

RICK STONE

Coroner of St. Clair County
St. Clair County Building
First Floor-B
10 Public Square
Belleville, Illinois 62220

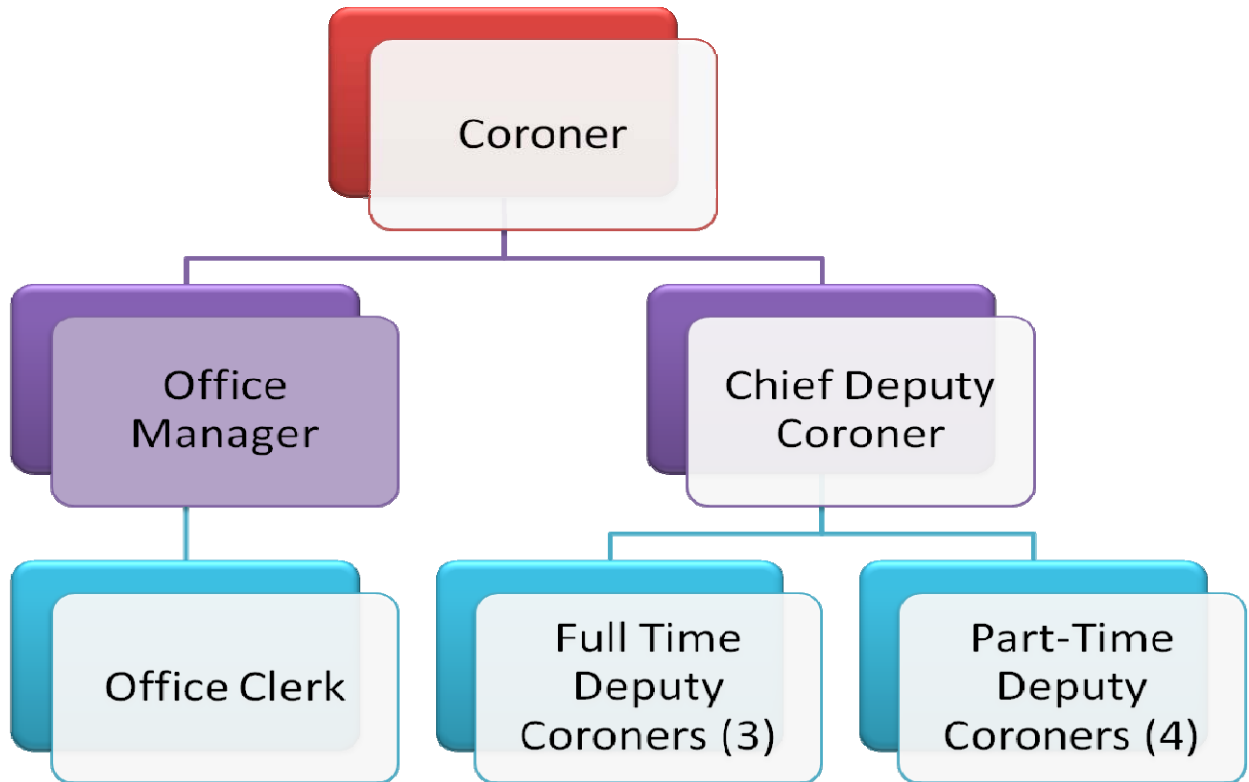
The duties and responsibilities of the County Coroner are many and varied, but in essence can be described as the investigative arm of St. Clair County Government concerning deaths of an unexpected, violent or criminal nature. The main functions of this office include, but are not limited to:

- > Respond to and investigate deaths that occur out side of hospital or clinical settings with such investigations including scene analysis, photography, sketching, witness interviews, body examination, and utilization of other forensic tests as indicated.
- > Convene coroner's inquest to determine cause and manor of deaths involving homicides, suicides and accidents, natural under mandate of law, investigate the death of any ward of the state of Illinois and or unexplained and suspicious deaths.
- < Operate and maintain the St. Elizabeth's morgue for the purpose of conducting scientific and forensic post-mortem examination of human remains for holding of unidentified /unclaimed human remains pending disposition.
- > Maintain the property and the monies, and personal effects of decedents processed through the coroner's office.
- > Conduct public and community education programs regarding topics such as:
 Drinking and Driving, Traffic Safety, Substance Abuse, and
 Crime/Death Scene Response.

- > Training and maintaining a cadre of reserve, volunteer deputy coroners for the management of disaster or mass casualty events.
- > To report to the State of Illinois all child deaths, boating fatalities, traffic fatalities, work related fatalities.
- > Service of legal process when the Sheriff is party to a suit or when such process by the Sheriff would be a conflict of interest.
- > Enforcement of Grave Robbery Act, as promulgated by the Illinois Historical Preservation Agency per Illinois Compiled Statutes.
- Issue Death Certificates and Cremation Permits.

EMPLOYEES AND BUDGET

The 2013 budget for the Coroner's Office is \$495,670.00. This amount includes all salaries, supplies, training and medical and investigative procedures. Eleven (11) personnel are employed by this office. This number includes the Coroner, Chief Deputy Coroner, three (3) full time Deputy Coroners, four (4) Part-time Deputy Coroners and two (2) administrative personnel. A bi-annual budget is submitted to the County Clerk for review. This ensures that this office is operating within its allotted budget.



HOW TO REQUEST DOCUMENTS

The St. Clair County Coroner's Office Freedom of Information Act Officers' are Assistant State's Attorneys Sean Murley, Benjamin P. Henning and Lisa M. Porter. In order for any member of the public to request information and/or public records from the St. Clair County State's Attorney's Office, he or she must make such a request in written format and must specifically request the information and/or documents requested. Furthermore, the request must be directed either in written format to

sean.murley@co.st-clair.il.us or to the following address either by United States' Mail or in person:

St. Clair County
Coroner's Office
10 Public Square, 1st Floor
Belleville, IL 62220

The following records are under this offices control and are available upon request when not exempted or otherwise prohibited by law from disclosure:

- 1) All documents related to the duties and functions of the St. Clair County Coroner's Office, as listed on pages one and two, of this document.

SCHEDULE OF FEES FOR DOCUMENTS REQUESTED
PURSUANT TO THE ILLINOIS FREEDOM OF
INFORMATION ACT 5 ILCS 140/1 *et. seq.*

- 1) The first fifty (50) pages of black and white, letter or legal sized copies are **FREE**.
- 2) Each copy after the 50th page of black and white, letter or legal sized is **15 CENTS** per page.
- 3) A request of color copies or copies in a size other than legal or letter will be charged the office's **ACTUAL COST OF REPRODUCTION** of these copies.
- 4) For documents produced in electronic format, the requestor will be charged the office's **ACTUAL COST OF PROVIDING THE MEDIA** (cd, dvd, diskette, etc.) which will contain the documents requested. No per page cost will be charged for documents provided only in electronic format.
- 5) For obtaining a certified copy an additional fee of **\$1.00 PER CERTIFIED DOCUMENT** will be assessed.

Please Note: This office may require payment of all fees prior to the initiation of any copying of documents pursuant to statute. Reproduction fees for requests to be used for commercial purposes require advance payment of all fees.