



STATE'S ATTORNEYS APPELLATE PROSECUTOR

2018 AGENCY INFORMATION & ACCESS TO PUBLIC DOCUMENTS POLICY

UPDATED OCTOBER 30, 2018

Summary

The Legislature created the Office of the State's Attorneys Appellate Prosecutor in 1977. The Agency was given the mission to work closely with State's Attorneys in 101 counties to prepare, file, and argue cases in the appellate courts to keep convicted criminals behind bars. The Agency's responsibility has since been expanded to include serving as Special Prosecutor, providing assistance to State's Attorneys in labor cases under the Illinois Public Labor Relations Act, in drug cases, and in tax objection cases. The Agency also provides continuing legal education services which includes specialized sessions in trial advocacy and in cases involving children who are crime victims and witnesses.

The Agency's specific powers and duties are detailed in the State's Attorneys Appellate Prosecutor's Act (725 ILCS 210 et. seq).

Objective

The primary objective of the Office of the State's Attorneys Appellate Prosecutor is to deliver quality professional services to all participating counties in full compliance with its legislative mandate. This includes:

- I. To represent the People of the State of Illinois on appeal in all cases which emanate from a county containing less than 3,000,000 inhabitants, when requested to do so and at the direction of the State's Attorney;
- II. To prepare, file, and argue such appellate briefs in the Illinois Appellate Court with the advice and consent of the State's Attorney and, when requested and authorized to do so by the Attorney General, in the Supreme Court;
- III. To assist State's Attorneys in the discharge of their duties under the Illinois Controlled Substances Act, the Methamphetamine Control and Community Protection Act, the Narcotics Profit Forfeiture Act, the Cannabis Control Act, the Drug Asset Forfeiture Procedure Act, and the Illinois Public Labor Relations Act;
- IV. To provide trial assistance to State's Attorneys and to serve as Special Prosecutor when duly appointed by a court having jurisdiction with a court order stating the statutory provisions;
- V. To assist State's Attorneys in the trial and appeal of tax objection cases;
- VI. To conduct training programs for State's Attorneys and law enforcement personnel including programs to reduce trauma for child witnesses in criminal proceedings; and
- VII. To provide a legal intern program.

Board of Governors

The Office of the State's Attorneys Appellate Prosecutor has a membership of ten State's Attorneys who govern the Agency's functions. Eight State's Attorneys are elected to serve on the Board. The Cook County State's Attorney serves by statute, and one State's Attorney is appointed Member-At-Large by the other nine members. The Board members elect officers to preside during the two-year term.

The Board Officers during FY18 were:

Justin E. Hood, Hamilton County, Chairman (Elected June 2018)
Joseph P. Bruscato, Winnebago County, Chairman (Served from December 2016 to June 2018)
Justin E. Hood, Hamilton County, Vice-Chairman (Served from June 2012 to June 2018)
Ben Goetten, Jersey County, Vice-Chairman (Elected June 2018)
John C. Milhiser, Sangamon County, Secretary (Has served since June 2012)

The State's Attorneys who served as members of the FY18 Board of Governors were:

First District:

Kimberly M. Foxx, Cook County (Serves by statute, Effective December 2016)

Second District:

Joseph P. Bruscato, Winnebago County (Has served on Board since December 2010)
Joseph H. McMahon, Kane County (Has served on Board since February 2013)

Third District:

John L. McGehee, Rock Island County (Elected to Board March 2017)
Stewart J. Umholtz, Tazewell County (Elected to Board March 2017)

Fourth District:

Ben Goetten, Jersey County (Has served on Board since May 2013)
John C. Milhiser, Sangamon County (Has served on Board since June 2012)

Fifth District:

Tyler R. Edmonds, Union County (Has served on Board since February 2015)
Justin E. Hood, Hamilton County (Has served on Board since December 2009)
Brandon J. Zanotti, Williamson County (Appointed Member-at-Large December 2017)

Director's Office

The Director's Office, or Administrative Office, is located in Springfield, Illinois. The Director is responsible for the overall supervision and coordination of the Agency and for providing all administrative services. This includes administrative and managerial functions, legal policy and other extraordinary legal concerns, budgetary and legislative matters, and Agency publications.

State's Attorneys Appellate Prosecutor
Administrative Office
725 South Second Street
Springfield, IL 62704

Main: 217-782-1628
Fax: 217-782-6305
TTY: 217-558-1605
www.ilsaap.org

District Offices

Four District Offices have been established in Illinois. They are located in Elgin (Second District), Ottawa (Third District), Springfield (Fourth District), and Mt. Vernon (Fifth District). Each Office is managed by a Deputy Director who supervises a staff of attorneys and clerical personnel.

Second District Office
2032 Larkin Avenue
Elgin, IL 60123

Main: 847-697-0020
Fax: 847-697-9824

Third District Office
628 Columbus Street-Suite 300
Ottawa, IL 61350

Main: 815-434-7010
Fax: 815-434-7339

Fourth District Office
725 South Second Street
Springfield, IL 62704

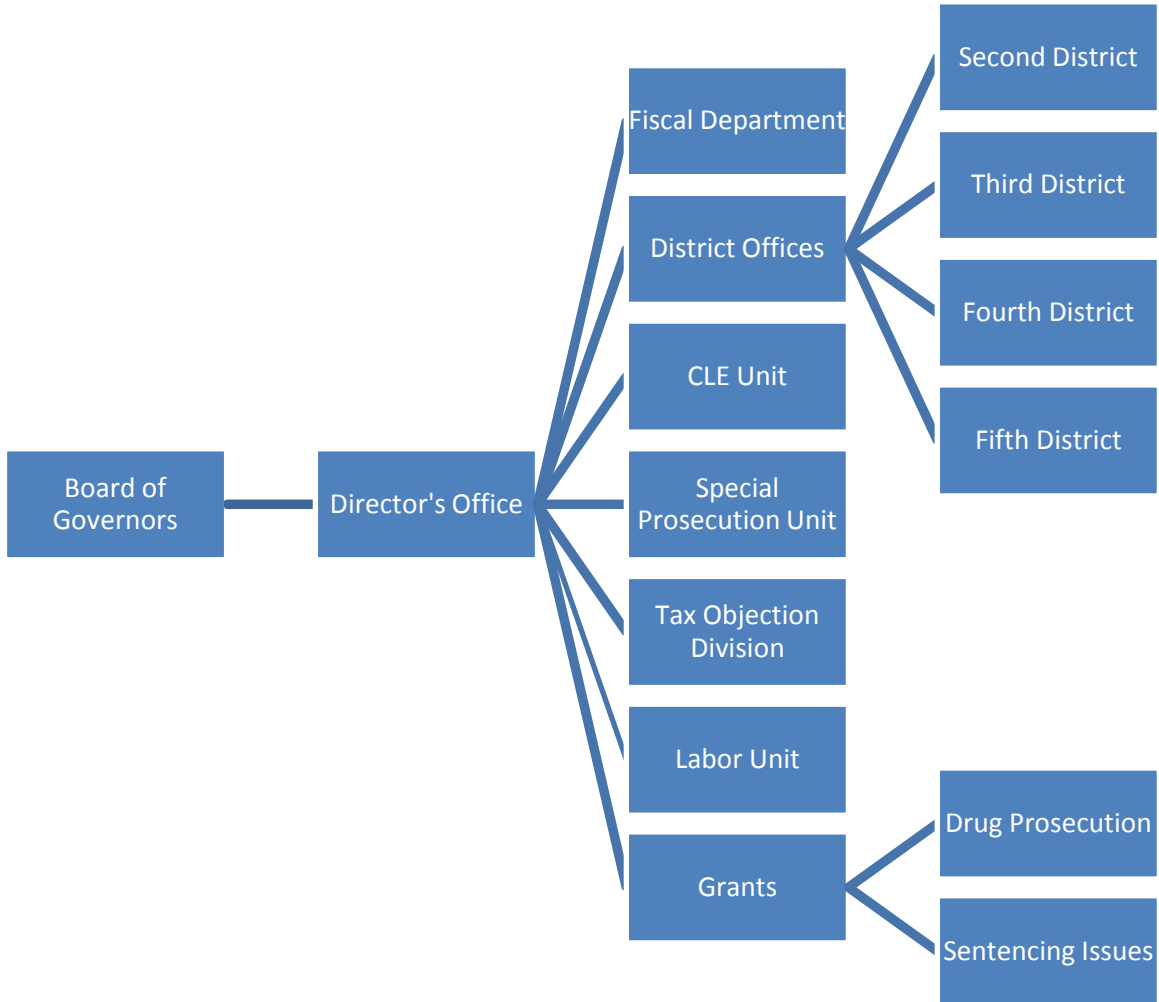
Main: 217-782-8076
Fax: 217-782-6305

Fifth District Office
730 East Illinois Highway 15
Suite 2
Mt. Vernon, IL 62864

Main: 618-244-2107
Fax: 618-244-2713

Agency Structure

The below chart summarizes the overall structure of the Agency.



FY18 Agency Statistics

Total Operational Budget:	\$17,574,000.00
Full-Time Employees:	72
Part-Time Employees:	1

Access to Public Documents Policy

Pursuant to statute (725 ILCS 210/3 et. seq.) the State's Attorneys Appellate Prosecutor is a judicial agency of state government. Pursuant to the express provisions of the Freedom of Information Act (5 ILCS 140/2 et. seq.), its mandates are applicable to a "public body" which include:

"legislative, executive, administrative, or advisory bodies of the State, State universities and colleges, counties, townships, cities, villages, incorporated towns, school districts and all other municipal corporations, boards, bureaus, committees, or commissions of this State, any subsidiary bodies of any of the foregoing including but not limited to committees and subcommittees thereof, and a School Finance Authority created under Article 1E of the School Code."

Despite its inapplicability to this Agency, we believe that transparency is an important goal of our Agency and, to that end, we will consistently try to disclose information which is available or which is not otherwise inconsistent with the public safety purposes of the Agency. Such information includes, but is not limited to: policies approved by the Board or the Director, reports prepared for the General Assembly or other Agency of State or Federal government, Agendas and approved minutes of the Board, contracts and other documents related to the expenditure of public monies other than personally identifying private information, or as otherwise necessary to assure the integrity of criminal investigations.

It is not our policy to disclose information which would undermine our relationship with counties or their State's Attorneys, which by its nature, demands a degree of candor and confidentiality inherent in that relationship. Nor is it our policy to disclose information when such disclosure might place our employees in jeopardy by making them readily identifiable.

Approved by the Board of Governors
December 7, 2011

Public Documents Officer

To promote transparency and accountability, Associate Director Matt Jones has been appointed as Public Documents Officer. Requests for documents may be made to the following:

State's Attorneys Appellate Prosecutor
Matt Jones, Public Documents Officer
725 South Second Street
Springfield, IL 62704

mjones@ilsaap.org

fax: 217-782-1628

Disclosure

Items for immediate disclosure, subject to the redaction of private information:

1. Records relating to the obligation, receipt, and use of public funds by the Agency;
2. Certified payroll records;
3. Settlement agreements;
4. Final collective bargaining agreement;
5. Records related to the final outcome of employee grievances or disciplinary actions; and
6. All employee and personnel manuals.

Items which will not be routinely disclosed:

1. Preliminary research, notes, and drafts of appellate briefs and filings;
2. Case files, work product and evidence within special prosecution files during the pendency of the review or case, after which the materials will be promptly returned to the county of origin; and
3. Member's-only information from the Agency website including legislative memoranda, forum comments and personal contact information.

Authority to Charge Fees

Any fees charged to the requestor as a result of fulfilling public document requests would be the same as contained in the Freedom of Information Act (5 ILCS 140 et. seq.). The Agency may waive or reduce such fees at any time.

Rules on Public Comment at Open Meetings

In order to fully comply with the provisions of the Open Meetings Act, the Board of Governors of the Illinois State's Attorney's Appellate Prosecutor on June 24, 2015, adopted the following rules that govern how public comments are to occur at Board of Governors' meetings:

- The Board shall set aside a specific portion of Board meetings or Committee meetings for public comment;
- The Board shall limit the length of public comment to three minutes per speaker;
- The Board shall require public comment to be limited to subjects on the meeting's agenda; and
- The Board shall allow the Chairman of the Board of Governors or the Chair of a Board Committee to cut off a comment if it is irrelevant, repetitious, or disruptive.

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The State's Attorneys Appellate Prosecutor is fully committed to human rights in all forms. It is the policy of the Agency to provide a work environment free from discrimination or harassment; therefore, the Agency is committed to providing equal opportunity and promoting affirmative action.

The Agency does not discriminate against any employment applicant or employee on the basis of race, sex, creed, religion, color, marital status, age, national origin, mental or physical handicap, pregnancy, sexual orientation, pregnancy, military status, genetic information, or any other protected status, and will take affirmative action, as may be required by law, to ensure qualified applicants are employed, and employees are given equal treatment during employment without regard to the employee's protected status.