



Clay County Sheriff's Office

Sheriff James Sulsberger

P.O. Box 267

Louisville, IL 62858

Freedom of Information Act

Pursuant to the fundamental philosophy of the American constitutional form of government, it is declared to be the public policy of the State of Illinois that all persons are entitled to full and complete information regarding the affairs of government and the official acts and policies of those who represent them as public officials and public employees consistent with the terms of this Act. Such access is necessary to enable the people to fulfill their duties of discussing public issues fully and freely, making informed political judgments and monitoring government to ensure that it is being conducted in the public interest.

- Illinois Freedom of Information Act, 5 ILCS 140/1.

As of January 1st, 2010, the laws that pertain to the Freedom of Information have changed. It is the policy of the Clay County Sheriff's Office to fully comply with the new laws and handle Freedom of Information requests appropriately.

FOIA Requests

All FOIA requests must be in writing and shall include, the name, telephone number or contact number and email address (if applicable) of the requestor. FOIA request may be received at

*Clay County Sheriff's Office
Atten-FOIA Officer
PO Box 267
300 Broadway
Louisville, IL62858
Fax: 618-665-3318
claycoso1@wabash.net*

Freedom of Information Officers

Chief Deputy Greg French

Sergeant Pat Greenwood

Deputy Andy Myers

Documents Available

- Daily Complaints
- Offense Reports
- Policies and Procedures
- Jail Reports
- Dispatch Reports

- Civil Process Records
- Financial Records

Documents Immediately Available

- Press Releases
- Booking Photos
- Accident Report

Sheriff's Office Budget is \$1,049,664

History & Purpose

The Clay County Sheriff's Office has been in operation since 1826 serving the citizens of Clay County. The primary function of the Sheriff and his deputies, as his representatives, is to "keep the peace". To accomplish this duty the Sheriff's Office maintains 24 hour patrol, surveillance and dispatch. The Sheriff is also warden of the county jail which serves as detention facility for individuals serving court sentences as well as "legally innocent" persons awaiting trial in lieu of bail. The jail staff duties include supervision, feeding and care of inmates plus 24 hour telephone and radio dispatch.

The Sheriff is by statute an "Officer of the Court" and in that capacity is responsible for delivery of all court orders, degrees, summons etc. The Sheriff is responsible for courthouse and courtroom security and is general custodian of all county property, not directly under another official. To facilitate these duties the Sheriff employs:

- 1-Chief Deputy
- 8-Patrol Deputies
- 1-Corrections Sergeant
- 5-Correction Officers
- 1-Court Security Officer
- 5-Part-time Bailiffs

Chain of Command

