacket (worn as weather requires)
- 6. Specialty Insignia, Title Plates, Award Ribbons and/or Pins, and Organizational Pins or Medals
 - a. Specialty insignia and title plates

- i. Specialty insignia and title plates worn by deputies who are assigned to a position to which the insignia or title plate refers and have completed applicable training are permitted.
 - ii. Specialty insignia or title plates will be worn on the outermost garment (shirt, field jacket or blouse) centered on the upper left pocket flap midway between the top seam and button of the flap.
- b. Organizational Pins or Medals
 - i. These include military service pin, American Red Cross or American Heart Association LifeSaver Pins, First Aid Instructor Pin, or other pins or medals approved by the Sheriff.
 - ii. The pin or medal will be worn in an upright position on the lower right corner of the left pocket flap of a uniform shirt, jacket or blouse. The edge of the pin or medal will be 1/4 inch above and to the left of the inside vertical and horizontal seams. A second pin will be worn, similarly, on the lower left corner.

CASS COUNTY SHERIFF'S OFFICE

Policy# 1-7

Sexual Harrassment Policy

A. POLICY

The Cass County Sheriff's Office prohibits sexual harassment in the work environment.

B. DEFINITIONS

1. Quid Pro Quo Harassment

When a supervisor, with authority to affect an employee's working conditions, makes unwelcome sexual advances, and submission to the advances is an expressed or implied condition for receiving job benefits, or refusal to the demands results in the loss of a job benefit or in discharge, e.g., a supervisor states "go out to dinner with me if you want to keep your job."

2. Hostile Work Environment Harassment

a. Unwelcome sexual conduct that has the purpose or effect of reasonably interfering with an employee's work performance or creates an intimidating, hostile, abusive or offensive work environment, e.g.,

- i. derogatory statements ("you're nothing more than a glorified secretary," referring to women as honey, baby, sweetie, girls, etc.),
- ii. intimidating remarks ("if you know what's good for you, you'll keep your mouth shut"),
- iii. any jokes that make reference to sexual activity, or parts of a person's anatomy, e.g., breasts, buttocks, genitals, etc.,
- iv. posters or calendars depicting nude or scantily clad individuals, or
- v. any other offensive behavior.

b. The examples provided are offered to assist in understanding the types of behavior included in the definition.

- i. These specific examples can, but do not necessarily or automatically, establish hostile work environment harassment.
- ii. While normally the effect which the conduct has on the work environment depends upon its pervasiveness over a period of time, a single incident of unwanted sexual conduct may be sufficiently severe to create a hostile working environment.

2. Third Party Harassment Theory

- a. When an employee witnesses unwelcome sexual conduct in their workplace, and finds the conduct to be offensive, even if the conduct was not directed towards the employee, he or she can allege sexual harassment, because their exposure to the conduct creates a "hostile work environment" for that employee; e.g., two individuals are engaged in a sexually suggestive conversation, a third party overhears their conversation and finds it to be offensive.
- b. Employers can be held liable for sexual harassment of third party employee(s) if the employer has knowledge and some degree of control to stop the improper behavior, e.g., a vendor (delivery person, service person, etc.) is directly harassing a department employee or, the vendor is engaged in a sexually suggestive conversation with a department employee, and another department employee finds the conversation to be offensive, thereby creating a "hostile work environment" for the employee.

3. Unwelcome Sexual Conduct

An employee does not solicit or initiate the conduct/advances, and the employee regards the conduct/advances as undesirable or offensive.

4. Reasonable/Reasonably

- a. Refers to the standard established by the courts described as the "reasonable theory" or "reasonable woman's" theory.
- b. Reasonableness in determining the severity and pervasiveness of sexual harassment is gender specific and will be determined from the perspective of the victim.

Note: The aforementioned examples of sexual harassment are NOT all inclusive or exclusive of what constitutes sexual harassment.

C. PROCEDURES

1. People who believe they have been victims of sexual harassment should immediately commit the incident to writing, noting any witnesses or other evidence.
2. Employees who believe they are the victims of quid pro quo harassment or hostile work environment harassment are encouraged to tell the initiating party that their actions are unwelcome and offensive.
 - a. Where this is not practical, the employee should notify their immediate supervisor.
 - b. If the alleged harasser is the employee's immediate supervisor, the employee may bypass the supervisor and notify the Sheriff.

3. Supervisors will refuse to tolerate any form of sexual harassment and will take immediate action against any employee or vendor who engages in such actions.
 - a. Supervisors will confer with the Sheriff prior to initiating an investigation of all sexual harassment claims.
 - b. This mandate also applies to cases where an employee tells the supervisor about behavior considered sexual harassment but does not want to make a formal complaint.
 - c. The fact situation will determine whether the Sheriff will investigate or refer the matter to the originating division.
4. After an employee has complained to a supervisor, and if the objectionable behavior has not ceased, the employee and or the supervisor will notify the Sheriff of the problem.
5. Strict confidentiality will be observed by all employees with respect to sexual harassment incidents and complaints.
 - a. Information will be shared with only those who specifically need to have knowledge of the incident and/or complaint in order to achieve the objectives of this directive.
 - b. This information may also be used in the context of any related administrative or judicial proceeding.
6. Supervisors who receive an allegation of sexual harassment or sex discrimination are responsible for accurate documentation of such complaints. Documentation will include:
 - a. the complaint,
 - b. the investigation that was completed and
 - c. the corrective action taken (when appropriate) to remedy the situation.
7. Records of all sexual harassment complaints will be:
 - a. maintained by the Sheriff,
 - b. kept in strict confidence and
 - c. secured and kept separate from general administrative files.
8. If the sexual harassment does not cease, the employee should file a formal complaint with the Sheriff and/or the Cass County State's Attorney's Office.
9. Any reprisal, coercion or intimidation (directly or indirectly) against a complainant, his/her representative or other witness is prohibited and will serve as the basis for disciplinary action up to and including termination.

10. Employees who have been found in violation of this policy will, in addition to other disciplinary actions, be required to attend sexual harassment training. (It is the responsibility of the immediate supervisor of the harasser to ensure the training is scheduled and completed.)
11. Discipline
 - a. Anyone who is determined after an investigation to have engaged in sexual harassment in violation of this order, will be subject to disciplinary action up to and including termination.
 - b. In addition, because false accusations regarding sexual harassment can have serious effects on the person or persons accused, any false accusation will likewise result in disciplinary action up to and including termination.

CASS COUNTY SHERIFF'S OFFICE

Policy# 1-8

Bloodborne Pathogens

A. POLICY

The Cass County Sheriff's Office will:

1. comply with 29 CFR 1910.1030 by having properly trained employees help provide care for victims of accidents, crimes or sudden illness, process arrestees and crime scenes, and when necessary, take precautions to avoid exposure to bloodborne pathogens or other potentially infectious materials.
2. take all reasonable measures to allow its employees to perform their duties in a safe and effective manner. The safe performance of daily operations is threatened by the AIDS and hepatitis B viruses that can be contracted through exposure to infected blood and several types of bodily secretions.
3. continuously provide employees with information and education on prevention of these diseases, provide up-to-date safety equipment and procedures that will minimize their risks of exposure, and institute post-exposure reporting evaluation and treatment for all employees exposed to these diseases.

B. DEFINITIONS

1. Blood - human blood, human blood components and products made from human blood.
2. Bloodborne Pathogens - pathogenic microorganisms present in human blood that can cause disease in humans. These pathogens include (but are not limited to) Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV).
3. Contaminated - presence or reasonably anticipated presence of blood or other potentially infectious materials.
4. Contaminated Laundry - laundry soiled with blood or other potentially infectious materials or that may contain sharps.
5. Decontamination - using physical and/or chemical means to remove, inactivate or destroy blood borne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use or disposal.
6. Engineering Controls - controls (e.g., sharps disposal containers, self-sheathing needles) that isolate or remove the blood borne pathogens hazard from the work place.
7. Exposure Incident - a specific eye, mouth, other mucous membrane, non-intact skin or potential contact with blood or other potentially infectious materials that results from an employee's duties.
8. Hand-washing Facilities - a facility providing an adequate supply of running potable water, soap and single-use towels or hot air drying machines.

9. Hepatitis B - viral infection caused by hepatitis B virus (HBV) which causes death in one to two percent of the patients who become infected.
 - a. Most people with hepatitis B recover completely, but approximately five to ten percent become chronic carriers of the virus. Most of the chronic carriers have no symptoms, but can continue to transmit the disease to others. Some may develop chronic active hepatitis and cirrhosis.
 - b. HBV also appears to be a causative factor in the development of liver cancer.
 - c. Immunization against hepatitis B can prevent acute hepatitis and also reduce sickness and death from chronic active hepatitis, cirrhosis and liver cancer.
10. HIV - Human Immunodeficiency Virus.
11. Occupational Exposure - Reasonably anticipated skin, eye, mucous membrane, or potential contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.
12. Other Potentially Infectious Material (OPIM)
 - a. semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva and any body fluid contaminated with blood; all body fluids in situations where it is difficult or impossible to differentiate between body fluids;
 - b. any unfixed tissue or organ (other than intact skin) from a human (living or dead); and
 - c. HIV-containing cell or tissue cultures, organ cultures and HIV- or HBV-containing culture medium or other solutions, and blood, organs, or other tissues from experimental animals infected with HIV or HBV.
13. Personal Protective Equipment (PPE) - specialized clothing or equipment such as rubber gloves or goggles worn by an employee for protection against a hazard. General work clothes (e.g., uniforms, pants, shirts or blouses) not intended to function as protection against a hazard is not considered to be personal protective equipment.
14. Regulated Waste - liquid or semi-liquid blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps, and pathological and microbiological wastes containing blood or other potentially infectious materials.
15. Sterilize - the use of a physical or chemical procedure to destroy all microbial life including highly resistant bacterial endospores.
16. Universal Precautions - the approach to infection control that treats all human blood and certain human body fluids as if known to be infectious for HIV, HBV and other blood borne pathogens.
17. Vaccine - the RECOMBIVAX HB (Hepatitis B Vaccine Recombinant, Merck & Co., Inc.) is a noninfectious sub-unit viral vaccine derived from hepatitis B surface antigen (HbsAg) produced in yeast cells.
 - a. A portion of the hepatitis B virus is produced from cultures of this recombinant yeast strain according to methods developed by Merck & Co., Research and Development Division.

- b. The HbsAg protein is released from the yeast cell by cell disruption and purified by a series of physical and chemical methods.
 - c. The vaccine contains no detectable yeast, but may contain up to four percent yeast protein. The vaccine thus prepared from recombinant yeast cultures is free of association with human blood or blood products.
 - d. RECOMBIVAX HB is indicated for immunization of persons at risk of infection from Hepatitis B, virus including all known subtypes.
 - e. The incidence of side effects is relatively low.
 - i. Injection site soreness is the most common adverse reaction.
 - ii. Less common local reactions are erythema, swelling, warmth or induration which usually subsides within 48 hours.
 - iii. Low grade fever (less than 101 F) occurs occasionally and is usually confined to the 48-hour period following vaccination.
 - iv. Systemic complaints including malaise, fatigue, headache, nausea, dizziness, myalgia and arthralgia are infrequent and have been limited to the first few days following vaccination.
18. Work Practice Controls - controls that reduce the likelihood of exposure by altering the manner in which a task is performed (e.g., prohibiting recapping of needles by a two-handed technique).

C. PROCEDURES

1. All job classifications/employees of the Cass County Sheriff's Office can be reasonably anticipated to be involved in an occupational exposure to blood or other infectious material, including:
 - a. sworn police officers, including part time and reserves; and
 - b. non-sworn personnel, including volunteers and auxiliaries.
2. All employees of the department will receive an initial familiarization training program, including such topics as awareness, prevention, universal precautions, exposure incident reporting and the use of personal protective equipment. In accordance with federal requirements, at least annually, refresher training will be presented to all employees, which will include any new information, procedures, universal precautions, exposure incident reporting and personal protective equipment. Refresher training may be combined with other training, such as first aid, use of force or CPR recertification.
3. Precautions
 - a. Universal precautions as defined under section 29 CFR 1910, 1930 (b), Occupational Safety Health and Health Act (OSHA), will be taken by all

- employees of the department to prevent contact with blood or other potentially infectious materials.
 - b. Department employees will treat all blood and other potentially infectious materials as defined in the Environmental Protection Agency (EPA) and OSHA regulations as potentially infectious, and will follow all precautionary measures outlined in this document at all times.
 - c. Whenever any employee's skin comes in contact with blood or other potentially infectious materials, the employee will immediately, or as soon as possible, wash their hands and any other skin with soap and warm water, or flush mucous membranes with water following the contact.
 - d. Employees exposed to blood or other potentially infectious materials, who are in the field and not in the police facility, will use antiseptic hand cleaners or towelettes, when washing facilities are not available. When antiseptic hand cleaners or towelettes are used, the exposed areas will be washed with soap and warm running water as soon as possible.
 - e. Employees wearing protective gloves or other personal equipment, as soon as possible after removal of same, will wash their hands immediately, or as soon as possible, using soap and water.
4. Crime/Crash Scene Clean-up
- a. In order to protect the public from possible exposure, when quantities of blood/body fluids are present at a crime or crash scene located in a public location (such as, but not limited to, streets, alleys, sidewalks and parking lots), an appropriate Fire Department will be requested to assist in cleaning up/hosing down the area upon completion of investigative activities.
5. Personal protective equipment (PPE)
- a. The department will provide PPE in each department vehicle (a minimum of two per vehicle), for the purpose of shielding the employee's work clothes, street clothes, undergarments, skin, eyes, mouth, or mucous membranes, under normal conditions when the personal protective equipment is worn
 - b. PPE supplies will be maintained and issued by the Sheriff.
 - i. Any employee who has used PPE will advise the Sheriff so replacement equipment can be issued.
 - c. Department PPE will consist of the following contents:
 - i. disposable gown
 - ii. pair latex gloves
 - iii. eye shield/mask
 - iv. viricidal towelettes
 - v. bio-hazard disposal bag
 - vi. shoe covers
 - vii. hair cover
 - d. PPE will be worn by employees as follows:

- i. Disposable gloves will be worn whenever an employee can be reasonably expected to have contact with blood, OPIM, mucous membranes, and non-intact skin, and also whenever an employee handles or touches contaminated items or surfaces.
 - ii. Face shields, masks, and gowns will be worn by employees whenever splashes spray, spatter or droplets of blood or OPIM may be generated and eye, nose, or mouth contamination can be reasonably expected.
 - iii. Surgical caps or hoods and/or shoe covers will be worn in instances where gross contamination can reasonably be expected. (Example: autopsy)
- e. Supervisors will ensure subordinates use appropriate PPE as required in this order.
- f. When, under rare and extraordinary circumstances, it is the employee's professional judgment that in the specific instance the use of PPE would prevent the delivery of health care or public safety services or would have posed an increased hazard to the safety of the employee or another employee, the employee will report to his/her supervisor the circumstances under which PPE was not used. The circumstances will be investigated and documented by the supervisor to determine whether changes can be instituted to prevent such occurrences in the future.
- g. PPE will be:
 - i. of a disposable type, and not laundered or re-used.
 - ii. will be removed by employees leaving the location of the incident where protective equipment was necessary.
 - iii. disposed of by the employee who used the equipment
- h. Bio-hazard labels will conform to the requirements of the OSHA and be either florescent orange or orange-red in color.
- i. Housekeeping - General
 - i. Employees will ensure all work site areas where they are assigned are maintained in clean and sanitary conditions.
 - 1) Employees will notify the Sheriff when an area needs to be cleaned/disinfected.
 - 2) The Sheriff will notify department maintenance personnel to have the area cleaned/disinfected.

- ii. Maintenance personnel will clean and decontaminate all such working surfaces with an appropriate disinfectant as soon as possible after coming into contact with blood or OPIM. Disinfectants will be of a tuberculocidal type.
- iii. Surfaces (i.e., the inside of police vehicles) where blood or OPIM are overtly contaminated, or after any spill of blood or OPIM has occurred will, whenever possible, be cleaned and decontaminated immediately after the spill or overt contamination incident.
- iv. Contaminated needles and sharps will be disposed of without shearing or breaking. These items will be disposed of in a puncture resistant, bio-hazard labeled container, having leak-proof sides and bottoms.
- v. Disposal of all such regulated waste will be in accordance with applicable regulations of the United States, State of Illinois, and any other county or municipal regulations.

j. Laundry

- i. Contaminated laundry will include, but not necessarily be limited to, the following:
 - 1) Employee uniforms and clothing items worn on duty, including undergarments, socks, shoes and outer-wear, whether supplied by the department or personally owned, which have been exposed to blood or OPIM while an employee was performing his/her official duties.
- ii. Containers and bags used for storing contaminated laundry will be constructed of materials which prevent soaking through or leakage of fluids to the exterior.
- iii. Any employee handling contaminated laundry will wear disposable protective gloves. When circumstances indicate the possibility of splashing or spillage of blood or OPIM on or from laundry, whether contained or not, the appropriate additional PPE will be worn by an employee handling said laundry.
- iv. In the case of employee's uniforms or clothing items being exposed to blood or OPIM, the employee will exchange clothes as soon as possible after the exposure incident occurs. In such cases, the additional procedures apply:
 - 1) Contaminated uniform items, such as shirts, trousers, jackets, etc. (excluding leather goods), will be cleaned and decontaminated by the department at the department's expense. The department will designate an authorized cleaner for this purpose.
 - 2) Contaminated uniform items will be bagged in a bio-hazard bag.

- 3) In no case will an employee launder in their home, in a commercial laundromat or cleaners any clothing items, including uniform items, exposed to blood or OPIM.
 - 4) Upon receipt of a notification that a uniform item needs to be cleaned due to possible exposure to blood or OPIM, the department will arrange for the cleaning and decontamination of such items.
 - a) Employees will be notified by memo when items which have been decontaminated are ready to pick up.
 - b) Such items will be picked up by the employee.
 - 5) Contaminated leather items such as jackets, belts and shoes must be cleaned by the employee with a tuberculocidal disinfectant.
 - a) Employees cleaning such items must wear PPE during the cleaning process.
 - b) Any disposable wiping cloths or personal protective equipment used for disinfecting leather items will be disposed of by the employee in the bio-hazard disposal receptacle located in the cage area of the police garage.
6. Post-exposure evaluation and follow-up
- a. If an employee has an exposure incident, the department will make immediately available to the employee a confidential medical evaluation and follow-up to include at least the following elements:
 - i. Documentation of the route(s) of exposure and the circumstances under which the exposure incident occurred.
 - ii. Identification and documentation of the source individual, unless the department can establish that identification is infeasible or prohibited by state or local law.
 - b. The source individual's blood will be tested as soon as is feasible and after consent is obtained in order to determine HBV and HIV infections.
 - i. If consent is not obtained, the department will establish that legally required consent cannot be obtained.
 - ii. When the source individual's consent is not required by law, the source individual's blood, if available, will be tested and the results documented.
 - c. When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.

- d. Results of the source individual's testing will be made available to the exposed department employee, and the employee will be informed of applicable laws and regulation concerning disclosure of the identity and infectious status of the source individual.
- e. Collection of blood from department employees who may have been exposed to HBV or HIV will be in accordance with state and federal regulations pertaining to same.
- f. Post-exposure prophylaxis, counseling and an evaluation of reported illness may also be recommended by the treating health care professional for any department employee.
 - i. The department may indicate which facility to use for such care.
 - ii. If the employee desires to make personal arrangements for treatment, the employee will have to get permission from the Sheriff.
 - iii. The department will ensure the treating health care professional is given a copy of OSHA standards on blood-borne pathogens in all cases where the health care professional is evaluating an employee after an exposure incident.
 - iv. Additionally, the health care professional will receive the following:
 - 1) A description of the exposed officer's duties as they relate to the exposure incident.
 - 2) Documentation on the route(s) of exposure and circumstances under which exposure occurred.
 - 3) Results of the source individual's blood testing, if available.
 - 4) All medical records relevant to the appropriate treatment of the employee, including vaccination status, which the department is responsible for maintaining.
- g. The department will obtain and provide the employee with a copy of the evaluating health care professional's written opinion within 15 days of the completion of the evaluation.
- h. The health care professional's written opinion for hepatitis B vaccination will be limited to whether hepatitis B vaccination is indicated for an employee, and if the employee has received such vaccination. This paragraph only applies on those cases where an employee, by himself or herself, was vaccinated for hepatitis B prior to the implementation of this procedure, or in the event any employee at any time elects to be vaccinated other than as provided by the department.
- i. In the case of a post-exposure incident, the following information will be provided by the health care professional to the department:
 - i. whether the employee has been informed of the results of the evaluation; and
 - ii. whether the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

- j. All other findings or diagnoses will remain confidential and will not be included in the written report.
- k. Employees who have an exposure incident will immediately notify their supervisor and seek treatment for occupational health injury at a department-approved medical facility.
- l. Any employee involved in an exposure incident will first receive First Aid for the injury. Then he/she, along with the Sheriff, will fully document, in a general report format, the first injury report, an incident evaluation explaining the routes of exposure, circumstances surrounding the exposure and the description of the protective gear used if applicable.
 - i. The report will be forwarded to the Sheriff.
 - ii. The report will then be processed through the county Health Department.
 - iii. All billings will be processed through the County insurance department, but no evaluation reports are to be sent to the insurance department or placed in the employee's personnel file on any employee injuries pertaining to his order.

7. Vaccination regimen

NOTE: The decision to receive the hepatitis B vaccine is strictly voluntary.

- a. The regimen consists of three doses of vaccine given intramuscularly into the deltoid muscle.
 - i. the first dose at an elected date,
 - ii. the second dose one month later and
 - iii. the third dose six months from the first dose.
8. All employees are instructed that any information obtained on an incident regarding this order will be held in the strictest confidence.

CASS COUNTY SHERIFF'S OFFICE

Policy# 1-9

Electronic Control Devices(Taser)

PURPOSE

The purpose of this policy is to provide police Deputies with guidelines on the proper carry, use, discharge, and deployment of electronic control devices. The device currently for use is the X26 TASER (hereinafter referred to as the TASER). The X26 is incorporated as an additional police tool for the Cass County Sheriff's Office. The X26 TASER is not intended to replace self defense tactics or firearms.

I. POLICY

- A. The TASER is intended for use as a defensive, less than lethal weapon. Deputies may utilize the TASER to incapacitate, control a dangerous, violent or potentially violent subject, when reasonable expectation exists that physically engaging the subject would be unsafe for the officer, subject or others present or attempts to subdue the subject by other tactics have been or will likely be ineffective or when deadly force would not be justified and/or necessary.
- B. Any use of the TASER contrary to or in violation of this policy may result in revocation of the officer's privilege to carry/use the TASER and shall subject the officer to disciplinary actions.

II. DEFINITIONS

- A. Discharge: Discharge of the TASER occurs anytime the TASER is activated/triggered without a cartridge of projectiles in which the electrical arc is activated:
 - 1. Testing of the TASER prior to being placed in service.
 - 2. Touch stunning subject without a cartridge engaged.
 - 3. Touch Stun after cartridge has been used.
- B. Deployment: Deployment of the TASER is any firing of the projectiles/probes from the TASER air cartridge.
- C. Drive Stun: The engaging of the electronic probes against a subject's body in close quarter contact.

III. PROCEDURE

A. Equipment and Training:

1. Only the X26 TASER's air cartridges are authorized for use.
2. Only approved holsters for the TASER will be permitted as part of the uniform. TASERs will be holstered and carried in an approved manner.
3. TASERs will be issued only to Deputies who have successfully completed a certified training program in the operations and use of the TASER.
4. Deputies will carry only properly functioning and charged TASERs.

B. Maintenance and Care of Equipment:

1. Deputies will not deface, write on or adhere anything to the TASER or cartridges. No changes, alterations, modifications, or substitutions shall be made to the TASERs without the approval of the Police Sheriff.
2. Deputies will inspect the TASER before the start of each shift to ensure that the unit is properly charged by completing a test discharge.
3. Deputies will check the TASERs to ensure that the port and cartridge doors are free of debris and that the issued cartridge has not exceeded the expiration date.
4. All repairs to the TASERs or accessories shall be completed by an authorized vendor.

C. Use of the TASER:

1. Deployment or discharge of the TASER shall be in compliance with the Department Use of Force Policy.
 - a. The TASER is incorporated in the Use of Force Continuum at the same level as the chemical aerosol, Oleoresin Capsicum/OC Spray. The TASER is directed for use following officer presence, officer verbal request for compliance, officer verbal order for compliance, or bare hand direction.
2. The TASER will never be used punitively or for the purpose of coercion. No officer will playfully, maliciously or intentionally misuse the TASER in a display of power.
3. Deployment or discharge of the TASER to subdue, incapacitate or control a subject shall conform to the TASER training methods.
4. Deployment of the TASER will not be intentionally aimed at the head, neck or groin. It is permissible, in accordance with training, to discharge, "touch stun" in the groin or sides of the neck.
5. The TASER will not be used:
 - a. near combustible materials, gasses or liquids,
 - b. as a deadly force weapon,
 - c. to threaten or gain information,
 - d. to wake a suspected intoxicated subject,
 - e. as a prod,

- f. against a subject already restrained, unless physical aggression has to be overcome,
 - g. on a subject who could fall from a height that would likely cause great bodily harm or substantial injury,
 - h. on an animal, unless the officer can quickly restrain/control the animal with another restraint device or use of other force is not reasonable.
- 6. Medical Considerations:
 - 1. TASER prongs and probes are to be treated as biohazard sharps. Deputies shall be gloved prior to removal of any prongs/probes that have contacted the subject's skin.
 - a. TASER prongs and barbs will be inspected after removal from the skin to ensure complete removal.
 - b. probes will be placed with points down into the bores of the expended air cartridge and secured with tape. The cartridge will be disposed of in a plastic bag and placed in the biohazard container.
 - 2. After an individual has been subjected to a deployment or discharge of the TASER, they will be restrained and handcuffed as soon as safely possible, preferably by a back-up officer.
 - 3. The officer will visually examine the area of the deployment or discharge for injury. The TASER projectile prongs will be removed when it is safe to do so and only by an officer who has received TASER training.
 - a. If examination of the affected area reveals that the probes require medical removal or the subject exhibits other physical symptoms, the appropriate EMS will be called to the scene and the subject will be transported to the emergency room for treatment.
 - b. TASER prongs that have struck the face, groin, genitals, female breast(s) or other sensitive areas shall be removed only by emergency medical personnel.
 - 4. Subjects on whom the TASER has been deployed or discharged shall be monitored for up to four hours while in custody. Medical assistance and evaluation will be provided if the subject exhibits any adverse reactions.
 - 5. If the subject is transferred into the custody of the Morgan/Schuyler County Jail, Jail personnel shall be notified that the subject was TASERed.

D. Reporting:

- 1. All incidents involving the use of the TASER will be, as soon as possible, reported to the Sheriff.
- 2. All incidents involving an officer's use of the TASER, a discharge or deployment, requires documentation of the incident.

3. Photographs of the individual and the area affected by the prongs or probes will be attached to the offense report.

CASS COUNTY SHERIFF'S OFFICE

Policy# 1-10

Automated External Defibrillators (AED's)

INTRODUCTION

Research has confirmed that automated external defibrillators (AED's) can be used effectively by trained emergency personnel for those people who are at high risk of sudden cardiac death. The American Heart Association estimated that 20,000 lives lost every year by cardiac arrest could be saved. In most incidents, patrol officers are the first to arrive on the scene and begin basic life support measure, i.e. CPR, until the ambulance arrives. . The following directive is to be used as a reference for the Cass County Sheriff's Office deputies in determining the use of AED's in cardiac arrest situations.

I. REFERENCES

- A. Illinois Department of Public Health (IDPH) Regional Guidelines
- B. Phillips Heartstream FR2 Operators Manual

II. DEFINITIONS

- A. Automatic External Defibrillator (AED) - A device used for applying an electrical shock to a person who is pulseless and not breathing.

III. INDICATIONS FOR USE

- A. Telecommunicators are to decide if a request for service falls into the following categories; (1)Heart condition, (2)patient is unconscious and/or non-breathing, and (3)unknown conditions. If any of the first three conditions are met, the telecommunicator is to dispatch the call and circumstances to the most available deputy.
 - 1. In the event the deputy on shift is on a call, the deputy will make a determination as to what circumstance takes priority.

2. Deputies are to read and understand Phillip factory manual for Heartstream FRS AED labeled "INSTRUCTIONS FOR USE". Review of instructions periodically is required.

B. An adult that is unresponsive, has no respiration and no pulse. An adult is defined as a person over the age of 8 years and a body weight greater than 80 pounds.

C. DO NOT USE FOR

1. Patients with pulse
2. Patients under 8 years of age
3. Patients under 80 pounds body weight
4. Patients with no pulse or respiration due to trauma
5. Patients at a location where use of the AED presents an electrical shock hazard to the operator or patient due to the presence of water or conductive materials.

V. OPERATION AND APPLICATION OF AED

- A. AED will be stored in the squad car available for patrol use 24 hours a day. In the cars that have an AED. Deputy is to, at start of shift, ascertain if AED is in squad car and if unit is serviceable. Each deputy is to physically check the AED, and not take the word of the deputy before him.
- B. It is also the responsibility of each deputy to assure that one AED is at post on the day of court or any court proceedings. This will be the responsibility of the deputy from the previous shift.
- C. To enhance lithium battery life due to temperature extremes (40-95 F), AED's will be carried inside the passenger compartment of the patrol vehicle.
- D. Upon the arrival on the scene of a cardiac related emergency call, the deputy shall begin patient assessment utilizing the following:
 1. Scene Safety
 2. Establish unresponsiveness
 3. Request ambulance response if not done so already
 4. Perform ABC's. If no respirations;
 5. Open airway, give 2 breaths and check pulse. If no pulse
 6. Prepare AED for use
 7. AED operator and machine work for the patient's left side
 8. AED is placed on left side of patient near left ear
 9. Two (2) self-adhesive polymer, disposable, snap connector electrode pads should be attached to the electrode cables.

10. Remove clothing from patient's upper torso.
11. Place patient prone, on a hard surface away from standing water or conductive materials.
12. Place pads on chest and apply according to illustration on pad.
13. Starting from one end, press the electrode pad firmly onto the patient's chest.
14. Make sure electrode cable is plugged into the AED
15. Turn on the AED, listen and follow the voice announcements or digital messaging
16. AED operator announces "STAND CLEAR"
17. CPR is stopped if being performed
18. All patient contact is eliminated
19. AED operator verifies all personnel are clear
20. The AED will analyze the EKG rhythm and the prompt will advise what procedure to follow.
21. If no shock is advised, check pulse.
22. If pulse is present, check breathing and assist ventilation accordingly.
23. If no pulse, and shock is advised, AED will automatically charge and prompt will advise to press shock. If so, follow steps starting at V.D.32 below.
24. Resume CPR
25. After 60 seconds, the AED will prompt you to stop CPR and press to analyze
26. AED operator announces "STAND CLEAR".
27. CPR is stopped
28. All patient contact is eliminated
29. AED operator verifies all personnel are clear
30. AED operator will press the analyze button and prompt as in step V.D.22.
31. If shock is advised, the AED will automatically charge and prompt will advise to press shock.
32. AED operator announces "STAND CLEAR" and visually check to be certain all persons are out of contact with patient and it is safe to proceed with defibrillation.
33. Once the AED operator verifies all clear, the shock button is pushed.
34. The AED will automatically begin the analyze cycle after a shock is delivered. If shock is advised, repeat steps V.D.32-34. If no shock is advised, proceed starting again in step V.D.24.
35. The analyze and shock cycle can occur up to three times.
36. After the third cycle, the AED will prompt check pulse.
37. Check pulse and proceed as in step, V.D.24 above.
38. The AED operator will continue delivering sets of three stacked shocks separated by one minute of CPR until a maximum of six (6) shocks are given.
39. Maintaining a patent airway, ventilation with 100% oxygen and circulation is #1 priority. CPR should only be interrupted for, (1) assessment period

- or AED and (2) shock delivery by AED.
- 40. Pulse checks should take 6-10 seconds
- 41. The first shock should be delivered within 1-2 minutes after attachment of AED.

VI. TROUBLESHOOTING

- A. Diaphoretic patients must be dried with 4x4 gauze pads carried in the AED pack.
- B. For obese patients or patients with large breasts, apply the electrodes to a flat area on the chest if possible. If skin folds or breast tissue prevent good adhesion, spread skin folds apart to create a flat surface.
- C. For thin patients follow the contour of the ribs and paces when pressing the electrodes to promote good skin contact.
- D. If a nitroglycerin patch is on the chest, remove the patches
- E. If nitroglycerin past is encountered, it should be removed with a 4x4 gauze pad before applying electrodes.
- F. If a pacemaker or automatic defibrillator/cardioverter is implanted where the electrodes are to be placed, place the electrode pad in the anterior-lateral position approximately five (5) inches from the side.

VII. SAFETY PRECAUTIONS

- A. Operation by a non-trained individual is strictly prohibited.
- B. AED operator must be aware of the following warnings:
 - 1. The AED can deliver up to 360 joules of electrical energy. Unless properly used, this electrical energy may cause personal injury or death.
 - 2. Do not disassemble the AED. If service is indicated, the unit should be taken out of service and turned into the Medical Liaison.
 - 3. Care is to be used when operating the device close to oxygen sources, flammable gases and anesthetics.
 - 4. Do not analyze patient in a moving vehicle, due to potential motion artifact affecting the EKG signal. Stop motion and re-analyze.
 - 5. The AED is not to be immersed in water or other fluids. Caution should be taken to avoid spilling any fluids on the AED or accessories.
 - 6. It is recommended to maintain AED separation of at least four (4) feet from mobile and portable radios as they may emit radio-frequency interference, which could affect the ability of the AED to shock a shockable rhythm. If this occurs, the AED should be relocated to increase the distance between the AED and radios.

VIII. DOCUMENTATION OF AED USE AND DATA MANAGEMENT

- A. For any incident in which the AED is utilized, the following should be addressed

in a written Incident Report, coded as "MEDICAL ASSIST" and filed as any other incident report.

1. Incident number, date, time, address of call, patient information including name, date of birth and address of patient.
2. Were shocks delivered?
3. How many shocks were delivered?
4. Was a pulse regained?
5. Any unusual circumstances?
6. AED operator
7. All assisting deputies or officers

- B. Each time the AED is used on a patient, data is stored digitally inside the AED. .

IX. AED INSPECTION AND MAINTENANCE

- A. The AED performs an automatic self test every time the AED is turned on. If service is required, the AED activates an alarm. The AED can also perform another self test. To perform this test, the electrode cables must be conducted to the Test Load terminals.
- B. Phillips Heartstream FR2 AED, accessories and cable inspections will follow manufacturers recommended procedures. (See Phillips Heartstream FR2 AED "Directions for Use")
- C. If the AED detects a problem that requires immediate service, the status indicator displays a Flashing Red X. The AED should be taken out of service and backup AED placed in replacement service. The Medical Liaison is the notified of such exchange.
- D. The AED may be cleaned with a damp sponge or cloth using only on the following compounds:

1. Isopropyl alcohol (70% solution)
2. Soapy water
3. Chlorine bleach (30 ml/1 water)
4. Ammonia based cleaners
5. Glutaraldehyde-based cleaners
6. Hydrogen peroxide

**** DO NOT IMMERSE ANY PORTION OF THE HEARTSTREAM FR2 IN WATER OR OTHER FLUIDS. DO NOT ALLOW FLUIDS TO ENTER THE HEARTSTREAM FR2. AVOID SPILLING ANY FLUIDS ON THE HEARTSTREAM FR2 OR ACCESSORIES. SPILLING FLUIDS INTO THE HEARTSTREAM FR2 MAY DAMAGE IT OR PRESENT A FIRE OR SHOCK HAZARD. DO NOT STERILIZE THE HEARTSTREAM FR2 OR ACCESSORIES.**

E. Each AED will contain a biohazard bag containing the following:

1. Bandage scissors
2. Absorbent towel
3. One package of 4x4 gauze pads
4. Two pairs disposable gloves
5. One disposable razor

F. As supplies are used on a call, replacement supplies may be obtained from the medical liaison. Disposal of the contents of the bag are to be made using the bag they came in, and with the Ambulance Service. The scissors are to be retained and cleaned for re-use.

CASS COUNTY SHERIFF'S OFFICE

Policy# 1-11

Arrest Procedures

Policy: Laws of arrest, search and seizure are defined by the United States Constitution, Illinois Statutes, and judicial interpretation to protect individual rights of all persons. It is the policy of this agency to always use legal justification and means for any arrest, search or seizure.

- A. Only sworn officers shall make arrests or serve arrest warrants. Non-sworn employees shall direct persons surrendering at the department to an officer for arrest or to serve an arrest warrants. Use caution, planning, and correct approach to help reduce dangers of making arrests.
- B. You may arrest when you have an arrest warrant, reasonable belief there is an outstanding arrest warrant, or probably cause to believe a crime has been committed.
1. Most arrests can be made simply by communicating verbally with the person to be arrested that he/she is under arrest. It is unnecessary to apply any physical force or to touch the body in this type of arrest situation unless the person arrested needs to be handcuffed and/or searched incident to arrest.
 2. It is the policy of this agency that officers making an arrest verbally advise the arrestee, "you are under arrest," or a similar phrase to ensure the arrestee clearly understands he/she is under arrest.
 3. Fortunately, most citizens who are arrested will comply with an officers commands and submit to arrest without incident. However, occasionally a citizen will become argumentative or violent in their refusal to submit to arrest. In this type of arrest situation the following guidelines will be followed:
 - a. Only the force necessary to effectively make the arrest will be used.
 - b. In any type of arrest situation officers will exercise caution and call for back-up at any point during the arrest procedure that there is the slightest possibility that any type of force will become necessary.
 - c. Sworn Law Enforcement personnel shall be allowed to make a Non-Warrant Arrest when:
 1. A criminal offense has been committed in his/her presence, either

felony or misdemeanor;

2. When the Law Enforcement officer has “reasonable grounds” for believing the person arrested has committed a criminal offense;
 3. When the Law Enforcement officer has “probable cause” to believe that the person arrested has committed the criminal offense of misdemeanor battery and the Law Enforcement officer finds evidence of bodily harm and the officer reasonably believes that there is danger of violence unless the person alleged to have committed the battery is arrested without delay, it is not necessary that the alleged offense has been committed in the officer’s presence.
- d. Other Arrests. When a Law Enforcement officer is orally ordered by a Magistrate or Judge to effect an arrest upon anyone for the commission of a public offense committed in the Judge’s presence, such order shall justify such arrest.

CASS COUNTY SHERIFF'S OFFICE

Policy# 1-12

WEAPONS AND WEAPONS PROCEDURES

A. POLICY

The Cass County Sheriff's Office will provide regulations for personnel who are authorized to carry weapons in regard to the type of weapons, ammunition and accessories that are allowed on and off duty, as well as the requirements for the qualification, inspection and security of all weapons.

B. DEFINITIONS

1. **Service Weapon/Primary Weapon** – The Sheriff's Office will provide a service weapon for all employees, with which he qualifies as least once annually.
2. **Secondary/Covert/Off-duty Weapon** - The single hand gun approved by the department for an officer to carry as a second hand gun while on duty, as a primary weapon while assigned covert duty, and as an off-duty weapon.

C. PROCEDURES

1. Authorized Firearms

- a. All service weapons will be provided by Cass County (firearm)
- b. The service weapon and the secondary/covert/off-duty weapon must be approved by the department.
 - i. An officer will present a firearm for approval to the Sheriff.
 - ii. The Sheriff will maintain an inventory listing of the firearms that are approved for each officer.
 - iii. The Sheriff will annually ensure that the listing is current and accurate.
 - iv. The Sheriff will check firearms presented for approval through LEADS prior to issuing approval.

- c. Officers, in uniform or in civilian clothes, are required to carry their authorized firearm while on duty. Exceptions are:

- i. when engaged in the processing of prisoners,
- ii. when the presence of such pistol might jeopardize the outcome of a covert operation or investigation or
- iii. when other special circumstances prevail which, in the opinion of the Sheriff, render execution of this requirement impractical or undesirable.

d. The secondary/covert/off-duty handgun must meet the criteria in paragraph B.1. and/or B.2.

- i. Secondary firearms will not be carried in plain view or in such a manner as to detract from the professional appearance of the officer.
- ii. No secondary handgun will be carried in such a manner or in any carrying device or holster which will jeopardize the safety of the officer, other employees or the public.

2. Ammunition

- a. Ammunition for authorized primary firearms is furnished by the Cass County Sheriff's Office.
- b. Anytime an officer resigns, retires or is discharged, the ammunition furnished by the department will be returned to the department.
- c. The type and quantity of ammunition issued for handguns will be factory loaded cartridges, determined by the Sheriff.
- d. The type and quantity of shotgun ammunition issued will be factory loaded shells determined by the Sheriff.
- e. The type and quantity of rifle ammunition issued will be factory loaded shells determined by the Sheriff.
- f. The Sheriff will establish an inventory control system for ammunition, including purchase, distribution, secure storage and accounting for returned ammunition.

3. Registration of Firearms

- a. All officers will maintain a current registration in accordance with the Illinois Firearms Owners Identification Act.

4. Care and Maintenance of Firearms

- a. Officers will inspect all firearms assigned to or carried by them for residue, corrosion or deterioration on a weekly basis, and will keep them clean and in good operating condition at all times.
- b. Shotguns/rifles will be inspected by the Sheriff when issued and returned, and at such other times as may be appropriate..
- c. Officers will maintain their primary and secondary firearms in a clean and serviceable condition at all times.
- d. Officers will refrain from displaying a firearm to anyone except upon demand of a superior or inspecting officer or in the performance of their official duties.
- e. Discharge of any firearm, except for practice, training, qualification or authorized competition, will be reported immediately to the Sheriff.
- f. When an officer destroys an animal, the Sheriff will be notified as soon as practical.

5. Qualification

- a. All officers of the Cass County Sheriff's Office will qualify with the primary weapon, the shotgun/rifle, and any impact weapons.
- b. The Sheriff will maintain records reflecting the current firearms qualification status of all officers.

6. Pepper Spray

- a. The department will issue aerosol dispensers of 10 percent pepper spray to each officer.
- b. An officer must be trained in the use of pepper spray prior to its being issued to the officer.

7. Impact Weapons

- a. A non-expandable baton may be carried with the approval of the Sheriff.
- b. An officer must be trained in the use of impact weapons prior to the officer carrying an impact weapon.
- c. Officers will receive annual training in the use of impact weapons.
- d. Officers trained in the use of impact weapons may substitute use of the flashlight for the baton.

CASS COUNTY SHERIFF'S OFFICE

Policy# 1-13

Vacation Watch

A. POLICY

The Cass County Sheriff's Office will operate a Vacation Watch Program to help provide protection for the property of the citizens of the County of Cass. The program gives special attention to homes which are vacant when residents are on vacation and shortens the time of discovery of a crime if a burglary, criminal damage or other offense be committed.

B. PROCEDURE

1. Method of Operation

- a. A resident can request a Vacation Watch either in person or by phone at any time, day or night.
- b. The officer taking the report will document the job number on the Vacation Watch forms.
 - i. Deputies will inform the person(s) requesting this service that their residence will be physically checked by an officer once a day.
 - ii. Deputies will inform the person(s) requesting the service that it is necessary for them to call the department immediately, day or night, if they return earlier than scheduled, so that an officer may verify their return in person in order to avoid any confusion about their presence on the property.

2. Cancellation of Vacation Watch

- a. The vacation watch will be canceled on the scheduled return date of the resident.
- b. Upon notification of the resident's **early** return, an officer will be dispatched to the residence to verify the resident's return.

3. Eligibility to participate in program

- a. The residence must be a single family home.
- b. No apartments, condos or townhouses will be checked.
- c. The residence must be unoccupied during this time.
- d. The maximum allowable time for the watch to continue is 30 days.

CASS COUNTY SHERIFF'S OFFICE

Policy# 1-14

Patrol Procedures Emergency Call Guidelines

A. POLICY

The Cass County Sheriff's Office will establish rules and guidelines for deputies to use in determining their call responses.

B. DEFINITIONS

Emergency vehicle equipment - emergency lights (625 ILCS 5/12-215) and siren (625 ILCS 5/12-601).

C. PROCEDURES

1. Deputies will determine the mode of response based upon their understanding of the community, the situation, their experience and training, the traffic present, the seriousness of the call, the need to approach the location in either a covert or overt manner and/or the risk to the public.
2. Officer responses
 - a. EMERGENCY/URGENT - A unit responding to an urgent call will normally use emergency vehicle light and siren equipment and proceed at the best possible speed, consistent with Illinois Law, to the location.
 - b. ROUTINE/NON-EMERGENCY - A unit responding to a routine call that is a great distance generally will use emergency light equipment and will proceed at a prudent and safe speed to the location.
 - c. A unit responding to a low level risk call - generally will not use emergency light equipment and will proceed at a prudent and safe speed to the location.

NOTE: This prioritization system is provided as a guideline to deputies. Situations and circumstances vary and change. Deputies are expected to use common sense in making discretionary decisions regarding call response. A supervisor may override an officer's response decision, and so advise the officer and dispatch by radio.

3. In responding to a call for service, deputies will obey all traffic laws except as noted in 625 ILCS 5/11-205.
 - a. The following information on emergency response vehicle driving is extracted from 625 ILCS 5/11-205, and is provided for officer reference:

The driver of an authorized emergency vehicle, when responding to an emergency call or when in the pursuit of an actual or suspected violator of the law or when responding to but not upon returning from a fire alarm, may exercise the privileges set forth in this Section, but subject to the conditions herein stated.

The driver of an authorized emergency vehicle may:

Park or stand, irrespective of the provisions of this Chapter ("Vehicles");

Proceed past a red or stop signal or stop sign, but only after slowing down as may be required and necessary for safe operation;

Exceed the maximum speed limits so long as he does not endanger life or property;

Disregard regulations governing direction of movement or turning in specified directions.

NOTE: THE EXCEPTIONS GRANTED APPLY ONLY WHEN AUDIBLE AND VISUAL SIGNALS ARE OPERATING, EXCEPT FOR POLICE VEHICLES. DEPUTIES MAY ELECT NOT TO OPERATE WITH AUDIBLE OR VISUAL SIGNALS OPERATING, FOR TACTICAL REASONS. EXTREME CAUTION SHOULD BE TAKEN IN SUCH CIRCUMSTANCES.

The foregoing provisions do not relieve the driver of an authorized emergency vehicle from the duty of driving with due regard for the safety of all persons, nor do such provisions protect the driver from the consequences of his reckless disregard for the safety of others.

- b. The following information on the use of emergency lighting is extracted from 625 ILCS 5/12-215, and is provided for officer reference:

The use of red or white oscillating, rotating or flashing lights, whether lighted or unlighted, is prohibited except on:

Law enforcement vehicles of State, Federal or local authorities;

A vehicle operated by a police officer or county coroner and designated or authorized by local authorities, in writing, as a law enforcement vehicle, however, such designation must be carried in the vehicle;

Vehicles of local fire departments and State or Federal firefighting vehicles;

Vehicles which are designed and used exclusively as ambulances or rescue vehicles; furthermore, such lights shall not be lighted except when responding to an emergency call for and while actually conveying the sick and injured;

The use of blue oscillating, rotating or flashing lights, whether lighted or unlighted is prohibited, except: for law enforcement vehicles of State or local authorities when used in combination with red oscillating, rotating or flashing lights.

- c. The following information is extracted from 625 ILCS 5/12-601, and is provided for officer reference:

No vehicle shall be equipped with nor shall any person use upon a vehicle any siren, whistle, or bell, except as otherwise permitted in this section. Any authorized emergency vehicle or organ transport vehicle may be equipped with a siren, whistle, or bell, capable of emitting sound audible under normal conditions from a distance of not less than 500 feet, but such siren, whistle or bell, shall not be used except when such vehicle is operated in response to an emergency call or in the immediate pursuant of an actual or suspected violator of the law in either of which events the driver of such vehicle shall sound such siren, whistle or bell, when necessary to warn pedestrians and other drivers of the approach thereof.

CASS COUNTY SHERIFF'S OFFICE

Policy# 1-15

Motor Vehicle Pursuits

Purpose

The purpose of this order is to provide a set of standards for this Department and its Deputies to follow in the initiation, conduct, and termination of vehicular pursuits.

Policy

- A. Pursuits will not be initiated contrary to Department policy. The decision to initiate a pursuit will be made balancing the risks involved to the Deputy and public against the need to immediately apprehend the violator.
- B. Vehicle pursuits will only be initiated when a Deputy has reason to believe that the occupant of the fleeing vehicle has been involved in a forcible felony offense. However, a vehicle pursuit may also be initiated when a Deputy has reason to believe that the occupants of a fleeing vehicle has been involved in any other criminal offense, or other conduct which may pose an imminent threat of harm to others, if not apprehended without delay. Pursuits for traffic offenses or property crimes not involving the use of threat of physical force or violence, including suspects fleeing for unknown reasons, shall be prohibited. In choosing whether to initiate or continue a pursuit, the Deputy and Sheriff shall consider the degree of risk to the public, the suspect, and the law enforcement personnel and determine if this risk supercedes the need to immediately apprehend the suspect.
- C. The objective of a motor vehicle pursuit is to maintain police contact with a fleeing driver, without unnecessary endangerment to life and property, until that individual can be apprehended. All members involved in a vehicle pursuit must be prepared to justify their actions. Deputies will constantly evaluate the circumstances surrounding the pursuit, and will immediately terminate the pursuit when the danger to the Deputy, and/or the public outweighs the need to continue chasing the fleeing vehicle.
- D. Deputies involved in pursuit, and the Sheriff or his Designee monitoring the pursuit, will continually assess the circumstances and the conditions encountered as the pursuit progresses. This includes giving consideration to the likelihood of apprehension, whether or not the identity of the offender is known, vehicle speeds, traffic volume and conditions, environmental factors such as weather and light conditions, location and street types involved. Pursuits will be terminated when the danger to the Deputy, and/or public outweighs the need to immediately apprehend the violator. Deputies in pursuit must remember that they are responsible for the safe and prudent operation of their vehicles at all

times; merely being involved in a pursuit does not relieve a Deputy from the legal requirement of reasonable conduct.

In the event that a Deputy becomes involved in a pursuit the Deputy will radio dispatch and have them immediately notify the Sheriff. The Sheriff will then monitor the radio, receiving updates as to speeds, amount of traffic, and location of the pursuit. It will be the responsibility of the Sheriff to determine if the pursuit should continue based on information he is given from dispatch and the pursuing Deputy.

CASS COUNTY SHERIFF'S OFFICE

Policy# 1-16

Miranda Warning Form

Before any questions are asked of you, you must understand your rights. The rights are listed below, and you are to indicate that you understand by answering each by circling YES or NO. If you have any questions about any of them, they will be explained further to you by the officer.

Do you understand that?

- | | | |
|----|--|-----------|
| 1. | You have the right to remain silent? | Yes or No |
| 2. | Anything you say can, and will, be held against you in a court of law? | Yes or No |
| 3. | You have the right to speak to an attorney and have one present
With you while you are being questioned? | Yes or No |
| 4. | If you cannot afford to hire an attorney, one will be appointed
to represent you before any questioning, if you wish. | Yes or No |

WAIVER OF RIGHTS

I have read this statement of my rights, and I understand each of them. I am willing to make a statement and/or answer questions. I do not want to have an attorney at this time. I understand and know what I am doing. No promises or threats of any kind have been made to me, and no pressure or coercion of any type has been used against me.

Signed: _____

Date: _____ Time: _____

Place: _____

Witness: _____

Witness: _____

Cass County Sheriff's Office

Policy# 1-17

Preliminary Death Investigation

A. POLICY

The Cass County Sheriff's Office will:

1. respond to the reported deaths of all persons to investigate the death and provide assistance to survivors;
2. direct responding deputies to cooperate with homicide investigators, emergency medical responders, physicians, and the medical examiner to establish the manner of death whether by natural, accidental, suicidal, homicidal, or unknown causes;
3. direct deputies to approach the investigation of any death as a potential homicide, regardless of how it is reported; and
4. follow procedures as detailed in this order to assist in determining the cause and manner of death.

B. PROCEDURES

1. Initial Response

- a. Deceased persons or persons near death may be encountered in response to a wide variety of calls for service.
- b. Deputies who encounter such situations will, in order of importance, based on the circumstances, perform the following:
 - i. Identify and arrest any perpetrator(s) if present.
 - ii. Ensure officer safety and the safety of others by protecting any weapons found at the scene until advised otherwise.
 - iii. Administer emergency first aid, if necessary, and/or summon emergency medical personnel.
 - 1) Death can only be determined in an official capacity by a physician. However, in cases involving unmistakable evidence of death (e.g., the presence of lividity or rigor mortis), emergency medical personnel need not be summoned.
 - 2) If the officer determines the person is dead, the factors surrounding the determination will be entered into the officer's report.

- 3) Deputies will resolve any doubt concerning the life or death of a subject by summoning appropriate medical assistance.
- iv. Where emergency medical personnel are on the scene or have been summoned, provide such personnel with as much latitude as possible to deliver emergency medical services notwithstanding deputies' responsibility to protect the crime or incident scene.
- v. Isolate and protect the crime scene from any intrusion by non-essential personnel including deputies not directly involved in the crime scene investigation.
- vi. Notify the communications center of the circumstances, and request the response of a supervisor and any additional personnel as needed. If the death is perceived to be a homicide or potential homicide or the result of accident or suicide, The Sheriff will be notified.
- vii. Observe and note pertinent circumstances at the scene.
 - 1) Record the nature of any physical modifications to the crime scene as the result of intervention by emergency medical personnel or others.
 - 2) Record in a crime scene log the identity of any persons who were present at or who entered the crime scene.
 - 3) Identify witnesses and record basic information regarding the event. Ask witnesses to remain, if possible. If not possible, determine their identity and how they can be contacted by investigators.
 - 4) Identify and ensure that any suspects do not leave. Responding deputies may conduct basic, preliminary questioning of a suspect or witness, but should normally defer interviews to investigators.
- viii. Ascertain if the deceased was under a physician's care for a potentially life-threatening health problem; and note the name, telephone number, and address of the physician.
- ix. In deaths apparently resulting from natural causes, determine, to the degree possible, the deceased's physical condition before death.
- x. Do not release any information concerning the deceased to the press or the public without agency authorization and until next-of-kin have been notified as established by policy of this agency.

2. Supervisor responsibilities

c. General considerations

- i. A supervisor will respond to any reported death.
- ii. Responsibilities of the supervisor include, but are not necessarily limited to, the following:
 - 1) Verify that appropriate requests have been made for assistance by crime scene technicians, investigators, and command personnel; and request any additional personnel to protect the crime scene or conduct the investigation as necessary.
 - 2) Receive a verbal report from initial responding deputies regarding pertinent conditions at the scene upon their arrival, circumstances surrounding the death, the presence of witnesses and/or suspects, disposition of the body, and related details.
 - 3) Ensure completion of preliminary information collection and the protection and integrity of the crime or incident scene.

b. Death by natural causes

- i. The deceased's body may be released to a mortuary the next of kin have chosen if the following conditions are met:
 - 1) The medical examiner's office has authorized the release.
 - 2) The death is pronounced in person by the medical examiner or a physician (the body may need to be transported to a hospital for the pronouncement of death).
- ii. Under the foregoing circumstances, investigators need not be summoned.
- iii. If the attending physician cannot be reached, or will not sign a death certificate in the above situation, the medical examiner's office will be notified and will make a determination regarding the disposition of the body.
- iv. Bodies will not be moved unless located in a spot deemed untenable (e.g., in danger of damage or destruction) and only under conditions noted in paragraph B.1.b. (3) (a) above not requiring a police investigation or medical examiner's response.
 - 1) Emergency medical personnel or funeral home attendants may be requested to move bodies when necessary and permitted.

- 2) In all other cases, bodies may be covered but may not be moved without approval of the medical examiner or investigators.

c. Death by other than natural causes

- i. In all cases of death, the medical examiner's office will be notified.
- ii. In any case in which there is doubt concerning the cause of death, the medical examiners office and criminal investigators will be notified and will be responsible for conducting an investigation of the death.
- iii. In cases of death by accident, suicide, homicide, or undetermined causes, the Sheriff will coordinate with investigators and the medical examiner's office in protecting the scene and conducting a preliminary investigation of the incident.

3. Assistance to survivors

- d. Providing basic support and crisis assistance to survivors is the responsibility of both responding deputies and investigators.
- e. The nature of such assistance must be dictated by the circumstances, but deputies should use the following as a guide in these instances:
 - i. Deputies should not leave the scene of a death where survivors are present until reasonably assured the survivors have adequate personal control and/or family or close friends readily available to provide support.
 - ii. In gauging the need for assistance, deputies will also consider the following:
 - 1) the emotional reactions and physical condition of the survivors;
 - 2) the availability of other adults in the home or immediate area;
 - 3) the responsibility of the survivors for infants or small children;
 - 4) the home environment, if apparent, (e.g., evidence of excessive alcohol use or drug use, lack of means of financial support, shortage of food, problem with shelter, etc.); and
 - 5) the availability of a support system (e.g., including friends, family, close neighbors, access to clergy, means of transportation, etc.)
 - iii. Deputies should remain alert to the need of survivors for emergency medical assistance, for example, in cases of physical or emotional collapse or related problems.

- iv. Deputies should be aware of confusion on the part of survivors. They should speak slowly and deliberately, and write down any pertinent information survivors may need. This may include such matters as the following:
 - 1) disposing of the body;
 - 2) locating personal effects;
 - 3) meeting identification requirements/procedures; and
 - 4) providing notifying deputies' names, agency, and telephone numbers.
- v. Deputies should assess the physical and emotional well-being of survivors before departing.
- vi. Deputies should be reasonably assured survivors can take care of themselves and those for whom they may be responsible.
- vii. In addition to other concerns noted in this section, deputies should be able to answer "yes" to the following types of questions:
 - 1) Are survivor(s) thinking clearly? That is, do individuals:
 - a) seem aware of your presence?
 - b) have some grasp of time and space?
 - c) demonstrate a progressive ability to express himself/herself?
 - d) demonstrate some grasp of the reality of the death?
 - 2) Do the survivors have reasonable control over emotions, or do they display shock (no apparent emotion), furious hostility, or the desire to commit suicide?
 - 3) Can survivors cope physically? For example, has a survivor fainted, displayed debilitating weakness, or emotional collapse, and do survivors have an adequate support system that can be relied upon?
- vii. Deputies should not leave a lone survivor unattended until all reasonable efforts have been made to garner first-hand support from the survivor's family, friends, co-workers, neighbors, family, clergy, crisis counselors, or other community social service agency. Deputies will refer to and follow procedures provided by this agency for the notification of next of kin.

CASS COUNTY SHERIFF'S OFFICE

Policy# 1-18

**Preliminary Death Investigation
Checklist**

CASS COUNTY SHERIFF'S OFFICE

DEATH INVESTIGATION CHECKLIST

This form is to be used as a supplementary source sheet for readily available information. It is designed to assist an investigating officer in preparing the official police report and is not intended to replace the official police report.

VICTIM:

Name of Deceased: _____
Last First Middle

Address: _____
Street City State Zip Code

Telephone No.: (____) _____
Area Code

Sex: _____ **Race:** _____ **Age:** _____

Date of Birth: _____
Date Month Year

Social Security Number: _____

Driver's License Number: _____

Marital Status: S M W D Separated Unknown

NEXT OF KIN:

Name : _____
Last First Middle

Relationship: _____

Address: _____
Street City State Zip Code

Telephone Nos.: _____

POLICE NOTIFIED BY:

Date: _____
 Date Month Year Time

Name: _____
 Last First Middle

Address: _____
 Street City State Zip Code

Telephone No.: _____
 Area Code

Relationship to Deceased: _____

DECEASED FOUND:

Date: _____
 Date Month Year Time

Address: _____
 Street City State Zip Code

Location: ☐ Apartment ☐ Home ☐ Other

Entrance by: ☐ Key Cutting Chain ☐ Forcing Door

☐ Other _____

Type of Lock or Door: _____

Condition of

Doors: ☐ Open ☐ Closed ☐ Locked ☐ Unlocked
 Windows: ☐ Open ☐ Closed ☐ Locked ☐ Unlocked

BODY FOUND:

☐ Living Room ☐ Dining Room ☐ Bedroom

☐ Kitchen ☐ Attic ☐ Basement

☐ Other _____

Location in Room: _____

Position of Body: ☐ On Back ☐ On Front

☐ Other _____

DATED MATERIALS:

[] Mail [] Newspapers [] TV-Guide
 [] Other _____

LAST CONTACT WITH DECEASED:

Date: _____
 Date Month Year Time

Type of Contact:

[] In Person [] Telephone [] Other _____

Name of Contact: _____
 Last First Middle

EVIDENCE OF A CRIME:

[] Burglary [] Robbery [] Sex [] Other _____

IDENTIFICATION OF DECEASED:

[] Yes [] No

How Accomplished: _____

How to be Accomplished: _____

EVIDENCE OF DRUG USE:

[] Yes [] No

[] Prescription [] Non-prescription

Description: _____

MEDICAL EXAMINER'S NOTIFICATION:

Name: _____ Star # _____
 Last First Middle

Case # _____ On scene: [] Yes [] No

Medical Examiner Seals Placed: [] Yes [] No Number of Seals []

Doors: [] Yes [] No [] Front [] Back [] Side

CONDITION OF BODY:

☐ Fully Clothed ☐ Partially Clothed ☐ Unclothed

Preservation: ☐ Well Preserved ☐ Decomposed

Estimated Rigor: ☐ Complete ☐ Head
☐ Arms ☐ Legs

Lividity: ☐ Front ☐ Back
☐ Other _____

Color: _____

Blood: ☐ Absent ☐ Present

Location of Blood: _____

Ligatures: ☐ Yes ☐ No Type: _____

Location on Body: _____

APPARENT WOUNDS:

☐ None ☐ Gunshot ☐ Stab ☐ Blunt force

Number: _____

Location: ☐ Head ☐ Neck ☐ Chest ☐ Abdomen

☐ Extremities ☐ Other

Hanging: ☐ Yes ☐ No ☐ Other _____

WEAPON(S) PRESENT:

Type: ☐ Firearm ☐ Knife ☐ Bludgeon

☐ Other _____

CONDITION OF SURROUNDINGS:

☐ Orderly ☐ Untidy ☐ Disarray

☐ Other _____

Odors: ☐ Decomposition ☐ Other _____

Evidence of Last Food Preparation

Where: _____

Type: _____

BODY REMOVAL:

Removed by: _____

Removed to: _____

DEATH CERTIFICATE:

Doctor: _____
Last First Middle

Will sign [] Won't sign []

PRONOUNCEMENT:

Hospital: _____
Name Address

Doctor: _____
Last First Middle

Date: _____
Date Month Year Time

POLICE NOTIFICATION:

Supervisor: _____
Name Rank

On scene: [] Yes [] No

Officer: _____

On scene: [] Yes [] No

CASS COUNTY SHERIFF'S OFFICE

Policy# 1-19

Domestic Violence

A. POLICY

The Cass County Sheriff's Office views domestic violence as a serious crime and will establish guidelines, responsibilities and procedures for responding to domestic violence in accordance with the Illinois Domestic Violence Act.

B. AUTHORITY - 750 ILCS 60/101 et seq, "Illinois Domestic Violence Act of 1996"

C. PROCEDURE

1. Deputies responding to the call will obtain as much information as possible from the telecommunication center before arriving at the scene.
2. Approaching the scene
 - a. Emergency lights and sirens will be used if necessary. Avoid use of sirens and emergency lights in the immediate vicinity of the scene, if conditions permit.
 - b. Do not park the police unit directly in front of the residence, if conditions permit.
 - c. Persons encountered while approaching the scene, who may be witnesses, will be briefly questioned about the incident and parties involved. Remain alert for the offender leaving the scene.
 - d. Observe the location of the dispute before contacting the complainant, or victim.
 - e. Consider the surroundings before knocking on the door; listen and check the interior through nearby windows to obtain information about the situation (layout of the house, number of people involved and their location in the residence, weapons, etc.).
 - f. Deputies will be concerned for their own safety as well as that of the disputants. To minimize the possibility of injury, deputies should position themselves to the side of the doorway to preclude the chance of injury when knocking and awaiting a response.
3. Initial contact with occupants:
 - a. Identification

- i. Deputies should verbally identify themselves as police deputies, giving their names and an explanation for their presence at the scene.
- ii. The deputies should request permission to enter the residence, when conditions permit.

b. Entry

i. Consent entry and search

- 1) Deputies may enter and conduct a search of the residence if consent has been given to do so.
- 2) Although a consent search eliminates the need for a search warrant and probable cause, such consent must be freely and voluntarily given.
- 3) If two people have joint ownership of a place or property, both parties must give a valid consent.
 - a) If only one spouse is present, he/she can consent to the search of the premises used jointly by both the husband and wife.
 - b) This is also true if a man and woman are only co-habitants. However, if one of them exercises sole control over part of the premises, the other cannot give valid consent to search that part.

ii. Refused entry

- 1) When refused entry to a residence, deputies will be persistent, explaining that a complaint was received and must be verified.
 - a) If entry is still denied, request that the telecommunicator call the residence and establish contact with the victim.
 - b) If still refused entry, deputies should contact a supervisor, who will respond to the scene.
 - c) The supervisor will decide if the deputies should remain at the scene or leave.
 - i) If deputies remain at the scene, they will move to public property and continue to observe the scene.
 - ii) Deputies will move to a position that affords maximum visibility of the scene without exposing them to risk from the occupants.

iii. Forced entry

- 1) There are times when probable cause exists to indicate that a crime is occurring, has occurred, or that a life is in danger. In these cases, if entry has been refused, or there is no reply from the premises, forced entry is necessary to protect life or make an arrest.
- 2) Circumstances that can provide probable cause for forced entry include:
 - a) cries for help,
 - b) the display of weapons,
 - c) information from the dispatcher regarding the call for assistance,
 - d) obvious signs that a struggle is occurring or has occurred, and/or
 - e) an eyewitness account that a crime occurred, and the victim is still on the premises.
- 3) Deputies will evaluate the following elements when considering a forced, warrantless entry:
 - a) the degree of urgency involved and the time required to get a warrant;
 - b) the possibility of danger to others, including police deputies left to guard the site;
 - c) whether the suspected offense involves violence;
 - d) whether the deputies reasonably believe that persons may be armed; and
 - e) in those incidents where a weapon is displayed or inferred and the individual has barricaded themselves and refuses police entry.
- 4) If there is reasonable cause to believe the suspect has a hostage(s), the Sheriff should be notified.

4. Once inside, establish control by:

- a. inquiring about the nature of the dispute;
- b. identifying the disputants;
- c. being aware of potential weapons in surroundings;
- d. determining if persons are in other rooms and the extent of their injuries, if any. These persons should be separated from parties involved and kept out of hearing range (to avoid compromising their witness status); and
- e. listening for statements from the parties which would support or indicate their participation in the incident. These statements may be admissible as evidence if they are part of the offense committed against the victim

5. Protecting the victim

- a. Deputies will protect the victim from further abuse by:
 - i. separating the victim from the assailant,
 - ii. administering first-aid, and
 - iii. arranging for medical attention if the victim is hurt.
- b. A victim can sustain internal injuries to the stomach, breast area and portions of the head covered by hair and the back.
 - i. Pregnant women are often hit or kicked in the stomach.
 - ii. The absence of readily visible external injury does not mean the victim has not been battered.
- c. If the victim appears injured and yet refuses medical attention, deputies will carefully document any observed injuries, as well as the refusal of medical assistance.

6. Interviewing the disputants

- a. Ensure safety and privacy by interviewing the victim in a separate area away from the assailant, witnesses and bystanders.
- b. Critical to the success of the interview is the police deputy's demeanor. Deputies will show interest through effective listening and awareness of non-verbal communication signals.
- c. Deputies will attempt a low-key approach in domestic violence cases, projecting the role of mediator/helper, rather than that of authoritarian.
 - i. Maintain good eye contact through natural, spontaneous glances. (Fixed gazes or staring increases the fear and hostility.)
 - ii. A relaxed stance, along with appropriate facial and head movements, demonstrates interest and encourages the victim to continue speaking.
- d. Allow the parties to describe the incident individually without interruption at the beginning of the interview. Expect the parties to ventilate their emotions to relieve tension.

- e. After the parties ventilate their emotions, and while still separated, the deputy(s) should ask about the details of points for clarification and summarize the stated accounts, allowing the parties to point out anything that may be misrepresented.

7. Interviewing witnesses

- a. Witnesses to the incident - children, other family members and neighbors - will be interviewed as soon as possible.
- b. These witnesses may also be in significant emotional crisis.
- c. If witnesses provide information about prior assaults, document the incidents to help establish a pattern.
- d. Children of disputants should be interviewed with care and kindness.
 - i. Sit, kneel, or otherwise be at their level when speaking to them.
 - ii. Signs of trauma and apparent healing of abuse wounds should be noted.
- e. Deputies will provide information and assistance to abused parties as required

8. Gathering Evidence

- a. Physical evidence takes three forms in domestic violence cases:
 - i. injuries of victim,
 - ii. evidentiary articles that substantiate the attack, and
 - iii. the crime scene itself.
- b. The victim's account of injuries sustained can be corroborated by medical examination.
- c. The investigating deputy will see that photographs are taken of visible injuries on the victim and make those photographs available for prosecution. In some cases, photographs may be needed to show no signs of injury.
- d. The investigating deputy will make a written description of the crime scene to show that a struggle occurred. If warranted, the scene will be photographed.
- e. All articles of evidence should be collected as in other investigations.

9. Domestic violence arrests

- a. When an deputy(s) makes an arrest, they are not required to arrest all parties involved in an incident when all parties claim to be victims.
 - i. The arresting deputy will attempt to identify and **ARREST** the party he believes to be the **PRIMARY PHYSICAL AGGRESSOR**.

- ii. The term, "Primary Physical Aggressor" is usually defined as the most significant aggressor.
- iii. If the primary physical aggressor is absent when the deputy arrives at the scene, the crime will be investigated following department procedures.

10. Under no circumstances will a law enforcement deputy of this department use the threat to arrest all parties involved for the purpose of discouraging requests for law enforcement intervention.

11. Arrest decisions

- a. Deputies **WILL effect an arrest** of abusers in domestic situations, based upon **PROBABLE CAUSE** and supported by the statement of the victim or witness(s), in the following circumstances:
 - i. where a crime has been committed;
 - ii. where the deputy is aware of a past history of assaults or batteries committed by the abuser and there is probable cause to believe that another assault or battery has occurred;
 - iii. where a physical assault or battery has occurred and there is evidence of either alcohol or drug abuse;
 - iv. where any weapon was used to inflict injury or was used to intimidate or threaten the victim; or
 - v. where an assault or battery has occurred and, if the deputy takes no action, there is strong likelihood that further violence or injury may result.
- b. Upon investigation of a domestic violence situation, the deputy will evaluate the circumstances surrounding the incident and determine if probable cause exists to initiate an arrest. Arrest is the preferred response, although not the only alternative to family violence because arrest offers the greatest potential for ending the violence.

- c. Deputies will effect an arrest and will charge the offender with all the violations that were committed, to include violations of Orders of Protection, if any evidence of the following circumstances exist:

- i. domestic battery,
- ii. abuse of a child,
- iii. threats and/or assaults,
- iv. sexual abuse/assault,
- v. unlawful restraint,
- vi. violation of any provision indicated on Orders of Protection (Criminal or Civil), or
- vii. violation of stalking law.

- d. Refusal of the victim to sign an official complaint against the offender will not prevent, nor will it be a consideration, in a law enforcement deputy's decision to arrest. The deputy of record will initiate and sign the complaint and ensure the victim is subpoenaed for all the court hearings.
- e. Once the decision to make an arrest is made, deputies will proceed with caution and ensure the victim and offender are segregated as this can be a time when emotion and temper could flare. This is usually a moment of potential danger for deputies, and they should take steps to control both the offender and the victim carefully.
- f. An deputy may make an arrest without warrant if the deputy has probable cause to believe that the person has committed or is committing any crime, including but not limited to violation of an order of protection under 720 ILCS 5/12-30 (Order of Protection), even if the crime was not committed in the presence of the deputy.
- g. An deputy can verify an order of protection with communications or by referring to a copy of the order provided by the petitioner or respondent.

12. Processing the offender

- a. A criminal history check will be conducted to determine if the individual arrested has previously been convicted of domestic battery pursuant to 720 ILCS 5/12-3.2.
 - i. If the individual has been previously convicted, the individual should be charged with a Class 4 felony for a second or subsequent offense.

13. Reporting and documentation - Documenting the incident (mandated by 750 ILCS 60/303)

- a. Every deputy investigating an alleged incident of abuse, neglect or exploitation between family or household members shall make a written

police report of any bona fide allegation and the disposition of such investigation.

b. The following minimum information must be included:

- i. Facts and circumstances of the incident, including any complaint or signs of injury.
- ii. Victim's statement in regards to the number of prior calls for police assistance.
- iii. Victim's statement in regards to the frequency and severity of prior incidents of abuse, neglect or exploitation by the same family or household member.
- iv. Document assistance provided to the victim or any assistance declined.
- v. Document computer checks to establish warrants, orders of protection, etc. regarding the identified parties.
- vi. Disposition of investigation.
- vii. Statement of defendant including Miranda warnings.

14. Assistance by deputies (mandated by 750 ILCS 60/304, Assistance by law enforcement deputies)

a. When an deputy has reason to believe that a person has been abused, neglected or exploited by a family or household member, the deputy will immediately use all reasonable means to prevent further abuse, neglect or exploitation, including, but not limited to:

- i. arresting the abusing, neglecting and exploiting party;
- ii. seizing and conducting inventory on weapons as evidence if there is probable cause to believe that particular weapons were used to commit the incident of abuse;
- iii. accompanying the victim to the victim's place of residence for a reasonable period of time to remove necessary personal belongings and possessions;
- iv. offering the victim immediate and adequate information (written in a language appropriate for the victim or in Braille or communicated in appropriate sign language), which shall include a summary of the procedures and relief available to victims of abuse under subsection (c) of 750 ILCS 60/217 (Emergency Order of Protection) and the deputy's name and badge number;
- v. providing the victim with one referral to an accessible service agency;
- vi. advising the victim of abuse about seeking medical attention and preserving evidence (specifically including photographs of injury or damage and damaged clothing or other property; and
- vii. providing or arranging for accessible transportation for the victim of abuse (and, at the victims request, any minors or dependents in the victim's care) to a medical facility for treatment of injuries or to a nearby place of shelter or safety; or, after the close of court business

hours, providing or arranging for transportation for the victim (and, at the victim's request, any minors or dependents in the victim's care) to the nearest available circuit judge or associate judge, at the earliest convenience, so the victim may file a petition for an emergency order of protection. When a victim of abuse chooses to leave the scene of the offense, it shall be presumed that it is in the best interests of any minors or dependents in the victim's care to remain with the victim or a person designated by the victim, rather than to remain with the abusing party.

- b. Whenever an deputy does not exercise arrest powers or otherwise initiate criminal proceedings, the deputy will:
 - i. make a police report of the investigation of any bona fide allegation of an incident of abuse, neglect, or exploitation and the disposition of the investigation, in accord with D. 14. above;
 - ii. advise the victim of the importance of seeking medical attention and preserving evidence (specifically including photographs of injury or damage and damaged clothing or other property).
 - c. Except as provided by 720 ILCS 5/24-6 (Confiscation of weapons used in a crime) or under a court order, any weapon seized under D. 15. a. ii. will be returned forthwith to the person from whom it was seized when it is no longer needed for evidentiary purposes.
15. Limited law enforcement liability (750 ILCS 60/305) - any act of omission or commission by any law enforcement deputy acting in good faith in rendering emergency assistance or otherwise enforcing the Illinois Domestic Violence Act shall not impose civil liability upon the law enforcement deputy or his or her supervisor or employer, unless the act is a result of willful or wanton misconduct.
16. Involvement of Cass County Sheriff's Office employee in a domestic violence incident
- a. Notification of command
 - i. All employees, other than the victim of the alleged offense, will immediately notify their chain of command when they have direct knowledge an employee has committed or made threats of domestic violence, or is under investigation for criminal conduct.
 - ii. Deputies coming upon or responding to the scene of a domestic incident involving a current Cass County Sheriff's Office employee as an alleged abuser will immediately notify their chain of command of the incident and the employee(s) involved.
 - iii. Cass County Sheriff's Office employees who learn they have been named in a complaint of domestic abuse, or as a respondent to a civil

or criminal Order of Protection, or who have been implicated in a domestic call for police assistance will:

- 1) immediately notify their supervisor of the incident,
- 2) immediately notify their supervisor of any injunction or order, including the names of protected persons and remedies listed therein,
- 3) provide a copy of any order to their supervisor without unnecessary delay and within 24 hours of receipt of the order, and
- 4) if so ordered by the court in the Order of Protection, surrender all firearms to the Sheriff.

NOTE: Complaints of domestic abuse include any reports made to other investigating agencies such as the Departments of Human Services, Children and Family Services, or Aging, and complaints made to other law enforcement agencies or courts by the alleged victim or others.

CASS COUNTY SHERIFF'S OFFICE

Policy# 1-20

Employee Domestic Violence

A. PURPOSE

This policy recognizes that the profession of law enforcement is not immune from members committing domestic violence against their intimate partners. The purpose of this policy is to establish procedures for handling acts of domestic violence committed by deputies and for implementing prevention strategies. This policy will provide police executives, deputies, and all department employees guidance in addressing incidents where one (or more) party to a reported domestic violence incident is an employee, whether sworn or civilian, of any rank in the department.

B. POLICY STATEMENT

This policy offers a comprehensive, proactive approach to domestic violence by police department employees within emphasis on victim safety. It delineates a position of zero tolerance by the department. It is imperative to the integrity of the profession of policing and the sense of trust communities have in their local law enforcement agencies that leaders, through the adoption of clear policies, make a definitive statement that domestic violence will not be tolerated. In the process of implementing this policy, the department should review the records of all employees to determine whether convictions for qualifying misdemeanor crimes of domestic violence (MCDV) or valid protection orders exist. If an employee is found to have a MCDV or is the subject of a qualifying protection order, the State's Attorney shall be consulted immediately regarding continued employment or duty assignment.

Federal law prohibits deputies convicted of qualifying misdemeanor domestic violence crimes from possessing firearms.

Deputies found guilty of a qualifying domestic violence crime through criminal proceedings shall be terminated.

C. DEFINITIONS

1. "Domestic violence" refers to an act or pattern of violence perpetrated by a sheriff deputy upon his or her intimate partner not done in defense of self or others, including but not limited to the following:

- a. Bodily injury or threat of imminent bodily injury
- b. Sexual battery
- c. Physical restraint
- d. Property crime directed at the victim
- e. Stalking
- f. Violation of a court order of protection or similar injunction
- g. Death threats or death

2. An "intimate partner" of a sheriff deputy is any person who meets one or more of the following criteria:

- a. Is or was legally married to the sheriff deputy
- b. Has a child in common with the sheriff deputy
- c. Has or had a dating relationship with the sheriff deputy
- d. Is specified as an intimate partner by state law
- e. Is cohabitating or has cohabitated romantically with the sheriff deputy

3. "Protection order" refers to any injunction or other order issued by a court, including criminal or civil orders of protection, regardless of form, content, length, layout, or name (such as stay away, restraining, criminal, and emergency or temporary protection orders or injunctions), issued for the purpose of preventing the following:

- a. Violent or threatening acts against another person
- b. Stalking or harassment of another person
- c. Contactor communication with another person
- d. Physical proximity to another person

D. PROCEDURES

While prioritizing the safety of victims, this policy is designed to address prevention through hiring and training practices, provide direction to supervisors for intervention when warning signs of domestic violence are evident, institutionalize a structured response to reported incidents of domestic violence involving deputies, and offer direction for conducting the subsequent administrative and criminal investigations. Components of the policy include:

1. Prevention and Training

The department will adhere to a zero-tolerance policy towards sheriff deputy domestic violence and will not tolerate violations of the policy. The department will provide ongoing training to every deputy on domestic violence and the zero-tolerance policy throughout all phases of the sheriff deputy's career.

a. Prevention Through Collaboration

- i. Through ongoing partnerships with local victim advocacy organizations the department shall develop domestic violence curricula and train deputies in order to enhance the deputies'/agency's response to victims.
- ii. The department shall provide local domestic violence victim advocacy organizations copies of all domestic violence training curricula, protocols and policies for review and possible revision.

b. Training Topics

Upon implementation of this policy, all deputies shall receive comprehensive mandatory instruction covering the following topics:

- i. Understanding Domestic Violence
- ii. Departmental Domestic Violence
 - 1) Response Protocol
- iii. Warning Signs of Domestic Violence by Deputies
- iv. Victim Safety
- v. Federal Domestic Violence Laws

c. Ongoing Training

Departments shall use a variety of training techniques including in-service and training bulletins to regularly reinforce standards of effective response protocol.

2. Early Warning and Intervention

a. Pre-Hire Screening and Investigation

- i. Certification agencies and/or departments shall conduct thorough background investigations of all potential new employees using address history, driver's record, protection order database and a criminal history search.

- ii. All candidates shall be asked if they have engaged in or been investigated for domestic violence and asked about any past arrests, suspended sentences, diversion programs, convictions, and protection orders related to elder abuse, child abuse, sexual assault, stalking, or domestic violence.
- iii. Those candidates with a history of perpetrating violence (to include: elder abuse, child abuse, sexual assault, stalking, or domestic violence) should be screened out at this point in the hiring process.
- iv. Candidates shall be clearly informed of the department's position of zero tolerance concerning domestic violence by deputies.

b. Post Conditional Offer of Employment

- i. The psychological screening of all viable candidates will focus on indicators of abusive tendencies in their background.
- ii. Departments should strongly consider a no-hire decision in the case of a candidate with tendencies indicative of abusive behavior.

c. Department Responsibilities

- i. The department shall, either in response to observed warning signs or at the request of an deputy, intimate partner, or other family member, provide non-punitive avenues of assistance before an act of domestic violence occurs.
- ii. The department shall inform deputies of the procedure for seeking confidential referrals, either internally or externally, to confidential counseling services.
- iii. A disclosure on the part of any deputy, intimate partner or family member to any member of the department that an deputy has personally engaged in domestic violence will be treated as an admission or report of a crime and shall be investigated both administratively and criminally

d. Supervisor Responsibilities

- i. Supervisors shall be cognizant of and document any pattern of abusive behavior potentially indicative of domestic violence including but not limited to the

following:

- 1) Aggressiveness
 - a) Excessive and/or increased use of force on the job
 - b) Stalking and inappropriate surveillance activities
 - c) Unusually high incidences of physical altercations and verbal disputes
 - d) Citizen and fellow deputy complaints of unwarranted aggression and verbal abuse
 - e) Inappropriate treatment of animals
 - f) On- or off duty deputy injuries
- 2) Domestic violence-related issues
 - a) Monitoring and controlling any family member or intimate partner through such means as excessive phone calling
 - b) Stalking any intimate partner or family member
 - c) Discrediting and/or disparaging an intimate partner
- 3). Deteriorating work performance
 - a) Tardiness
 - b) Excessive absences
 - c) Alcohol and drug abuse
- 4) When the supervisor notes a pattern of problematic behavior (as detailed in iii above), the supervisor shall:
 - a) Address the behaviors through a review or other contact with the deputy and document all contacts.
 - b) Forward written reports capturing the behaviors to the Sheriff through the chain of command in a timely manner to determine discipline as warranted.
 - c) Prepare and submit to the Sheriff a written request for a psychologist exam/counseling by a psychologist/ psychiatrist who is knowledgeable about domestic violence.

- d) When warranted, request the Sheriff order an deputy to seek assistance from a certified program for batterers, and if such a program is not available, a counselor knowledgeable about domestic violence.

e. Deputy Responsibilities

- i. Deputies are encouraged to take personal responsibility in seeking confidential referrals and assistance from the department to prevent a problem from escalating to the level of criminal conduct against an intimate partner.
- ii. Deputies who engage in the following actions will be subject to severe discipline up to and including dismissal:
 - 1) Failure to report knowledge of abuse or violence involving a fellow deputy
 - 2) Failure to cooperate with the investigation of a sheriff deputy domestic violence case (except in the case where that deputy is the victim)
 - 3) Interference with cases involving themselves or fellow deputies
 - 4) Intimidation/coercion of witnesses or victims (i.e., surveillance, harassment, stalking, threatening, or falsely reporting)
- iii. Deputies who learn they are the subject of a criminal investigation, regardless of jurisdiction, are required to immediately make a report to their supervisors and provide notice of the court dates, times, appearances, and proceedings. Failure to do so may result in severe discipline up to and including dismissal.
- iv. Deputies who learn they are the subject of any protective order proceeding, whether or not the order is issued and regardless of jurisdiction, shall immediately notify their supervisor and provide a copy of the order, if issued. If subject to a qualifying protection order, the deputy shall surrender all firearms unless department policy allows for possession of the primary service weapon. Failure to do so may result in severe discipline up to and including dismissal.

3. INCIDENT RESPONSE PROTOCOLS

a. Department-wide Response

- i. The department shall accept, document, and preserve all calls or reports, including those made anonymously, regarding domestic violence as on-the-record information.
- ii. All reports of possible criminal activity implicating deputies in domestic violence shall be documented in accordance with the policies governing the handling of reports of domestic violence involving civilians.
- iii. The on-scene supervisor shall forward a copy of the report alleging domestic violence by the deputy to the Sheriff through the chain of command.
- iv. All such incident reports shall be made available by the department to the victim without cost.

b. Patrol Response

- i. Upon arrival on the scene of a domestic violence incident involving a sheriff deputy, the primary patrol unit shall immediately notify dispatch and request a supervisor of higher rank than the involved deputy report to the scene, regardless of the involved deputy's jurisdiction.
- ii. The responding deputies shall perform the following actions:
 - 1) Obtain needed medical assistance
 - 2) Address the immediate safety of all parties involved
 - 3) Secure the scene and preserve evidence
 - 4) Note all excited utterances, admissions and/or incriminating statements
 - 5) Make an arrest if probable cause exists

c. On-Scene Supervisor Response

- i. A supervisor of higher rank shall report to the scene of all sheriff deputy domestic violence incidents including a sheriff deputy, regardless of the involved deputy's jurisdiction.
- ii. The on-scene supervisor shall assume command and ensure that the crime scene is secured and that all evidence is collected. Photographic and/or video documentation of the parties involved and scene shall be recorded where such resources are available.
- iii. The supervisor shall inquire as to the safety of all children present at the time of the incident and all children in the household. As appropriate and necessary, the children should be interviewed separately from other parties.
- iv. In cases where probable cause exists, the on-scene supervisor shall ensure an arrest is made.
- v. If the alleged offender has left the scene and probable cause

exists, the supervisor shall perform the following actions:

- 1) Exhaust all reasonable means to locate the alleged offender
 - 2) Ensure that an arrest warrant is sought, if unable to locate the alleged offender
 - 3) Document all subsequent actions in timely manner
- vi. In the event that the victim has left the scene, the supervisor shall make every effort to follow through on the investigation and attempt to locate the victim.
- vii. Arrest of both parties involved in a domestic violence incident should be avoided. The supervisor shall ensure that a thorough investigation is conducted and an arrest of the dominant aggressor is made in accordance with state law.
- viii. Whenever an deputy is arrested, the supervisor shall relieve the accused deputy of all service weapons regardless of whether the deputy is a member of the responding department.
- ix. Where allowable under federal, state, or local ordinances, all other firearms owned or at the disposal of the accused deputy shall be seized for safety reasons.
- x. The supervisor shall inquire whether the victim wants any firearms removed from the home for safekeeping by the department and make arrangements as necessary.
- xi. The on-scene supervisor shall ensure the victim is informed of the following:
- 1) The judicial process and victim rights
 - 2) The department's policy on sheriff deputy domestic violence
 - 3) The standard of probable cause for arrest
 - 4) Procedures for obtaining protective orders
 - 5) Victim compensation
 - 6) The availability of an on-scene advocate
 - 7) The availability of confidential transportation to a location that can provide improved victim safety
 - 8) Community resources and local domestic violence victim service
 - 9) The option to remove firearms for safekeeping
- xii. Whenever a sheriff deputy involved domestic violence call does not result in an arrest or a warrant is not sought, the on-scene supervisor shall explain in written report.
- xiii. The on-scene supervisor shall notify the Sheriff and the accused deputy's immediate supervisor as soon as possible. In the event

that the deputy is from another jurisdiction, the supervisor shall ensure that the accused deputy's Sheriff is notified. All notifications, and attempts to notify, shall be fully documented.

d. Additional Critical Considerations

- i. When responding to a domestic violence complaint involving a sheriff deputy from another jurisdiction, all responding deputies, investigators, and supervisors shall follow the same procedures that are to be followed in responding to a domestic violence complaint involving an deputy from their own department.
- ii. In the event that the reported incident involves the Sheriff, the supervisor shall immediately notify the individual in government who has direct oversight for the chief, for example, the mayor.
- iii. In responding to domestic violence incidents where the victim is a sheriff deputy, standard domestic violence response and investigation procedures should be followed.
- iv. In responding to domestic violence incidents where the parties involved are both deputies, standard domestic violence response and investigation procedures should be followed. After probable cause and dominant aggressor are determined, an arrest should be made and all service weapons of the accused deputy confiscated.

If protective order is issued against an deputy, additional firearm seizure may be required under state law.

e. Department Follow-Up

- i. In a timely manner, the Sheriff shall ensure that all deputies who responded to a sheriff deputy domestic violence are debriefed. The debriefing shall include the following:
 - 1) A review of department confidentiality guidelines
 - 2) A direct order prohibiting discussion of the incident outside of the official inquiry
- ii. Follow-up investigators shall proactively seek out information on existing protective orders and, if found, shall enforce them and any applicable state and federal firearms laws and determine whether the deputy violated department policy by failing to report the protective order.
- iii. Arrest warrants charging deputies with domestic violence and protective orders issued at a later time shall be served by no fewer than two deputies with at least one being of senior rank to the deputy being served. In cases where firearms have not

previously been seized, firearms shall be seized if allowed by the department and decisions about service weapons will be made.

- iv. In the event the protection order expires or the victim asks that it be discontinued, the department shall still conduct a thorough administrative investigation.
- v. Following the reported incident, the Sheriff shall perform the following duties:
 - 1) Conduct a danger assessment of the accused deputy to determine the potential for further violence and inform the victim of the possibility of danger regardless of the outcome of the assessment
 - 2) Act as principal point of contact to keep the victim apprised of all developments
 - 3) Ensure that safety planning and danger assessment is made available to the victim
 - 4) Make decisions concerning appropriate sanctions, administrative actions, and referrals for the accused deputy

4. VICTIM SAFETY AND PROTECTION

- a. Departments shall work with community resources and advocacy agencies to connect victims and their children with appropriate services.
- b. The Sheriff as principal contact of the victim, shall inform the victim of confidentiality policies and their limitations, and ensure that confidentiality is maintained throughout the case.
- c. All deputies shall be aware of possible victim/witness intimidation or coercion and the increased danger when the victim leaves an abusive partner. The designated principal contact shall assist the victim and children in safety planning and caution the victim to be alert to stalking activities.
- d. If an deputy suspect's intimidation or coercion of the victim/witness is occurring, the deputy shall prepare a written report to be delivered immediately to the Sheriff.
 - i. In order to determine whether the victim/witness is being intimidated or coerced, the investigator in charge shall seek out secondary sources of information.
 - ii. Given the possibility that a victim will recant or choose not to participate in court proceedings, supplemental evidence shall be sought out and preserved.

5. POST INCIDENT ADMINISTRATIVE AND CRIMINAL DECISIONS

Departments shall conduct separate parallel administrative and criminal investigations of alleged incidents of sheriff deputy domestic violence in a manner that maintains the integrity of both investigations and promotes zero tolerance. Regardless of the outcome of the criminal case, the department shall uphold all administrative decisions. If the facts of the case indicate that domestic violence has occurred or any department policies have been violated, administrative action shall be taken independent of any criminal proceedings as soon as practicable.

The department will adhere to and observe all necessary protocols to ensure an accused deputy's departmental, union, and legal rights are upheld during the administrative and criminal investigations.

a. Administrative Investigations and Decisions

- i. The responsibility to complete the administrative investigation of a sheriff deputy domestic violence incident shall rest with the, the Sheriff. The Sheriff may ask an outside law enforcement agency to conduct the administrative investigation.
- ii. Regardless of whether an arrest was made on scene, the investigating official shall conduct an independent, comprehensive administrative investigation using standard elements of criminal investigations. Victims and witnesses shall be re-interviewed and their statements recorded; crime scene evidence, photographs, and medical records accessed; and 911 tapes requested.
- iii. Where sufficient information/evidence exists, the department shall take immediate administrative action against the accused deputy that may include removal of badge and service weapons, reassignment, sanctions, suspension, or termination.
- iv. When an investigation of an incident uncovers deputies who had knowledge of violence on the part of another deputy but failed to notify the Sheriff or engaged in actions intended to interfere with the investigation, the department shall investigate those deputies and take disciplinary action and criminally charge as warranted.
- v. If administrative policies and/or administrative orders of protection are violated or sufficient concern exists regarding a violation, the department shall initiate an independent administrative investigation, seize firearms as allowed under department policy as soon as practicable, and take disciplinary action up to and including dismissal.

- vi. In determining the proper course of administrative action, a department shall consider factors including the level of danger an deputy poses as indicated by the outcome of the danger assessment of the deputy, the deputy's history of compliance with departmental rules, prior written or verbal threats, history of aggressive behaviors, and existence of an alcohol or substance abuse problem.
- vii. If the accused deputy is assigned enforcement duties while the administrative and/or criminal investigations are under way, those duties should not include response to domestic violence calls.
- viii. If the department determines through an administrative investigation that the deputy violated department policy, regardless of whether the deputy plead *nolocontendere* in response to criminal charges, the department may employ the full range of administrative sanctions. Any deputy determined through an administrative investigation to have committed domestic violence shall be terminated from the department.

b. Criminal Investigations and Decisions

- i. The responsibility to complete a criminal investigation of an incident of sheriff deputy domestic violence shall rest with the Sheriff. The Sheriff may ask an outside law enforcement agency to conduct the criminal investigation.
- ii. The investigating official shall conduct criminal investigations as would be the case for any other criminal violation.
- iii. In accordance with the deputy's and victim-s privacy rights, the investigating official or agency shall conduct sufficient interviews (taped) of family members, friends, neighbors, colleagues, and others who may have information regarding criminal charges.
- iv. Even though an initial report may already exist concerning a sheriff deputy, reports of any subsequent or additional criminal or non-criminal incidents, which may include fellow deputies engaging in surveillance or intimidation of the victim, shall be documented in separate incident reports, assigned a case number, cross-referenced with the original case number and investigated thoroughly.
- v. The department shall completely investigate the charges and where warranted seek prosecution even in cases where the victim recants.
- vi. The department shall establish a liaison to work with the prosecuting attorney for each case. This deputy shall present all the information to the prosecuting attorney for action and ask that

decisions about the adjudication of the case be made in timely manner.

- vii. As with any other case for criminal prosecution, the investigating deputy shall request filing of court papers/complaints.
- viii. Any deputy convicted through criminal proceedings of a domestic violence crime shall be terminated from the department.

c. Termination Procedures

- i. Upon the decision to terminate an deputy, the Sheriff shall do the following in accordance with department policy and state law:
 - 1) Notify the deputy, in writing, of the effective date of termination.
 - 2) Inform the deputy of available support services, to include counseling.
 - 3) Ensure that the victim is notified in a timely manner and offered available assistance, to include safety planning.
 - 4) Notify the state licensing body within 30 days and inform them of the reason for termination.
- ii. Federal law prohibits anyone convicted of a misdemeanor domestic violence from possessing firearms. The department shall ensure compliance with federal law.

CASS COUNTY SHERIFF'S OFFICE

Policy# 1-21**Patrol Procedures
Missing Persons**

Many missing person reports involve individuals who have voluntarily left home for personal reasons, while other reports are often unfounded or quickly resolved. However, there are many instances in which persons disappear for unexplained reasons and under circumstances where they are at risk. The role of the initial responding officer is critical in identifying the circumstances surrounding missing persons and in identifying those persons at risk.

- A. All reports of missing persons will be given full consideration and attention by all members of this department to include careful recording and investigation of factual circumstances surrounding the disappearance in accordance with this policy, and that particular care be exercised in instances involving missing children and those who may be mentally or physically impaired, or others who are insufficiently prepared to care for themselves.
- B. Reporting/classification of missing persons
 - 1. There is no waiting period for reporting a missing person.
 - 2. Missing person reports will be taken in conformance with the criteria of this policy and the criticality of the incident.
 - 3. A person may be declared "missing" when his/her whereabouts is unknown and unexplainable for a period of time that is regarded by knowledgeable parties as highly unusual or suspicious in consideration of the subject's behavior patterns, plans or routines.
 - 4. An individual may be considered "missing-critical" who meets the foregoing criteria and who, among other possible circumstances:
 - a. appears to be missing under circumstances that suggest they may be the subject of foul play,
 - b. may be unable to properly safeguard or care for himself/herself because of his/her age (young or old),
 - c. suffers from diminished mental capacity or medical conditions that are potentially life threatening if left untreated/unattended,
 - d. is a patient of a mental institution and is considered potentially dangerous to himself /herself or others,
 - e. has demonstrated the potential for suicide, or
 - f. may have been involved in a boating, swimming or other sporting accident or natural disaster.
 - 5. Reports of juveniles who have voluntarily left home (i.e. "Runaways") should be classified as such only after thorough investigation.
 - 6. Based on the outcome of initial inquiries, a decision may be made concerning the potential danger posed to the missing person and the police response.
- C. Initial report taking

1. The initial call taker must gather as much pertinent information as possible in order to properly classify a missing person report and initiate a proper response. This includes the following information:
 - a. name, age, physical and clothing description of the subject and relationship of the reporting party to the missing person;
 - b. time and place of last known location and the identity of anyone accompanying the subject;
 - c. the extent of any search for the subject;
 - d. whether the subject has been missing on prior occasions and the degree to which the absence departs from established behavior patterns, habits or plans;
 - e. whether the individual has been involved recently in domestic incidents; suffered emotional trauma or life crises; demonstrated unusual, uncharacteristic or bizarre behavior; is dependant on drugs or alcohol or has a history of mental illness.
 - f. The current physical condition of the subject and whether the person is currently on prescription medication.
2. If the missing person is a child, inquiry should also determine if the child:
 - a. is or may be with any adult who could cause him or her harm,
 - b. may have been the subject of a parental abduction,
 - c. has previously run away from home, has threatened to do so or has a history of explainable or unexplainable absences for extended period of time.
3. Additionally, if the missing person is a child, especially a young child missing from the home or near the home, every effort should be made by initial responding units to make a thorough search of the child's home, garage, shed or any other area of the premise. If possible, neighbor's residences should also be checked as sometimes young children may hide and fall asleep in an unknown location.
4. The Sheriff will be notified immediately upon classification of a report as "missing-critical."

D. Preliminary investigation

1. The preliminary investigation is intended to gather additional information and to take those steps that will aid in the search for and location of the missing person. This includes gathering the following types of information and materials:
 - a. complete description of the subject and a recent photograph;
 - b. details of any physical or emotional problems identified in C above;
 - c. identity of the last person(s) to have seen the subject as well as friends, relatives, coworkers or associates who were or may have been in contact with the subject prior to disappearance;
 - d. plans, habits, routines and personal interests of the subject including places frequented or locations of particular personal significance;
 - e. indications of missing personal belongings, particularly money or other valuables;

- f. any suggestions of foul play or accident;
 - g. in the case of missing children, officers will be particularly cognizant of information that may suggest the potential for parental abduction or the possibility of stranger abduction, as well as:
 - i. the presence of behavioral problems,
 - ii. past instances of running away,
 - iii. signs of an abusive home environment or dysfunctional family situation,
 - iv. whether the child is believed to be with adults who may pose a danger,
 - v. the name and location of the school attended by the child and any persons who may be responsible for private transportation to and from the location.
- 2. When possible officers should gain permission to search a missing child's home and school locker as appropriate.
- 3. As soon as it appears that a person is missing, a missing person report will be completed by the assigned officer. For purposes of LEADS and other database entries the officer will classify the missing person in accordance with LEADS standards and have the reporting person sign both the waiver form and the case report.
- 4. Illinois law mandates that as soon as the minimum information required for a LEADS entry is available, the missing person will be entered into LEADS, regardless of whether the reporting person signs the waiver form and report.
- 5. In the case of a person being designated as "missing-critical" the Sheriff will:
 - a. direct available information regarding the subject be broadcast over to all officers on-duty and via LEADS message other area jurisdictions.
 - b. ensure that an ISPERN dispatch is broadcast.
 - c. notify and request assistance from ISP Air One if an air search is indicated.
 - d. summon the canine officer if ground searches are indicated.
 - e. request a special response team when it is apparent that the preliminary investigation information suggests the need for additional assistance and time is critical.
- 6. Ongoing investigation

a. Ongoing investigations of missing persons will include, but not be limited to the following activities:

- i. requesting release of dental records and any available fingerprints;
- ii. contacting hospitals and the Office of the Medical Examiner as appropriate for injured or deceased persons;
- iii. thoroughly checking the location at which the missing person was last seen and conducting interviews as appropriate with persons who were with the individual or who may work in or frequent the area;
- iv. conducting interviews with any additional family, friends, work associates, schoolmates and teachers as well as school counselors and social workers, as appropriate, to explore the potential for foul play, voluntary flight, or, in the case of juveniles, parental kidnapping or running away;
- v. providing identification and related information to all units of this department, the Illinois State Police Missing Person's Unit, neighboring police departments and, if parental or stranger to stranger abduction is suspected, the FBI;
- vi. decisions to use local media to help locate missing persons will be made with the approval of the Sheriff and only after consultation with the missing person's family.
- vii. The investigating officer will maintain routine, on-going contact with the missing person's closest relative concerning progress of the investigation. These and other relevant individuals will be informed that they must notify the police department as soon as any contact is made with the missing person.
- viii. Officers are cautioned that the family or reporting person may be involved in the disappearance, and that the refusal of that person to sign a report or waiver, or to authorize use of the media or other activities, should in no way limit the officer from proceeding as he thinks appropriate. Such refusals should be noted in the written report.

7. Recovery of missing person and case closure

a. Competent adults, having left home for personal reasons, cannot be forced to return home. Officers locating such individuals will:

- i. advise them that they are the subject of a missing person investigation,
- ii. ask if they desire the reporting party or next-of-kin to be notified of their whereabouts, and
- iii. make provisions to transmit this information to the reporting party or next-of-kin if permitted by the missing person.

- b. In all cases, reporting parties will be informed of the well-being of located missing persons. Unless criminal matters necessitate other action, desires of missing persons not to reveal their whereabouts will be honored.
- c. Missing persons will be questioned to establish the circumstances surrounding their disappearance and whether criminal activity was involved.
- d. In cases involving juveniles, officers will ensure that:
 - i. the juvenile receives medical attention if necessary, in a timely manner;
 - ii. the initial questioning of the youth identifies the circumstances surrounding the child's disappearance, any individuals who may be criminally responsible and/or whether an abusive or negligent home environment was a contributory factor; and
 - iii. parents, guardians and/or the person reporting the missing youth are notified in a timely manner.
- e. Upon location of a missing person, all agencies and information systems previously contacted for assistance will be notified or updated.
- f. Where indicated, follow-up action will include filing of an abuse and neglect report with the Illinois Department of Children and Family Services.
- g. The case report will include a complete report on the whereabouts, actions and activities of children while missing.
- h. Where indicated, criminal charges will be filed with the State Attorney's Office.

CASS COUNTY SHERIFF'S OFFICE

Policy# 1-22

Personnel Conduct

Standard of Conduct:

- A. Personnel of the Department shall conduct themselves in their private and professional lives in such a manner as to avoid bringing themselves or the Department into disrepute.
- b. Personnel shall treat superior officers, subordinates and associates with respect, being courteous and civil in their relationships with one another at all times. When on duty and in the presence of other Deputies, Civilians, and the public. Deputies shall conform to the normal standard of courtesy and refer to each other by title or rank.

Public Relations

- A. It is the policy of the Department that personnel shall strive to gain public support and citizen cooperation with the Department's programs and procedures in order to facilitate the accomplishment of the Department's objectives.
- B. Deputies shall be courteous and efficient in their dealings with the public. In non-restrictive situations, the attitude of each individual should be pleasant and personal; and on occasions calling for regulation and control, the attitude should be firm and impersonal, but avoiding an impression of rudeness. They shall perform their duties in such a manner as to avoid harsh, violent, profane or insolent language and shall remain calm regardless of provocation to do otherwise. Upon request they shall supply their name, rank and I.D number in proper manner and shall attend to the request from the public quickly and accurately, avoiding unnecessary referral to other Divisions or individuals of the Department.
- C. All personnel shall maintain a completely impartial attitude toward all persons coming to the attention of the Department, regardless of the individual's race, creed, or influence or social status.
- D. Since violations of the law are against the people of the State and not against the individual Deputy and since all citizens are guaranteed equal protection under the law, exhibiting partiality for or against any person shall be considered conduct

unbecoming of an Officer and subject to disciplinary action. Similarly, unwarranted interference of just is also prohibited.

Loyalty

A. Because loyalty to the Department and to associates is an important factor in Departmental morale and efficiency, Deputies shall maintain a loyalty to the Department and their associates which is consistent with the law and one's personal ethics.

Intoxicants

- A. Personnel of the Department shall not consume intoxicants while off duty to the extent that evidence of such consumption is apparent when reporting for duty or to the extent that ability to perform duty is in any way impaired.
- B. Personnel in uniform will not consume intoxicants whether on or off duty.
- C. Personnel shall not consume intoxicants while on duty unless necessary in the performance of a police duty, i.e- undercover investigations, and then only under the specific direction or permission of the Sheriff.
- D. Alcoholic beverages shall not be consumed by any personnel on any property occupied by the Cass County Sheriff's Office. Personnel shall not bring in or keep any alcoholic beverages on Departmental property except when necessary in the performance of a police task. Alcoholic beverages and or drugs brought to the Department for the furtherance of a police task shall be properly marked and stored as such.
- E. Personnel on duty, if found under the influence of an alcoholic beverage and/or illegal drug, shall be subject to immediate relief of duty pending and investigation.
- F. Personnel of the Department shall not use illegal drugs or narcotics unless such drugs or narcotics are properly prescribed by a physician for an illness or an injury.

Prohibited Activity While on Duty

- A. Personnel are prohibited from engaging in the following activities while on duty with exceptions as noted:
 - a. Sleeping, Loitering
 - b. Recreational reading
 - c. Drinking of intoxication beverages and gambling, except in the

performance of police duty, and then under the direction of the Sheriff or his Designee.

CASS COUNTY SHERIFF'S OFFICE

Policy# 1-23

Report Writing

Arrest Reports

Warrantless Arrest- When a Deputy makes a warrantless arrest and the subject is lodged in either the Schuyler County or the Morgan County Jail, the report will be completed before the Deputy ends his/her tour of duty on the given date.

Warrantless Arrest(When subject is not lodged)- The Deputy will complete the report as soon as can possibly be completed and forwarded to the State's Attorney's Office.

Incident Reports- All Deputies must complete an incident report for ALL CALLS they handle. An incident report is to be completed as soon as possible. (There are no Exceptions to this rule)

Cass County Sheriff's Office

Policy# 1-24

Tow Policy and Vehicle Inventory

Purpose and Scope

This policy provides the procedures for towing and the inventory of a vehicle by or at the direction of the Cass County Sheriff's Office.

Responsibilities

The responsibilities of those employees towing and taking an inventory of the vehicle are as follows

- A. Completion of the department issued tow and inventory form
 - a. Tow and Inventory form shall be submitted with the report

Towing Services

The Cass County Sheriff's Office will use the tow services as listed in dispatch as the official towing services for the Sheriff's Office. A towing service will be used in the following situations.

- (a) When a vehicle is left unattended and is a traffic hazard preventing the smooth flow of traffic.
- (b) When a vehicle is needed to be held as evidence in connection with an investigation.
- (c) When the driver of a vehicle is arrested and unable to take possession of the vehicle. (Such as DUI, DWLS, or other reasons for arrest).

When a vehicle is towed upon an arrest or traffic accident where the driver is incapacitated, or when abandoned and unlocked the deputy must do a vehicle inventory accounting for all contents in the vehicle. All valuables or damage must be noted on the tow and inventory sheet.

In the event that contraband or evidence of a crime is discovered during an inventory, it may be seized and taken as evidence.

In the event of a traffic crash, if the driver is able to arrange a tow and is present a vehicle inventory is not needed, if there is no arrest.

Nothing in this policy shall require the Sheriff's Office to tow a vehicle

Cass County Sheriff's Office

Policy# 1-24

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Cass County Sheriff's Office

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In the event of a traffic crash, if the driver is able to arrange a tow and is present a vehicle inventory is not needed, if there is no arrest.

Nothing in this policy shall require the Sheriff's Office to tow a vehicle



CCSO-1

Biased Based Policing	Related Policies: Stops, Search & Arrest; Motor Vehicle Contacts;
<i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only for the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i>	
Applicable State Statutes: §20 ILCS 2715/1 et.seq.	
CALEA Standard: 1.2.9; 32.2.1; 32.2.7; 32.2.8	

I. Purpose: The purpose of this policy is to prohibit the use of race, ethnicity, gender, or national origin as a reason to restrict liberty, or exercise any other police power upon an individual, except in those cases where one of the classifications above is a descriptive factor concerning a suspect.

II. Policy: The policy of this office is to respect the rights of all persons who deputies come into contact with during any law enforcement operation.

III. Definitions:

A. Biased-Based Policing - using race, ethnicity, gender or national origin as a reason to restrict a person's liberty where race, ethnicity, gender or national origin is not a descriptive factor relating to a suspected criminal event.

IV. Procedure:

A. All contacts made by members of this agency with any person must meet the requirements of the United States and Illinois Constitutions.

B. Preventing Perception of Bias:

- a. Deputies should act with courtesy and professionalism on all stops and contacts.
- b. At the outset of a contact, where feasible, deputies should introduce themselves and inform the person of the reason for the stop. This introduction is not required where the introduction would compromise the safety of the deputy or any other person.
- c. Deputies should continue the contact for only that time which is necessary to meet the objectives of that which justified the stop to begin with. i.e. if the stop is for a traffic violation, deputies should not prolong the stop beyond the time it takes to

write a citation if no further facts or grounds exist. Where reasonable delays occur, the deputies should keep the person informed of the reason for the delay.

- d. Deputies should answer questions posed by the persons stopped to the extent that is possible.
 - e. Provide his or her name and identification number when requested.
- C. Complaints regarding bias:** All complaints regarding bias, as defined by this policy shall be handled in accordance with the Citizen Complaints and Administrative Investigations Policy of this agency.
- D.** The agency shall conduct training for all personnel on this policy.



CCSO-3

Take Home Police Vehicles	Related Policies:
Applicable Illinois Statutes:	
CALEA Standard:	
Date Implemented: 1/10/22	Review Date:

- I. **Purpose:** The purpose of this policy is to outline the duties and responsibilities of the deputies in take-home squad cars.
- II. **Policy:** It is the policy of this Office to ensure that emergency vehicles are maintained to provide for the maximum safety of officers, the public and any persons who may be transported in a Sheriff's Office vehicle.
- III. **Procedure:**
 - A. **Duty:** Deputies of this Office who are assigned a vehicle shall inspect the vehicle prior to placement of the vehicle into service each tour of duty. This inspection shall occur on each shift. Where a vehicle is assigned as a take-home vehicle, the officer assigned the vehicle shall conduct the inspection prior to placing the vehicle into active service.
 - B. This inspection will include a determination as to the presence of safety equipment and the working order of this equipment.
 - C. The inspection will include: (See Equipment Report)
 - a. Lighting
 - b. Emergency Lighting and Siren
 - c. Tires
 - d. Brakes
 - e. Engine Noise
 - f. Safety Barrier-Prisoner Transport if equipped
 - D. If new visible damage is found on any vehicle, that damage shall be reported prior to placing the vehicle in service. If the damage impacts the safety or operation of the vehicle, the vehicle shall not be used.

- E. The interior of the vehicle shall be inspected prior to each shift and following the transport of any prisoner. This shall include a check under seats to ensure that no weapons or contraband have been left in the vehicle by a suspect who has been transported. If weapons or contraband are discovered, a report will be written documenting the contraband found.
- F. If the vehicle is found in a state of uncleanliness, steps shall be taken to have the vehicle cleaned.
- G. If a vehicle is damaged during the officer's shift, the officer shall report this damage immediately. The damage shall be documented in a report.
- H. The deputy assigned to the vehicle when damage occurs shall do a written report and the packet will be forwarded to the Sheriff of Chief Deputy.
- I. Any time a vehicle is found with damage or in a state of disrepair it shall be reported to the Sheriff of Chief Deputy. Where such damage or disrepair impacts the safe operation of the vehicle, the vehicle shall not be used.

IV. Vehicle Storage-Vehicles kept at home between shifts must be kept secure and safe. For vehicles stored outside of a structure, all firearms and MDC must be removed and stored inside the residence. If a vehicle is stored inside of a locked structure those items may be left in the vehicle, if the structure and the vehicle is locked at all times.



Luke Thomas <thomaslitigation2022@gmail.com>

Re: Freedom of Information Act Non-commercial Request for Information [Initial Request July 27, 2026]

1 message

Luke Thomas <thomaslitigation2022@gmail.com>

Mon, Jul 27, 2026 at 3:45 PM

To: Cass Clerk Office <cassclerkoffice@casscountyil.gov>

Cc: Cass Treasurer <treasurer@co.cass.il.us>, Cass StatesAttorney <StatesAttorney@co.cass.il.us>

Dear FOIA Officer:

I included you on an email response submitted to the Cass County Treasurer which contained the subject FOIA request letter within the body of the email, both as an image and also in a text-only format. I apologize for any confusion (please see full explanation is the aforementioned response). To eliminate any confusion so that my requests are fully understood and responded to, I have included the letter images and text following my signature block in this email as well.

I appreciate your assistance in fulfilling my request in a timely manner.

Sincerely,

Luke A. Thomas

—

Luke A. Thomas

Attorney at Law | Peoria, Illinois

July 27, 2026

To: Cass County Illinois
Cass County Treasurer (FOIA Officer)
Cass County Courthouse
100 E. Springfield St.
Virginia, IL 62691

Sent electronically on via Email to: treasurer@co.cass.il.us
cc. stateattorney@co.cass.il.us

Subject: FREEDOM OF INFORMATION ACT REQUEST DATED JULY 27, 2026

Dear FOIA Officer:

Pursuant to the Illinois Freedom of Information Act (5 ILCS 140/1 et seq.), I request access to and copies of the following public records maintained by the Cass County Treasurer's Office.

Purpose: This request is made for personal, non-commercial purposes.

Fee Waiver: I request a waiver of fees pursuant to 5 ILCS 140/6(c). The principal purpose of this request is to access and disseminate information regarding the expenditure of public funds and is not for the principal purpose of personal or commercial benefit.

Format: Please provide all records in electronic format (PDF preferred) via email to: thomaslitigation2022@gmail.com

RECORDS REQUESTED

1. Payments for Guardian ad Litem (GAL), Child Representative, or Parenting Coordinator Services in Civil Cases

Produce records, including but not limited to invoices, payment vouchers, check registers, and disbursement records, reflecting all payments made by Cass County to any Guardian ad Litem, Child Representative or Parenting Coordinator in civil proceedings (including but not limited to dissolution of marriage, parentage, allocation of parental responsibilities, and post-judgment enforcement proceedings) from January 1, 2023, to January 1, 2026.

Luke A. Thomas

Attorney at Law | Peoria, Illinois

Cass County FOIA Officer
FOIA Request
July 27, 2026
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Excluded from this request are:

- Any payments made in proceedings involving allegations of abuse, neglect, or dependency under the Juvenile Court Act of 1987 (705 ILCS 405/1-1 et seq.);
- Any payments made in adoption proceedings;
- Any payments made in proceedings under the Illinois Domestic Violence Act (750 ILCS 60/101 et seq.) to the extent such proceedings involve abuse allegations.
- Any payments made in any proceedings in which the County is a named party.

2. Payments for Court-Appointed Evaluators and Expert Witnesses in Civil Cases

Produce records, including but not limited to invoices, payment vouchers, check registers, and disbursement records, reflecting all payments made by Cass County to any evaluator, psychologist, psychiatrist, or other expert witness appointed by the court in civil proceedings from January 1, 2023, to January 1, 2026.

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Luke A. Thomas

Attorney at Law | Peoria, Illinois

Cass County FOIA Officer
FOIA Request
July 27, 2026
Page 3

**3. Payments for GAL, Child Representative, or Parenting
Coordinator Fees and Expenses in Civil Proceedings**

Produce all records reflecting payments made by Cass County for Guardian ad Litem fees or expenses in civil proceedings from January 1, 2023, to January 1, 2026, including all invoices, billing statements, time sheets, and payment records.

Excluded from this request are:

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- Any payments made in any proceedings in which the County is a named party.

CERTIFICATION AND RESPONSE REQUEST

I understand that under 5 ILCS 140/3(d), the public body must respond to this request within five (5) business days of receipt.

If any portion of a requested record is exempt from disclosure, please:

1. Redact only the exempt information and provide the remaining non-exempt portion;
2. Provide a detailed factual basis for asserting the exemption, citing the statutory basis, if applicable; and
3. Retain all records responsive to this request until all avenues of appeal have been exhausted or the timeframe for such appeals has expired.

Luke A. Thomas

Attorney at Law | Peoria, Illinois

Cass County FOIA Officer
FOIA Request
July 27, 2026
Page 4

4. Please provide an affirmative statement that the records provided are true, accurate, and complete.

If you have any questions concerning this request, please contact me at the email address listed below.

Thank you for your attention to this matter.

Sincerely,



By:

Luke A. Thomas, Requestor
Thomaslitigation2022@gmail.com

Text only:

Luke A. Thomas

Attorney at Law | Peoria, Illinois

July 27, 2026

To: Cass County Illinois

Cass County Treasurer (FOIA Officer) Cass County Courthouse 100 E. Springfield St. Virginia, IL 62691

Sent electronically on via Email to: treasurer@co.cass.il.us

cc. statesattorney@co.cass.il.us

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Luke A. Thomas

Attorney at Law | Peoria, Illinois
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Luke A. Thomas
Attorney at Law | Peoria, Illinois
Cass County FOIA Officer
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July 27, 2026
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appeals has expired.

Luke A. Thomas

Attorney at Law | Peoria, Illinois

Cass County FOIA Officer

FOIA Request

July 27, 2026

Page 4

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Please provide an affirmative statement that the records provided are true, accurate, and complete.

If you have any questions concerning this request, please contact me at the email address listed below.

Thank you for your attention to this matter.

Sincerely,

By:

Luke A. Thomas, Requestor

Thomaslitigation2022@gmail.com

On Mon, Jul 27, 2026 at 2:53 PM Cass Clerk Office <cassclerkoffice@casscountyil.gov> wrote:

I will not be able to reply to your foia request until it meets the requirements per 5 ILCS 140/3(c)

SHELLY WESSEL

CASS COUNTY CLERK & RECORDER

100 E. SPRINGFIELD ST

PO BOX 167

VIRGINIA, IL 62691

(217-452-2277, EXT. 4

From: Cass Treasurer <treasurer@co.cass.il.us>

Sent: Monday, July 27, 2026 2:40 PM

To: Luke Thomas <thomaslitigation2022@gmail.com>; Cass Clerk Office <cassclerkoffice@casscountyil.gov>

Cc: Cass StatesAttorney <StatesAttorney@co.cass.il.us>

Subject: Re: Freedom of Information Act Non-commercial Request for Information [Initial Request July 27, 2026]

Again I will not, and am not required to, open any attachment on a foia request per 5 ILCS 140/3(c)

The request MUST be in the body of the email.

Travis Cox

Cass County Treasurer

Get [Outlook for iOS](#)

From: Luke Thomas <thomaslitigation2022@gmail.com>
Sent: Monday, 27 July 2026 15:19:47
To: cassclerkoffice@casscountyil.gov <cassclerkoffice@casscountyil.gov>; Cass Treasurer <treasurer@co.cass.il.us>
Cc: Cass StatesAttorney <StatesAttorney@co.cass.il.us>
Subject: Freedom of Information Act Non-commercial Request for Information [Initial Request July 27, 2026]

Dear Cass County Freedom of Information Officer:

Please see the attached FOIA request dated July 27, 2026.

Requestor: Luke A. Thomas.

Requested Response: Electronic; PDF format preferred.

Nature of Request: Non-commercial (5 business days)

Requestor's Contact Information: See signature block below.

Thank you for your prompt attention to this matter.

Sincerely,

Luke A. Thomas, Requestor

EMERGENCY CALL 9-1-1

CASS COUNTY DIRECTORY

May 2026

LOCAL PUBLIC OFFICIALS

The Information in this directory is believed to be true and correct. However, there are constant changes to the information provided. If you know of any additions or corrections, please contact the Cass County

Clerk's Office at
217-452-2277 Ext. 4

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BILL MERRIMAN
County Board Chairman

SHELLY WESSEL
County Clerk

POLICIES AND PROCEDURES COMMITTEE

Cass Wessel
Ramona Douglass
Gary Noe
Eric Snellgrove
Amanda Ruppel
Patrick Williams

COURTHOUSE HOURS
8:00 A.M. – 4:00 P.M.
MONDAY THROUGH FRIDAY

COUNTY SEAT
CASS COUNTY COURTHOUSE
100 E. SPRINGFIELD ST.
VIRGINIA, ILLINOIS
62691

COUNTY OFFICERS

Cass County Courthouse Central Switchboard – 217-452-CASS (452-2277)
Cass County Courthouse FAX – 217-452-7219

County Board Chairman – Bill Merriman – (R)
Ext. 306

County Clerk – Shelly Wessel – (D)
Ext. 301 cassclerkoffice@casscountyil.gov

Treasurer – Travis Cox – (D)
Ext. 309 treasurer@co.cass.il.us

Sheriff – Devron Ohrn – (D)
217-452-7718 casssheriff@casscomm.com

Circuit Clerk – Brad Parlier (R)
Ext. 318 casscircuitclerk@casscomm.com

State's Attorney – Craig Miller – (R)
Ext. 323 statesattorney@co.cass.il.us

**Superintendent of Education Service Region for
Adams, Brown, Cass, Morgan, Pike, and Scott** – Jill Reis – (R)
217-285-5319 jreis@roe1.net

Public Defender – Steven Courtney
217-452-2277

Death Examiner – Devron Ohrn

County Engineer – Tim Icenogle
217-452-7525 casshighway@casscomm.com

Probation Officer – Nicole Bell
217-452-7214 probation@casscomm.com

Supervisor of Assessments – Terri Cooper
Ext. 330 cassassess@casscomm.com

Director of ESDA – Roger Lauder
217-323-5555 Cell 217-370-1258 rdlauder@hotmail.com

Zoning Officer – David Mayes
Cell 217-370-0111

MEMBERS OF THE
CASS COUNTY BOARD

District No. 1**Term Expires**

Bob Schultz-(D) 7675 Arenzville Rd. Beardstown, IL 62618	217-370-9122	December 2026
Bobby Joe Brown (R) 8948 Chandlerville Road, Beardstown, IL 62618	217-323-3217	December 2028
Eric Snellgrove-(R) 1100 E 8 th St. Beardstown, IL 62618	217-461-0316	December 2026

District No. 2

Kim Hance – (D) 1913 Myrtle Ave., Beardstown, IL 62618	217-323-4586	December 2026
Gary Noe – (D) 11 Sunset Drive, Beardstown, IL 62618	217-248-5586	December 2026
Angie Lunsford (R) 1480 US HIGHWAY 67 ARENZVILLE, IL 62611	641-750-6417	December 2028

District No. 3

William (Bill) Merriman – (R) 241 S. Morgan, Virginia, IL 62691	217-452-7135	December 2026
Patrick Williams – (R)	217-473-4027	December 2028
Amanda Ruppel-(R) 16200 Tritsch Rd. Virginia, IL 62691	309-825-6420	December 2026

District No. 4

Ramona Douglass – (D) 100 E. Franklin, Ashland, IL 62612	217-971-3849	December 2028
Cass Wessel – (D) 150 Hillview Drive, Chandlerville, IL 62627	217-320-3911	December 2026

CHAIRMAN OF THE COUNTY BOARD

Bill Merriman 241 S Morgan, Virginia, IL 62691	217-452-7135
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The County Board of Cass County

Bill Merriman, Chairman of the Board

COMMITTEES OF THE BOARD - JANUARY 2026

Courthouse, Jail and Annex Gary Noe Cass Wessel Ramona Douglass Kim Hance Bob Schultz Angie Lunsford Bill Merriman	Road and Bridge Cass Wessel Ramona Douglass Gary Noe Bob Schultz Bill Merriman
Public Safety, Environment & Housing Ramona Douglass Gary Noe Eric Snellgrove Angie Lunsford Bobby Joe Brown Bill Merriman	Finance and Judiciary Cass Wessel Ramona Douglass Patrick Williams Angie Lunsford Bill Merriman
Legislative Gary Noe Kim Hance Patrick Williams Amanda Ruppel	Liquor Control Bill Merriman Gary Noe Bob Schultz
Supervisor of Assessments Amanda Ruppel Ramona Douglass Kim Hance Patrick Williams Bill Merriman	Economic Development Ramona Douglass Bobby Joe Brown Gary Noe Cass Wessel Bob Schultz
Policies and Procedures Cass Wessel Ramona Douglass Gary Noe Patrick Williams Eric Snellgrove Amanda Ruppel	Insurance and Bonds Cass Wessel Amanda Ruppel Angie Lunsford Bob Schultz Bill Merriman

Satellite Liaisons:

E-9-1-1: Brown

Health Dept.: Hance/Douglass

MCS: Brown

Rural Water: Merriman

Coop Ext.: Snellgrove

OEDC: Noe

Housing: Noe

Animal Control: Lunsford

Mental Health 708: Brown

OEDC Tourism: Hance

Beardstown TIF: Noe

The first-named member of each committee is appointed as its chairperson.

The Chairman of the Board is an ex-officio member of all committees and at-large liaison.

All committees meet at the call of their chairperson or the Chairman of the Board.

Road and Bridge meets the first Monday of each month at 6:00 p.m.

Courthouse and Jail meets the Thursday preceeding the second Monday of the month at 5:00 p.m.

Public Safety meets the fourth Monday of each month at 6:00 p.m.

BILL MERRIMAN, CHAIRMAN OF THE BOARD

The County Board of Cass County

Bill Merriman
Chairman of the Board

Secondary Committees of the Board---January 2026

Employee Recognition

Cass Wessel
Bill Merriman
Bobby Joe Brown
Amanda Ruppel
Travis Cox

Apportionment Committee

Bill Merriman
Cass Wessel
Ramona Douglass

Land Use Planning

Denzil Lorton
Cass Wessel
Kim Hance
Bob Schultz
Bill Merriman
Eric Snellgrove

Court Security

Gary Noe
Sheriff Ohrn
Judge Wessel
Craig Miller
Travis Cox
Patrick Williams

Renovation

Patrick Williams
Bill Merriman
Craig Miller
Tim Icenogle
Sheriff Ohrn
Judge Wessel

County Website

Kim Hance
Cass Wessel
Angie Lunsford
Travis Cox
Shelly Wessel
Brad Parlier
Amanda Ruppel

Solar & Wind Energy Committee

Sheriff Ohrn
Roger Lauder
Angie Lunsford
Bobby Joe Brown
Bob Schultz
Eric Snellgrove

CIRCUIT JUDGES
EIGHTH JUDICIAL CIRCUIT

Robert K. Adrian 12/06/2010	Adams County Courthouse 521 Vermont Street Quincy, IL 62301	217-277-2052 FAX 217-277-2072
Michael Atterberry 04/30/2014	Menard County Courthouse 102 S. 7 th Street Petersburg, IL 62675	217-632-2615 FAX 217-632-4124
Charles H. W. Burch 07/07/2014	Calhoun County Courthouse 102 County Road, P.O. Box 187 Hardin, IL 62047	618-576-2432 FAX 618-576-2501
Mark L. Vincent 12/01/2022	Schuyler County Courthouse 102 S. Congress Street, P.O. Box 200 Rushville, IL 62681	217-322-3211 217-322-3211
Mark A. Drummond 12/06/2004	Adams County Courthouse 521 Vermont Street Quincy, IL 62301	217-277-2040 FAX 217-277-2072
Timothy J. Wessel 12/01/2018	Cass County Courthouse 100 E. Springfield St., P.O. Box 137 Virginia, IL 62691	217-452-3841 FAX 217-452-7552
Jerry J. Hooker 11/07/2014	Brown County Courthouse 200 West Court Street Mt. Sterling, IL 62353	217-773-2311 FAX 217-773-2433
Amy C. Lannerd 04/12/2016	Adams County Courthouse 521 Vermont St. Quincy, IL 62301	217-277-2062 FAX 217-277-2072
Scott D. Larson 07/24/2015	Adams County Courthouse 521 Vermont St. Quincy, IL 62301	217-277-2062 FAX 217-277-2072
J. Frank McCartney 12/03/2012	Pike County Courthouse 100 E. Washington Street Pittsfield, IL 62363	217-285-2025 FAX 217-285-4961
Alan D. Tucker 11/01/2010	Mason County Courthouse 125 N. Plum Havana, IL 62644	309-543-3628 FAX 309-543-4214

ASSOCIATE JUDGES
EIGHTH JUDICIAL CIRCUIT

Kevin Tippey 08/04/2017	Menard County Courthouse 102 S. 7 th Street Petersburg, IL 62675	217-632-2107 FAX 217-632-4124
Holly J. Henze 07/27/2016	Adams County Courthouse 521 Vermont St. Quincy, IL 62301	217-227-2032 FAX 217-277-2027
Roger Thomson 01/25/2019	Mason County Courthouse 125 N. Plum Havana, IL 62644	309-543-3628 FAX 309-543-4214
Debra L. Wellborn 01/02/2015	Adams County Courthouse 521 Vermont Street Quincy, IL 62301	217-277-2039 FAX 217-277-2072
John C. Wooleyhan 02/07/1983	Adams County Courthouse 521 Vermont Street Quincy, IL 62301	217-277-2026 FAX 217-277-2072

CASS COUNTY ZONING BOARD
Five-Year Term

		<u>Term Expires</u>
Petie Ruch	217-323-3110	January 2028
J.R. Blair (Vacancy)	217-476-3777	January 2028
Regina Walker	217-452-3737	January 2028
Bobby Joe Brown	217-323-3217	January 2027
Edwin C. (Butch) Hobrock	217-323-5153	January 2027
Vacancy(Brannan)		January 2027
Michael C. Kirchner	217-458-2440	January 2027

CASS COUNTY PLANNING COMMISSION
Three-Year Term

		<u>Term Expires</u>
Ron Aggertt	217-476-3641	October 2026
Vacancy		October 2024
Gary Hish	217-452-3857	October 2027
Rich Eckert	217-323-****	October 2026

Billy Lowe – Ex-Officio – Illinois Department of Natural Resources Designate
Non-Voting Member

MORGAN-CASS-SCOTT Community Services
Governing Board

James D. Douglas, Director
PHONE: 217-243-9404 EMAIL: mccs@morgancounty-il.com

CASS COUNTY’S REPRESENTATIVES

VACANT	Bobby Joe Brown
Paul Booth 217-323-1750	Aaron French

MEMBERS OF THE
REGIONAL BOARD OF SCHOOL TRUSTEES
ADAMS, BROWN, CASS, MORGAN, PIKE and SCOTT COUNTIES
(6 yr. Terms)

	<u>Term Expires</u>
Stevie Van DeVelde (Cass) Appt.	April 2027
Mike Blickhan (Adams)	April 2029
Vacancy (Adams)	April 2023
Gary K. Brickman	April 2027
Craig Albers (Morgan) Jacksonville	April 2027
Sandy Prather (Brown) Appt.	April 2027
Vacancy (Scott)	April 2025

CASS COUNTY BOARD OF REVIEW
Two-Year Term

		<u>Term Expires</u>
H. A. Votsmier, Chairman	217-476-8869	May 2027
Gary Noe	217-323-2217	May 2027
Brian Millard		May 2027

CASS COUNTY BOARD OF REVIEW ADVISORY BOARD
(Extended Board of Review)
Two-Year Term

		<u>Term Expires</u>
Ramona Douglass		May 2027
Bill Merriman	217-452-7135	May 2027

HOUSING AUTHORITY
OF
THE COUNTY OF CASS, ILLINOIS

9 Otto Turner Drive
Beardstown, IL 62618

PHONE: 217-323-2303 FAX: 217-323-1501 EMAIL: hacc@casscomm.com

Steve Horton, Director

Five Year Term

Term Expires

Regina Walker	217-452-3737	November 2028
Milton Edge, Vice-Chairman	217-458-2717	November 2030
Blair Vacancy		November 2029
Pamela Anderson Commissioner		November 2027
Denise Behymer		November 2028
Jim French, Commissioner	217-997-2346	November 2026
Peggy Scheer, Commissioner	217-248-2092	November 2030

Kim Hance - Cass County Board Representative - 217-323-4586

COUNTY FARMLAND COMMITTEE
FOR
ASSESSMENT REVIEW

Three Year Term

Term Expires

Roger Hendricker	217-323-2765	May 2029
Gary Hish	217-452-3857	May 2029
Bob Hardwick		May 2026

MENTAL HEALTH BOARD 708
Three Year Term

Vacancy
Devron Ohrn
Diane Murray
Tim Icenogle

Term Expires

June 2027
May 2029
June 2026
June 2026

Bobby Joe Brown, Cass County Board Representative

CASS COUNTY HEALTH BOARD
Three Year Term

Ramona Douglass
Deborah Krohe
Zack Flinn
Tonya Reddy
Kim Hance
Amy Parlier
Cecy Reza
Mekelle Neathery
Anne Jurgens (Brannan Vacancy)

217-323-4586
217-452-3331

Term Expires

July 2027
July 2027
July 2028
July 2028
July 2028
July 2028
July 2026
July 2027
July 2028

Cass County Board Representative - Kim Hance – 217-323-4586
Cass County Board Representative – Ramona Douglass -
Zack Flynn, Financial Advisor

CASS COUNTY COUNCIL ON AGING

121 E. Second Street - PO Box 305
Beardstown, IL 62618

PHONE: 217-323-2929 EMAIL: ccoa7@casscomm.com WEBSITE: www.seecass/seniortransport

Patricia Brewer, Director

ADVISORY COUNCIL

One Year Term

Diana Feigl
Lori Moon
Carrie Magerl

217-452-7209

Virginia
Virginia
Beardstown

Term Expires

July 2025
July 2025
July 2025

HUMAN RESOURCE CENTER
FOR CASS COUNTY
121 E. Second Street
Beardstown, IL 62618
PHONE: 217-323-2980 (24 hours) EMAIL: hrc1@casscomm.com
Diana Feigl, Executive Director

The primary mission of the Human Resource Center for Cass County is, through the utilization of all available resources, to provide and stimulate the development of quality programs which enhance the well-being of the citizens of Cass County.

The following services are provided:

1. Individual, Group, Family Counseling for all ages
2. Prevention Services and Community Education
3. Chores, Housekeeping and Homemaking Service for the elderly
4. Substance abuse prevention and counseling
5. 24 Hours Emergency Hotline
6. Vocational and life skills enrichment programs for the handicapped
7. Psychiatric Consultation and Psychological Evaluations
8. Supportive care for individuals with long standing emotional problems

CASS COUNTY HEALTH DEPARTMENT

&

CASS COUNTY HOME HEALTH AGENCY

Main Office: 331 S. Main Street, Virginia, IL 62691

PHONE: 217-452-3057 FAX: 217-452-7245

Satellite Office: 110 E. Main Street, Beardstown, IL 62618

PHONE: 217-323-2182 FAX: 217-323-2196

EMAIL: tsmith@casscohealth.org WEBSITE: www.casscohealth.org

Administrator - Teresa L. Smith, RN BSN

The Cass County Health Department provides the following services to the residents of Cass County:

Public Health Services –

- Health screening clinics, blood work clinics, assistance with insurance forms/applications
- Environmental health services including food sanitation, water, sewage and nuisance
- Community wellness and education

Home Health (Cass County Home Health Agency) –

- Skilled nursing care in your home
- Home health aides to provide personal hygiene
- Physical, occupational, and speech therapy
- Social worker

Hospice (Cass-Schuyler Area Hospice) –

- Provides medically managed pain and symptom control in your home or long term care facility
- Offers support for the physical, emotional and spiritual needs of the patient and family

Maternal Child Health Services –

- Teen Parent Services
- WIC & Family Case Management
- Family Planning

Cass County Health Clinic & School Health Center –

- Treatment of illness and injuries
- Routine health screenings
- Lab services

Cass County Dental Clinic –

- Examination, x-rays, sealants, cleanings, fillings, simple extractions, root canals, crowns

Teen Reach –

- Before school programs
- After school programs
- Day camp programs (when school is not in session)

The Cass County Health Department accepts Medicare, Medicaid, All-Kids and private insurance. A sliding fee scale based on income is available for the uninsured. Appointments are required for most services.

Cass County Overall Economic Development Commission

Virginia Office: 217-452-3211

Dustin Fritsche, Director of Development

Roster of Commissioners

Ex-Officio Members

Chairman of County Board*	Bill Merriman	217-452-2277
County Board Chairman Permanent Representative-V	Gary Noe	217-248-5586
Cass County Board Representative - V	Tim Icenogle	217-452-7525
Ashland Village President - V	Nancy Kyrouac	217-476-3317
Arenzville Village President - V	William Privia	217-997-5563
Chandlerville Village President*	Dean Eilers	217-458-2242
Chandlerville President Permanent Representative -V	Hollie Reid	217-458-2301
City of Virginia Mayor*	Steve Clark	217-452-7786
Virginia Mayor Permanent Representative -V	Chad Winters	217-452-7858
City of Beardstown Mayor - V	Tim Harris	217-323-3261
U of I Extension Unit – Director -V	Aaron Dufelmeier	217-243-7424
Jim Edgar Panther Creek SFWA Manager	Bryan Smith	217-452-7741
Jim Edgar Panther Creek Representative	Nate Goetten	217-452-7741
Cass County Health Department	Vacant	217-452-3057
Director of Economic Development	Dustin Fritsche	217-418-0804
Beardstown Chamber of Commerce -V	Crystal Bell	217-323-3271
Illinois WorkNet Center –V	Christina Sugars	217-524-5996
Lincoln Land Community College	Keri Mason	217-786-2200

Private Sector Members

Cass Communications Management, Inc – V	Betsy Brown	217-886-2344
West Central Bank	Zach Flinn	217-476-3325
First National Bank of Arenzville	Kai Schnitker	217-997-5585
Petefish Skiles and Company Bank - V	Scott Musch	217-323-4105
Beardstown Savings Bank	Rich Eckert	217-323-1400
Havana National Bank, Virginia Facility	Thad Walker	217-452-4125
Desollar Agency	Michael JJ DeSollar	217-323-2623
JBS – V	Djourdel Gresseau	
Ameren	Cheryl Welge	314-621-3222

Liason Committee Members

Empty (Chair)	Nancy Kyrouac
Chad Winters	William Privia
Aaron Dufelmeier	Betsy Brown
Tim Harris	Hollie Reid

*Municipalities may select a permanent replacement only by formal appointment of mayor/president with formal ratification by council/board

V = Voting Member

Public Meetings are held at the City Council Chambers in Beardstown at 9:30 a.m., on the fourth Wednesday of the month.

CASS COUNTY CASE MANAGER

*Your Local Link for Job Search Assistance
And Governmental Services*

1300 S. 9th Street
Springfield, IL 62703
Valerie LeSeure

PHONE: 217-620-3221 EMAIL: vléseure@worknet20.org

Work Force Investment Services:

1. Job Search Assistance
2. Job Bank Computer (IDES) Access
3. Job Referral (IL SKILLS MATCH-Work Net)
4. Computerized Resume Assistance
5. Occupational Assessment & Testing
6. Federally Funded Occupation Training

Other Limited County Services:

CASS COUNTY EMERGENCY SERVICES & DISASTER AGENCY

101 N. Front Street
Virginia, IL 62691

Roger Lauder, Director

PHONE: 217-323-5555 (H) 217-370-1258 (C) EMAIL: rdlauder@hotmail.com

TOWNSHIP OFFICIALS

TOWNSHIP SUPERVISOR

Arenzville	Christina Lomelino N/A	2121 Lovekamp School Rd Arenzville, IL 62611
Ashland	James Blakeman 217-476-8849	21 Horseshoe Drive Ashland, IL 62612
Beardstown	Linda Looker 217-323-5107	307 E. 3 rd St. Beardstown, IL 62618
Bluff Springs	Joseph D. Herter 217-323-4228	10908 Arenz Lane Beardstown, IL 62618
Chandlerville	Eldon Leinberger	23508 Oakford Rd Chandlerville, IL 62627
Hagener	Marc Carls 217-997-2248	1503 Boulevard Road Arenzville, IL 62611
Newmansville	Carter Logue Sr. 217-816-8658	30169 N Newmansville Rd Ashland, IL 62612
Panther Creek	Thomas L. Carlock, Sr. 217-458-2322	351 Division St., PO Box 372 Chandlerville, IL 62627
Philadelphia	Brian Anderson 217-452-3172	23002 Gilbert Rd. Virginia, IL 62691
Sangamon Valley	Thad Walker 217-899-4618	PO Box 45 Virginia, IL 62691
Virginia	Sarah L. Fanning 217-473-1556	550 E. Beardstown St. Virginia, IL 62691

TOWNSHIP OFFICIALS
(cont.)

TOWNSHIP CLERK

Arenzville	Emily Fischer 217-816-4465	10303 E Hagener Rd Beardstown, IL 62618
Ashland	Melissa Eskew 217-652-6127	416 S. Niagara Ashland, IL 62612
Beardstown	Patsy Barnhart 217-323-3141	300 W 9th Beardstown, IL 62618
Bluff Springs	Angela Robertson 217-248-3025	12784 E. Mound Lake Rd Beardstown, IL 62618
Chandlerville	Matthew Vaughn 217-458-2732	101 Howard, PO Box 411 Chandlerville, IL 62627
Hagener	William H. Davis 217-248-6225	8642 S Hagener Rd Beardstown, IL 62618
Newmansville	Rhonda Boeker 217-634-4111	10168 N Boeker Rd Chandlerville, IL 62627
Panther Creek	Anthony Pherigo	120 Cottage Ave. Chandlerville, IL 62627
Philadelphia	Vacancy	
Sangamon Valley	Bri Tracy 217-415-1164 Salenas84@yahoo.com	7720 Hickory Rd Virginia, IL 62691
Virginia	Sara B. Fanning 309-338-0339	151 N Main St Virginia, IL 62691

TOWNSHIP OFFICIALS

(cont.)

HIGHWAY COMMISSIONERS

Arenzville	Ryan Zulauf (C) 217-248-1773	6112 Peck Road Arenzville, IL 62611
Ashland	Jeremy Darnell(Appt) ©217-931-2458	504 E. Washington St. Ashland, IL 62612
Beardstown	Keith Hutson (H) 217-323-5246 (C) 217-473-1138	1015 March Beardstown, IL 62618
Bluff Springs	Michael Haberman 217-248-3050	7406 Clayton Rd Virginia, IL 62691
Chandlerville	Westin Duckwiler 217-891-4644	27285 Oakford Rd Chandlerville, IL 62627
Hagener	John Samuel Brannan III (C) 217-248-7962	3739 W. Hagener Road Beardstown, IL 62618
Newmansville	Dustin Duckwiler 217-320-0310	28387 Eilers Rd Chandlerville, IL 62627
Panther Creek	Hugh Carlock (C) 217-473-2589	171 Division St. Chandlerville, IL 62627
Philadelphia	Vacancy	
Sangamon Valley	Gene Brunk 217-452-3740	7828 IL RT 78 Virginia, IL 62691
Virginia	David M. Fanning (C) 217-370-8261	252 W. Beardstown Virginia, IL 62691

TOWNSHIP BOARDS
TRUSTEES

ARENZVILLE

Joshua Fischer	217-248-4825	10303 E Hagener Rd, Beardstown, IL 62618
Aaron Roegge	217-248-0475	774 Arenzville Rd, Arenzville, IL 62611
Steve Heiderscheidt	217-997-5867	2667 Kircher Rd, Arenzville, IL 62611
Matthew Meyer	217-473-4518	3051 Lovekamp School Rd, Arenzville, IL 62611

ASHLAND

Rick Blakeman	217-476-3573	216 E. Washington Street, Ashland, IL 62612
(Dennis) Derek DeGroot	217-476-8016	816 W. Progress, P.O. Box 21, Ashland, IL 62612
Connor Richard	217-891-5507	501 S Morgan, Ashland, IL 62612
Shannon Eskew		416 S Niagara St., Ashland, IL 62612

BEARDSTOWN

Jordan Seward	217-370-9506	805 E 6 th St, Beardstown, IL 62618
Patricia A. Moore	217-323-5106	10 Taylor Court, Box 8, Beardstown, IL 62618
Steve Wedeking	217-323-5735	1405 Jefferson, Beardstown, IL 62618
Diane Kirchner	217-323-2566	9886 IL Rt 125, Beardstown, IL 62618

BLUFF SPRINGS

Brian Chambers	217-883-9585	13424 Six Mile Rd, Virginia, IL 62691
Matthew Haberman	217-430-4203	23 Jeanieton Ave., Beardstown, IL 62618
Josh Stocker	217-323-2826	10403 IL RT 125, Beardstown, IL 62618
John C. Chambers	217-323-4057	7401 S. Bluff Springs Road, Virginia, IL 62691

CHANDLERVILLE

Milton Edge	N/A	205 Lincoln Ave, Chandlerville, IL 62627
Jeffrey Lynn	217-635-5223	29752 Lynn Road, Oakford, IL 62673
Richard King	217-635-5630	30166 Lynn Rd, Chandlerville, IL 62627
Paige Hamblin		12815 Gabby's Road, Chandlerville, IL 62627

HAGENER

Jeff Warden		5576 S. Blvd Rd, Beardstown IL 62618
Brian Kleinschmidt	217-997-5930	1851 Wessler Road, Arenzville, IL 62611
Ken Pilger		6507 Upper Meredosia Rd ,Beardstown, IL 62618
Guy Kruse		2950 Boulevard Road, Beardstown, IL 62618

NEWMANSVILLE

Robert M. Potts	N/A	30424 Ruppel Road, Petersburg, IL 62675
Clinton L. Logue III (A)		30169 N Newmansville Rd, Ashland, IL 62612
Carter Logue Jr (A)		30169 N Newmansville Rd, Ashland, IL 62612
Vacancy		

TOWNSHIP BOARDS

TRUSTEES

(cont.)

PANTHER CREEK

Penny Glick	217-458-2252	10807 Reed Road, Chandlerville, IL 62627
Ricky Garner	217-458-2262	230 Division, Chandlerville, IL 62627
Lindell Garner	217-452-3080	24015 Garner Road, Virginia, IL 62691
Rickey Richard	217-458-2858	23028 Questing Hills Rd, Chandlerville, IL 62627

PHILADELPHIA

Phillip Pugh		26245 Hall Rd, Ashland, IL 62612
Curtis Cosner	217-476-3963	3751 Newmansville Rd, Ashland, IL 62612
Chris J. Devlin	217-476-3446	27221 N. Centinary Road, Ashland, IL 62612
Tim Bell	217-452-7155	26329 IL RT 125, Ashland, IL 62612

SANGAMON VALLEY

Julius Drake Dotzert	217-299-4900	18231 IL RT 125, Virginia, IL 62691
Mike Clement	217-452-3384	7340 Hickory Road, Virginia, IL 62691
Terry Bell	217-4582-3911	7546 Shiloh Rd, Virginia, IL 62691
Katrina Mayes	217-737-0120	11220 IL RT 78, Virginia, IL 62691

VIRGINIA

James R. Parlier	217-452-7548	18935 Parlier Rd, Virginia, IL 62691
John James		142 N Pitt St, Virginia, IL 62691
Brett Hish	217-370-7554	3307 IL Rte 78, Virginia, IL 62691
Luke Osmer	217-452-3583	22044 Hall Rd, Virginia, IL 62691

ASSESSOR/MULTI-TOWNSHIP ASSESSOR**Beardstown**

Vacancy – Contact the County Assessor – Terri Cooper – 217-452-2277, Ext. 5

#2 Arenzville-Bluff Springs-Hagener

Vacancy – Contact the County Assessor – Terri Cooper – 217-452-2277, Ext. 5

#3 Philadelphia-Sangamon Valley-Virginia

Vacancy – Contact the County Assessor – Terri Cooper – 217-452-2277, Ext. 5

#4 Chandlerville-Panther Creek-Newmansville-Ashland

Vacancy – Contact the County Assessor – Terri Cooper – 217-452-2277, Ext. 5

CITY & VILLAGE OFFICIALS

VILLAGE OF ARENZVILLE – 201 E. MAIN, ARENZVILLE, IL 62611**Term Expires**

President of Village Board	William Privia 217-997-5563	204 S State Arenzville, IL 62611	April 2029
Village Clerk	Lori Ring 217-899-1585	505 North State Street Arenzville, IL 62611	April 2029
Village Treasurer (Appointed)	Jessica Lomelino 217-997-5563	11627 Herbert Rd Arenzville, IL 62611	April 2029

VILLAGE OF ASHLAND – 101 N. YATES ST., ASHLAND, IL 62612

President of Village Board	Nancy Kyroutac 217-476-3358	500 W Progress Ashland, IL 62612	April 2027 (UEX)
Village Clerk (Appointed)	Pamela J. Gardner 217-476-3429	28024 Cemetery Rd Ashland, IL 62612	April 2029
Village Treasurer (Appointed)	Vanessa Doellman 727-517-6363	515 E. Mechanic Ashland, IL 62612	April 2029

CITY OF BEARDSTOWN – 105 W. 3RD ST., BEARDSTOWN, IL 62618

Mayor	Tim Harris 217-323-3261	1215 Monroe Beardstown, IL 62618	April 2029
City Clerk	Katherine “Katie” Vitale 217-323-3110	105 W. 3 rd , PO Box 467 Beardstown, IL 62618	April 2029
City Treasurer	Karen Whitlow	5 Woody Avenue Beardstown, IL 62618	April 2029

VILLAGE OF CHANDLERVILLE – 111 W LAKE ST., CHANDLERVILLE, IL 62627

President of Village Board	Ronald Dean Eilers	200 E High St Chandlerville, IL 62627	April 2029
Village Clerk (Appointed)	Dena Leinberger	23508 Oakford Rd Chandlerville, IL 62627	April 2029
Village Treasurer (Appointed)	Rosanna Flinn 217-458-2242	23165 Creek Road Chandlerville, IL 62627	April 2029

CITY OF VIRGINIA – 153 S. FRONT ST., VIRGINIA, IL 62691

Mayor	Steve Clark	221 N. Main Virginia, IL 62691	April 2029
City Clerk	Ashley Cox	502 S Main Virginia, IL 62691	April 2029
City Treasurer	Griffin Giovannini	551 S. Cass St Virginia, IL 62691	April 2029

**CITY & VILLAGE BOARDS
ALDERMEN/TRUSTEES**

ARENZVILLE

			<u>Term Expires</u>
James Bateman (2 yr)	217-997-5963	305 E Main PO Box 102, Arenzville, IL 62611	April 2027
Anthony Isringhausen		733 Countryside, Arenzville IL 62611	April 2027
Andy Phelps (2 yr)		202 E Main, PO Box 112, Arenzville IL 62611	April 2027
Johnnie G. Wood	217-997-2292	721 Countryside, Arenzville, IL 62611	April 2027
Lindsey Wood (2yr)	217-997-5550	129 Washington, Arenzville, IL 62611	April 2027
Karmen Kruse (2yr)	217-997-5885	101 W Washington, Arenzville, IL 62611	April 2027

ASHLAND

David A. Wilken		601 S Charles, Ashland, IL 62612	April 2027
Kelly Buker		421 E Washington, Ashland, IL 62612	April 2027
Shawn Eskew		401 W Topeka, Ashland, IL 62612	April 2027
Richard Turner	217-473-7199	704 East Franklin, Ashland, IL 62612	April 2029
Robert J. Gardner	217-971-6176	514 S Church, Ashland, IL 62612	April 2029
Angela R. Breedlove	217-836-1887	112 E Washington, Ashland, IL 62612	April 2029

BEARDSTOWN

Eric Harbin (W-1)	217-323-5545	806 E 2 nd , Beardstown, IL 62618	April 2027
Mary Ann Davis (W-1)	217-323-9044	510 E. 4 th , Beardstown, IL 62618	April 2029
Shawn Taylor (W-2)	217-371-6496	1110 Monroe, Beardstown, IL 62618	April 2029
Alexis (Allie) Dawson (W-2)	491-4569	1219 Monroe Beardstown, IL 62618	April 2029
Dawn Seward (W-3)	217-323-3706	1217 Lafayette Beardstown, IL 62618	April 2027
Ronald Culves (W-3)	217-652-5037	309 West 8 th , Beardstown, IL 62618	April 2029
Lisa D Buhlig (W-4)		910 Jackson St, Beardstown, IL 62618	April 2027
Keith Schramm (W-4)			April 2029

CHANDLERVILLE

Kenny Collins		155 Cottage Ave Chandlerville il 62627	April 2027
Ross Cloninger	217-341-7011	110 Bluffview Dr, Chandlerville IL 62627	April 2027
Adam Pherigo	217-248-7967	127 Hillview Dr, Chandlerville, IL 62627	April 2029
Cole Whitehead		521 S Main St Chandlerville, IL 62627	April 2027
Claudette Givens	217-371-3349	525 N Main, PO Box 75, Chandlerville IL 62627	April 2029
Troy Campbell	217-204-7715	23080 Questing Hills Rd, Chandlerville, 62627	April 2029

VIRGINIA

John Shaner (W1)	217-204-6768	252 E Sylvan, Virginia IL 62691	April 2029
Crista Stanbridge (W1)	217-313-8765	181 W Springfield, Virginia, IL 62691	April 2027
Chris Behrens (W2)	217-370-7407	171 N. Job, Virginia, IL 62691	April 2029
Kent Andrews (W-2)	217-473-2498	252 W Hardin, Virginia, IL 62691	April 2027
Megan Werner (W3)	217-473-1977	312 S Cass, Virginia, IL 62691	April 2029
Janet Martin (W-3)	217-371-5331	10 Villa Dr, Virginia, IL 62691	April 2027

PARKS

BEARDSTOWN COMMUNITY PARK DISTRICT

6 Armory Lane, Beardstown, IL 62618

PHONE: 217-323-2555 EMAIL: btownparks@casscomm.com

Director	Deion Summers	
Commissioner	Brian Deloche	618 W 5th Beardstown, IL 62618
Commissioner	Sam Surratt 217-883-7680	5685 Upper Meredosia Rd Beardstown, IL 62618
Commissioner	Becky Jones 217-323-3987	704 Garden Avenue Beardstown, IL 62618
Commissioner	Nathan Carls 217-323-1868	1320 Adams St. Beardstown, IL 62618
Commissioner	Mandy Hardwick	15198 Chandlerville Rd Beardstown, IL 62618
Commissioner	Travis Schroll 217-323-5889	1289 Six Mile Road Beardstown, IL 62618

JENNIE MARR DUNAWAY MEMORIAL PARK

701 S. Morgan, Virginia, IL 62691

Board Member	Ashley French	622 S Cass St Virginia, IL 62691
Board Member	Krystal Myers	342 S Cass St Virginia, IL 62691
Board Member Secretary	Marc Giavonnini 815-981-6049	551 S Cass St Ashland, IL 62612
Board Member Vice-President	Bill Reynolds 217-3701-7149	840 S. Main Street Virginia, IL 62691
Board Member Treasurer	Chris Barrett 217-473-5493	451 S. Cass Street Virginia, IL 62691
Board Member	Josh Ayers	7028 IL Rte 78 Virginia, IL 62691
Board Member President	Chad Winters 217-452-7858	221 N. Front Street Virginia, IL 62691

LIBRARIES

BEARDSTOWN HOUSTON MEMORIAL LIBRARY

13 Boulevard Road, Beardstown, IL 62618

PHONE: 217-323-4204 EMAIL: beard.h.ml.rsa@gmail.com

Library Director	Trisha Scott	
Library Board President	Melanie Schroll 217-323-5267	1424 Lafayette Beardstown, IL 62618
Library Board Vice-President	Sandra Lux 217-323-1983	1309 Lafayette Beardstown, IL 62618
Library Board Treasurer	Kaye Hardwick 217-323-2777	4 Boulevard Road Beardstown, IL 62618
Library Board Trustee	Connie Starkey 217-323-1086	320 W 17 th St Beardstown, IL 62618
Library Board Trustee	Katie Vitale 217-440-8774	1208 State Beardstown, IL 62618
Library Board Secretary	Jessica Avendano 217-370-9836	1408 Jackson St. Beardstown, IL 62618
Library Board Trustee	Steve Dyche 217-415-7322	1317 Lafayette Street Beardstown, IL 62618
Library Board Trustee	Stephen Colwell (217) 323-1100	515 S State Street Beardstown, IL 62618

LIBRARIES

(cont.)

VIRGINIA MEMORIAL PUBLIC LIBRARY

100 N. Main Street, Virginia, IL 62691

PHONE: 217-452-3846 EMAIL: vmpl@casscomm.com

Library Director	Rose Ruppel 217-452-3846	407 Richard St Virginia, IL 62691
Library Board Trustee	Elizabeth Vaughn 217-370-0007	560 E. Cheston Virginia, IL 62691
Library Board President	Mike Reynolds 217-452-3848	302 S. Cass Virginia, IL 62691
Library Board Treasurer	Tom Prather 217-452-7250	401 S. Stowe Virginia, IL 62691
Library Board Secretary	Amy Fritsche 217-204-8778	131 E. Illini Virginia, IL 62691
Library Board Trustee	Ashley French 217-242-0910	622 S. Cass Virginia, IL 62691
Library Board Trustee	Deborah Krohe 217-741-9527	820 S. Plum Virginia, IL 62691
Library Board Trustee	Angela Brown 217-638-3282	143 S Cedar Dr Virginia, IL 62691
Library Board Vice Chair	Steve Clark 217-248-6813	221 N. Main Virginia, IL 62691
Library Board Trustee	Trista Barrett	451 S. Cass Virginia, IL 62691

LIBRARIES

(cont.)

PRAIRIE SKIES PUBLIC LIBRARY DISTRICT

125 E. Editor, Ashland, IL 62612

PHONE: 217-476-3417 EMAIL: pspld@yahoo.com

Library Director pspld@gmail.com	Cindy Boehlke 217-243-4393	721 E. State Jacksonville, IL 62650
Library Board Clerk Gkgreene1986@gmail.com	Kelly Greene 217-322-2140	7537 Sunny Rd. Rushville, IL 62681
Library Board Trustee Rdocis05@gmail.com	Rachel Kocis 217-361-8758	9 Whipporwill Rd Springfield, IL 62711
Library Board- Secretary jenniferpetefish@yahoo.com	Jennifer Petefish 217-473-7112	217 Buchanan St (2023) Ashland, IL 62612
Library Board Trustee	Jonathan L. Klepzig	
Library Board-President Gopher6475@gmail.com	Janice Davis 309-360-3875	1316 7 State Rte 125 (2023) Pleasant Plains, IL 62677
Library Board Trustee Hatcherdiane1@gmail.com	Diane Hatcher 217-546-0075	108 Country Lake Rd. (2025) Springfield, IL 62707
Library Board Treasurer rwbutcher@protonmail.com	Bob Butcher 217-626-2150	412 Clay PO Box 77 (2023) Pleasant Plains, IL 62677
Library Board Trustee Jklepzig1@yahoo.com	Jonathan Klepzig 217-899-8329	5870 St Rt 97 Pleasant Plains, IL 62677

RURAL FIRE PROTECTION DISTRICTS

For an **EMERGENCY** ---- Call 9-1-1

For rural fire protection services or non-emergency information, contact:

ARENZVILLE

Arenzville Fire Protection District	217-320-1884
Fire Chief – Chris Privia	

ASHLAND

Ashland Village Hall	217-476-3317
Fire Chief – Shane Hall	217-320-1801

BEARDSTOWN

Beardstown Fire Department	217-323-3121
Beardstown Co Fire Chief – Chris McClenning	217-473-1115
Co Fire Chief – Brandon Hager	217-248-2603

CHANDLERVILLE

Chandlerville Fire Department	
Fire Chief – Cory Simpson	217-458-2453

VIRGINIA

Virginia City Hall	217-452-7786
Fire Chief – Rich Stock	

BEARDSTOWN RURAL FIRE DISTRICT (3-year term)**Term Expires**

John Chambers Secretary	7401 S Bluff Springs Rd Virginia, IL 62691	May 2028
Chris McClenning President	7591 Warrior Hill Rd Virginia, IL 62691	May 2029
Sylvia Klumpp	14129 Six Mile Rd Virginia, IL 62691	May 2027
Nick McCombs	25 Doubletree Beardstown, IL 62618	May 2029
Jordan Meyer Treasurer	1 Pine Ln Beardstown, IL 62618	May 2027

Arenzville Fire Protection District Trustees (3-year term)**Term Expires**

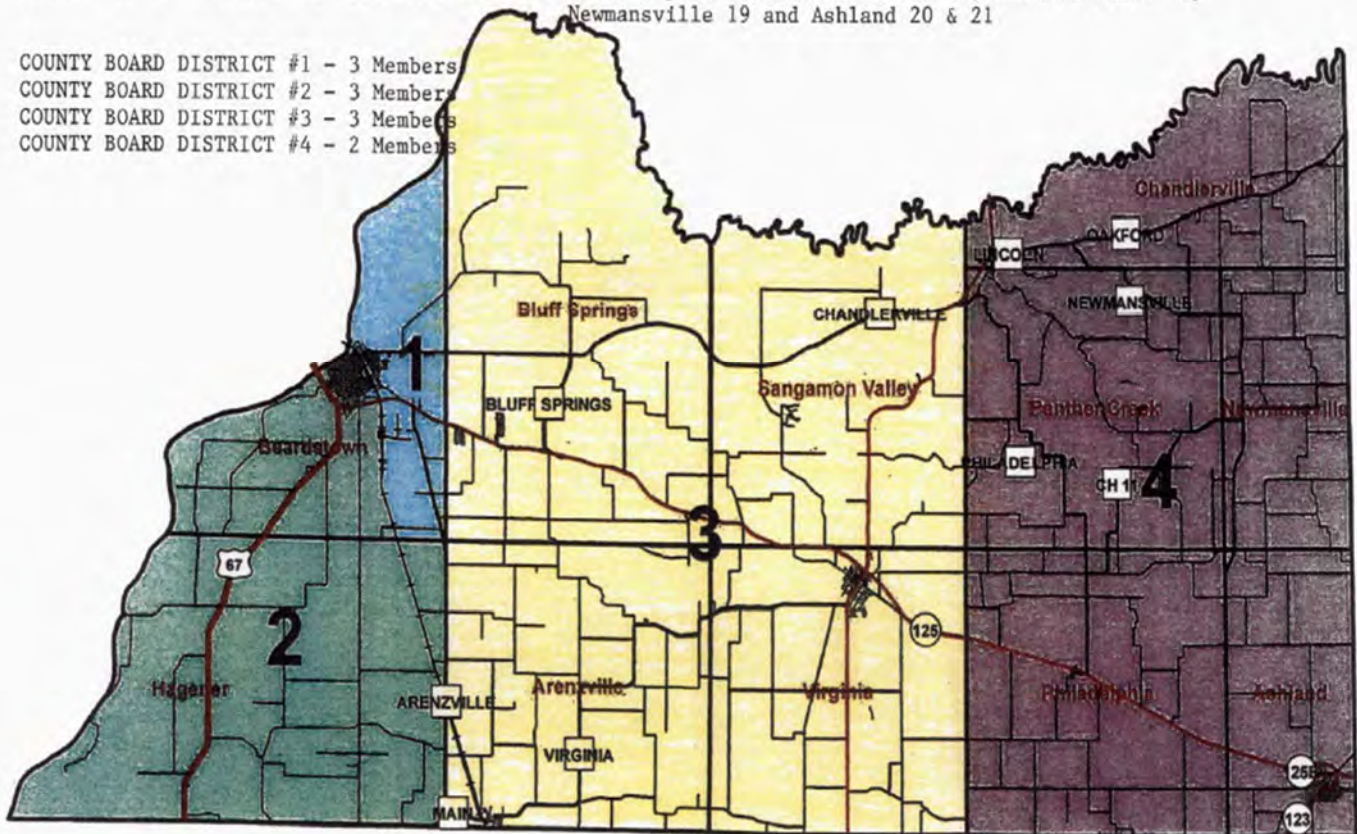
David Bunfill, President	405 E. Virginia Road Arenzville, IL 62611	May 2027
Marc Carls	1503 Boulevard Rd Arenzville, IL 62611	May 2028

Ashland Fire Protection District Trustees (3-year term)**Term Expires**

Ron Aggertt	5 Horseshoe Drive Ashland, IL 62612	May 2028
Garrett Savage	27593 N. Centinery Road Ashland, IL 62612	May 2027
Scott Boston(Morgan County)		May 2026
Leslie Hultquist		May 2027
Jeff Donnan		May 2028

COUNTY BOARD DISTRICT #1: Shall Consist of: Beardstown Precincts 1,2,3 & 4
 COUNTY BOARD DISTRICT #2: Shall consist of: Beardstown Precincts 5,6,7 & 8 and Hagener Precinct 9
 COUNTY BOARD DISTRICT #3: Shall consist of: Bluff Springs 10, Arenzville 11, Sangamon Valley 12 and Virginia 13, 14, 15
 COUNTY BOARD DISTRICT #4: Shall consist of: Philadelphia 16, Panther Creek 17, Chandlerlerville 18, Newmansville 19 and Ashland 20 & 21

COUNTY BOARD DISTRICT #1 - 3 Members
 COUNTY BOARD DISTRICT #2 - 3 Members
 COUNTY BOARD DISTRICT #3 - 3 Members
 COUNTY BOARD DISTRICT #4 - 2 Members



Board Members by District

District 1

Bob Schultz
Bobby Joe Brown
Eric Snellgrove

District 2

Gary Noe
Angie Lunsford
Kim Hance

District 3

William (Bill) Merriman
Patrick Williams
Amanda Ruppel

District 4

Cass Wessel
Ramona Douglass

CASS COUNTY E-9-1-1
EMERGENCY TELEPHONE SYSTEM
3 Year Term

AT-LARGE COUNTY-WIDE MEMBERS**Term Expires**

Roger Lauder 217-323-5555	11040 IL RT 125 Beardstown, IL 62618	County-Wide ESDA Services	January 2027
Devron Ohrn, Chairman 217-452-7718	131 N. Cass Street Virginia, IL 62691	County-Wide Law Enforcement	May 2028
Mike Ryan, Secretary 217-458-2231	521 N. 4 th Chandlerville, IL 62627	County-Wide Representative	May 2027

GEOGRAPHIC DISTRICT MEMBERS

David Bunfill 217-997-2123	405 E Virginia Rd. Arenzville, IL 62611	Arenzville, Hagener, Bluff Springs Townships	May 2029
Paul Booth, Vice-Chairman 217-323-1750	10808 IL RT 125 Beardstown, IL 62618	Beardstown Township	May 2027
Adam Bentley	470 E Broadway Virginia IL 62691	Virginia Township	May 2028
Claudette Givens	525 N. Main Chandlerville, IL 62681	Chandlerville, Panther Creek, Sangamon Valley Townships	May 2028
Brandon Hager 217-248-2603	1 Hart Dr Beardstown, IL 62618	Beardstown Township	May 2028
Martin Coad 217-491-3301	418 E. Main Beardstown, IL 62618	Beardstown Law Enforcement	May 2028
Tyler Lathom	6350 Ashland Rd Ashland, IL 62612	Village of Ashland	May 2028

*Statute allows for 1 "Civilian" Member without specific Emergency Services Experience Training

Victoria DeFord, E-9-1-1 Coordinator

101 N. Front Street, Virginia, IL 62691

PHONE: 217-452-7187 EMAIL: casscoe911@casscomm.com

DRAINAGE COMMISSIONERS
3 Year Term

CLEAR CREEK SPECIAL DRAINAGE DISTRICT**Term Expires**

John Hardwick, Chairman 217-323-2777	4 Boulevard Road Beardstown, IL 62618	Sept 2028
Jeffrey Carls 217-473-9430	705 Countryside Dr. Arenzville, IL 62611	Sept 2026
Michael Nordsiek 217-323-3321	10621 Bethel Church Rd Beardstown, IL 62618	Sept 2027

CLEAR LAKE SPECIAL DRAINAGE DISTRICT

Charles Taylor, Chairman 217-458-2842	19466 Chandlerville Road Virginia, IL 62691	Sept 2027
Ron Kuhlmann 217-323-3033	13476 Chandlerville Road Beardstown, IL 62618	Sept 2028
David R. Wessel 217-458-2244	12388 Philadelphia Road Chandlerville, IL 62627	Sept 2026

HAGER SLOUGH SPECIAL DRAINAGE DISTRICT

Martin L. Turner, Chairman 217-323-1708	9612 Chandlerville Road Beardstown, IL 62618	Sept 2027
Caleb Sheppard	8 Whipporwill St Beardstown, IL 62618	Sept 2026
Douglas A. Hobrock 217-323-2396	9298 N Bluff Springs Road Beardstown, IL 62618	Sept 2028

JOBS CREEK DRAINAGE AND LEVEE DISTRICT

Aaron Briar 217-458-2372	501 N 4th Chandlerville, IL 62627	Sept 2028
Brant Privia 217-458-2418	21090 Chandlerville Road Virginia, IL 62691	Sept 2027
Charles Taylor 217-458-2842	19466 Chandlerville Road Virginia, IL 62691	Sept 2026

DRAINAGE COMMISSIONERS
(cont.)
3 Year Term

LOST CREEK DRAINAGE AND LEVEE DISTRICT**Term Expires**

Jeff Warden 217-323-4532	5576 S Beardstown Drainage Rd Beardstown, IL 62618	Sept 2026
Martin L. Turner 217-323-1708	9612 Chandlerville Road Beardstown, IL 62618	Sept 2027
Douglas Hobrock 217-323-2396	9298 N Bluff Springs Road Beardstown, IL 62618	Sept 2028

MEREDOSIA LAKE DRAINAGE AND LEVEE DISTRICT

Bill Davis Arenzville, IL 62611	8642 S Hagener Rd Beardstown IL 62618	Sept 2028
Matt Bangert 217-754-3455	1716 ST RT 100 Bluffs, IL 62621	Sept 2027
Ronald D. Staake 217-584-1991	1854 State Highway 100 Meredosia, IL 62665	Sept 2026

MUD CREEK DRAINAGE DISTRICT

Chris Kinsey, Chairman	4763 Kuhlmann Rd Arenzville, IL 62611	Sept 2027
Kevin Burrus 217-997-5511	533 Spunky Ridge Road Meredosia, IL 62665	Sept 2028
Brian Musch 217-997-2365	2288 St. Paul's Church Road Arenzville, IL 62611	Sept 2027

NEW PANKEY POND SPECIAL DRAINAGE DISTRICT

Todd Burrus, Chairman 217-997-5920	6930 Clark Road Arenzville, IL 62611	Sept 2027
Drew Carls 217-997-5981	1202 Boulevard Road Arenzville, IL 62611	Sept 2026
Gale Kleinschmidt 217-584-1185	2056 US Highway 67 Arenzville, IL 62611	Sept 2028

DRAINAGE COMMISSIONERS
(cont.)
3 Year Term

OLD RIVER DRAINAGE AND LEVEE DISTRICT **Term Expires**

Jonathan E. Stock, Chairman 217-323-5273	19 E. Deer Path Road Beardstown, IL 62618	Sept 2025
Brant Privia	20863 Chandlerville Rd Virginia, IL 62691	Sept 2025
Jasen Schumm 618-231-3256	764 CR 300N Wayne City, IL 62895	Sept 2025

SOUTH BEARDSTOWN DRAINAGE AND LEVEE DISTRICT

Jarod M. Stock, 217-248-9396	7975 US HWY 67 Beardstown, IL 62618	Sept 2025
Brock Rohn 217-323-3963	6835 Rohn Lane Beardstown, IL 62618	Sept 2027
Brenton Dorsey 217-370-0981	6765 S. Hagener Rd Beardstown, IL 62618	Sept 2026

**SOUTH SANGAMON DRAINAGE AND LEVEE DISTRICT
IN THE COUNTIES OF CASS & MASON**

Jerry Brooks, Chairman 217-635-5337	30212 Oakford Road Oakford, IL 62673	Sept 2027
Dale Milstead 217-632-4353	87 Almond Lane Petersburg, IL 62675	Sept 2028
Charles Taylor 217-458-2842	19466 Chandlerville Rd Virginia, IL 62691	Sept 2026

VALLEY DRAINAGE AND LEVEE DISTRICT

Stanley D. Hoffman, Chairman 217-323-5882	9411 US Highway 67 Beardstown, IL 62618	Sept 2026
Brian D. Rolf 217-248-6506	10 Hickory Hills Drive Springfield, IL 62711-6380	Sept 2025
Brenton Dorsey	6765 S. Hagener Rd Beardstown, IL 62618	Sept 2024

DRAINAGE COMMISSIONERS

(cont.)
3 Year Term

INDIAN CREEK DRAINAGE DISTRICT NO. 2**Term Expires**

Jay Talkemeyer
217-997-2139

9015 St. Peters Rd
Arenzville, IL 62611

Sept 2024

Marc A. Carls
217-997-2204

1503 Boulevard Road
Arenzville, IL 62611

Sept 2022

Jacob Meyer
217-997-5544

Sept 2023

SANITARY DISTRICT OF BEARDSTOWN

Gordon Tingley

1220 Jefferson
Beardstown, IL 62618

April 2027

Alan Bell

217 E. 3rd
Beardstown, IL 62618

May 2028

Jack Fearneyhough

1000 S State
Beardstown, IL 62618

April 2029

Barbara Merriman – Treasurer
25 Ivywood Dr.
Jacksonville, IL 62650

Wells Peterson – Superintendent
303 W 17th St.
Beardstown, IL 62618

BEARDSTOWN REGIONAL FLOOD PREVENTION DISTRICT
4 Year Term

		<u>Term Expires</u>
Brock Rohn S. Beardstown Drainage/Levee Dist. 217-248-3963	6835 Rohn Lane Beardstown, IL 62618	Oct 2027
Dustin Looker City of Beardstown 217-370-7451	18 Walker Drive Beardstown, IL 62618	Oct 2029
Stan Hoffman Valley Drainage/Levee District 217-248-3199 (C)	9411 US Highway 67 Beardstown, IL 62618	Oct 2027
Martin Turner Lost Creek Drainage/Levee District 217-323-1708 (H) 217-370-8876	9612 Chandlerville Road Beardstown, IL 62618	Oct 2027
Wells Petersen, Chairman Beardstown Sanitary District 217-323-3486(H)	6 Boulevard Rd. Beardstown, IL 62618	Oct 2027
Tonya Swingle, Treasurer At-Large Member	18 Hart Dr Beardstown, IL 62618	Oct 2029
Wyatt Sager	5054 N. Hagener Rd Beardstown, IL 62618	Oct. 2029
Tim Icenogle, Secretary Non – Voting Member 217-491-1716	P.O. Box 483 Beardstown, IL 62618	

CASS COUNTY ANIMAL CONTROL COMMISSION
ARENZVILLE – BEARDSTOWN – CHANDLERVILLE – VIRGINIA

ANIMAL CONTROL ADMINISTRATOR

Jeff Smith

Term Expires
Nov. 2026

ANIMAL CONTROL WARDEN

Alex Riviere OFFICE: 217-452-3763 EMAIL: animalcontrolcasscounty@yahoo.com

For an Emergency – Call 9-1-1

Note: Village of Ashland is not a member of the Animal Control Commission –
Contact Ashland Village Hall - 217-476-3317

CASS RURAL WATER DISTRICT NO. 1

		<u>Term Expires</u>
Jeff Cosner, Chairman 217-452-3250	2723 Panther Grove Road Ashland, IL 62612	May 2029
Eric Hayes, Treasurer		Appt. by Trustees 1 yr Term
Pam Wessel, Secretary	8763 IL RT 78 Virginia, IL 62691	Appt. by Trustees 1 yr Term
Tim Bell 217-452-7155	26329 IL RT 125 Ashland, IL 62612	May 2028
Ross Brockhouse 217-491-6575	4673 N. Burlingame Rd Virginia, IL 62691	May 2027
Rich Logsdon 217-452-7768	9081 IL RT 78 Virginia, IL 62691	May 2029
Kerry Johnston 217-452-3056	22286 Garner Rd Virginia, IL 62691	May 2029
Laymon Carter 217-452-7711	9007 IL RT 78 Virginia, IL 62691	May 2029
John Davis 217-899-0566	21284 Gridley Rd Virginia, IL 62691	May 2029

ARENZVILLE RURAL WATER COOP
(3-year term)

		<u>Term Expires</u>
Andrew Wubker		July 2027
Terry Bell 217-638-3265	7546 Shiloh Rd. Virginia, IL 62691	July 2026
Jason Elam	1 Robinwood CT Beardstown IL 62618	July 2026
Brian Burrus 217-997-2308	14846 Crum Rd Arenzville, IL 62611	July 2027
Norman Werts, Vice President 217-452-3259	281 S. Division Virginia, IL 62691	July 2026
Sarah Mefford	18561 Knight Rd Virginia, IL 62691	July 2025
Joe Tate, President 217-452-3065	22339 Virginia Road Virginia, IL 62691	July 2025

SCHOOL BOARDS

BEARDSTOWN COMMUNITY UNIT SCHOOL DISTRICT NO. 15

500 E. 15th Street, Beardstown, IL 62618

PHONE: 217-323-3099 SUPERINTENDENT: Brent O'Daniell
gilbertr@beardstown.com

Amy Sommers	1912 Jackson Ave, Beardstown, IL 62618	
Jared Soer	16 Sunset, Beardstown, IL 62618	
Brenda E. Algandar	614 W. 6 th , Beardstown, IL 62618	
Jonathan Stock	19 E Deerpath, Beardstown, IL 62618	
Daniel McClenning	14523 IL Rt 125, Virginia, IL 62691	
Jimmy Hymes	6962 Rohn Ln, Beardstown, IL 62618	hymesj@beardstown.com
Cassie Alloway	4272 Boulevard Rd, Beardstown, IL 62618	

VIRGINIA COMMUNITY UNIT SCHOOL DISTRICT NO. 64

651 s. Morgan Street, Virginia, IL 62691

PHONE: 217-452-3363 SUPERINTENDENT: Mekelle Neathery
mneathery@virginia64.com

Gary Bell(29)	19477 Looker Ln, Virginia, IL 62691
Casey French(29)	622 S. Cass St, Virginia, IL 62691
Marc Giovannini(29)	551 S. Cass St., Virginia, IL 62691
Autumn Foster(29)	352 W Myrtle Ave, Virginia, IL 62691
Sarah Brockhouse(27)	4673 N. Burlingame Rd, Virginia, IL 62691
Kyle Myers(27)	342 S Cass, Virginia, IL 62691
Dustin Fritsche(27)	131 E Illini, Virginia, IL 62691

A-C CENTRAL COMMUNITY UNIT SCHOOL DISTRICT NO. 262

P.O. Box 260, Ashland, IL 62612

PHONE: 217-476-8112 SUPERINTENDENT: Amy Zahm
a-cboard@a-central.us

Carissa Myers	516 E Washington St, Ashland, IL 62612	jfanning@a-central.us
Jennifer Fanning	415 S Church St, Ashland, IL 62612	dpetefish@a-central.us
Debra Petefish	3751 Newmansville Rd, Ashland, IL 62612	
Curtis Cosner	29829 Vangeison Rd, Chandlerville IL 62627	
Daniel Edge	160 Church St., Chandlerville IL 62627	
Kara B. Martin	216 S Sylvan, Ashland IL 62612	
Brian Rennecker		

STATEMENT OF ECONOMIC INTERESTS TO BE FILED WITH THE SECRETARY OF STATE

INSTRUCTIONS:

You may find the following documents helpful to you in completing this form:

- (1) federal income tax returns, including any related schedules, attachments, and forms; and
- (2) investment and brokerage statements.

To complete this form, you do not need to disclose specific amounts or values or report interests relating either to political committees registered with the Illinois State Board of Elections or to political committees, principal campaign committees, or authorized committees registered with the Federal Election Commission.

The information you disclose will be available to the public.

You must answer all 7 questions. Certain questions will ask you to report any applicable assets or debts held in, or payable to, your name; held jointly by, or payable to, you with your spouse; or held jointly by, or payable to, you with your minor child. If you have any concerns about whether an interest should be reported, please consult your department's ethics officer, if applicable.

Please ensure that the information you provide is complete and accurate. If you need more space than the form allows, please attach additional pages for your response. If you are subject to the State Officials and Employees Ethics Act, your ethics officer must review your statement of economic interests before you file it. Failure to complete the statement in good faith and within the prescribed deadline may subject you to fines, imprisonment, or both.

BASIC INFORMATION:

Name: Click here D. en French

Offices, departments, or agencies that require you to file a Statement of Economic Interests form:

Click here County Board

Full mailing address:

1414 29th Street, Suite 101, Virginia, IL 62691

Preferred e-mail address (optional): French RP@gmail.com

QUESTIONS:

1. If you have any single asset that was worth more than \$10,000 as of the end of the preceding calendar year and is held in, or payable to, your name, held jointly by, or payable to, you with your spouse, or held jointly by, or payable to, you with your minor child, you with your spouse, or held jointly by, or payable to, you with your minor child, list such assets below. In the case of investment real estate, list the city and state where the investment real estate is located. If you do not have any such assets, list "none" below.

310 Olive St. Bensenville, IL 60009; 1414 29th Street, Suite 101, Virginia, IL 62691; 213 State
Administration, IL 60009; 1414 29th Street, Suite 101, Virginia, IL 62691; 213 State
Administration, IL 60009; 1414 29th Street, Suite 101, Virginia, IL 62691

2. Excluding the position for which you are required to file this form, list the source of any income in excess of \$7,500 required to be reported during the preceding calendar year. If you sold an asset that produced more than \$7,500 in capital gains in the preceding calendar year, list the name of the asset and the transaction date on which the sale or transfer took place. If you had no such sources of income or assets, list "none" below.

Source of Income / Name of Asset

Date Sold (if applicable)

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3. Excluding debts incurred on terms available to the general public, such as mortgages, student loans and credit card debts, if you owed any single debt in the preceding calendar year exceeding \$10,000, list the creditor of the debt below. If you had no such debts, list "none" below.

List the creditor for all applicable debts owed by you, owed jointly by you with your spouse, or owed jointly by you with your minor child. In addition to the types of debts listed above, you do not need to report any debts to or from financial institutions or government agencies, such as debts secured by automobiles, household furniture or appliances, as long as the debt was made on terms available to the general public, debts to members of your family, or debts to or from a political committee registered with the Illinois State Board of Elections or any political committee, principal campaign committee, or authorized committee registered with the Federal Election Commission.

N/A

4. List the name of each unit of government of which you or your spouse were an employee, contractor, or officer holder.

STATEMENT OF ECONOMIC INTERESTS
TO BE FILED WITH THE SECRETARY OF STATE

5. If you maintain an economic relationship with a lobbyist or if a member of your family is known to you to be a lobbyist registered with any unit of government in the State of Illinois, list the name of the lobbyist below and identify the nature of your relationship with the lobbyist. If you do not have an economic relationship with a lobbyist or a family member known to you to be a lobbyist registered with any unit of government in the State of Illinois, list "none" below.

N/A	

6. List the name of each person, organization or entity that was the source of a gift or gifts, or honorarium or honoraria, valued singly or in the aggregate in excess of \$500 received during the preceding calendar year and the type of gift or gifts, or honorarium or honoraria, excluding any gift or gifts from a member of your family that was not known to be a lobbyist registered with any unit of government in the State of Illinois. If you had no such gifts, list "none" below.

N/A	

7. List the name of any spouse or immediate family member living with the person making this statement employed by a public utility in this State and the name of the public utility that employs the relative.

Name and Relation	Public Utility
N/A	

VERIFICATION:

"I declare that this statement of economic interests (including any attachments) has been examined by me and to the best of my knowledge and belief is a true, correct and complete statement of my economic interests as required by the Illinois Governmental Ethics Act. I understand that the penalty for willfully filing a false or incomplete statement is a fine not to exceed \$2,500 or imprisonment in a penal institution other than the penitentiary not to exceed one year, or both fine and imprisonment."

Printed Name of Filer: Aaron D. French

Date: 11/27/23

Signature: 

Preferred email address (optional): _____

**CERTIFICATION
ETHICS OFFICER REVIEW:**

"In accordance with law, as Ethics Officer, I reviewed this statement of economic interests prior to its filing."

Printed Name of Ethics Officer: _____

Date: _____

Signature: _____

Preferred email address (optional): _____