



## **DuPage County Government's Mission**

To assure that DuPage County's communities will always be a desirable place to live, work, and raise families by providing innovative cost-effective services, promoting a high quality of life for all residents, and acting as a leader with its local and regional partners in anticipating issues and developing solutions.

## **The Confidential Nature of Our Business**

As an employee our responsibility is to ensure that the information that we handle as part of our jobs is made available to any person for inspection or submission of a written request, to provide copies of any requested records that are subject to disclosure of the Freedom of Information Act (FOIA). Not all records are subject to disclosure, and the Act provides a number of exemptions.

Revealing information about residents or any aspect of their property, home, taxes or other services received by DuPage County is inappropriate except as released in compliance with the County's policies and procedures. Therefore, any breach of confidentiality may result in disciplinary action, not to exclude termination.

## **How we are Organized**

DuPage County is under the township form of government. The governing body is the County Board, which consists of eighteen members, with three elected from each of the six districts and the County Board Chairperson. Elections for the County Board are held every two years. Pursuant to state law, after each decennial reapportionment Board members are assigned by lot terms of 2 years and 4 years. Thereafter, until the next decennial reapportionment, the 2 year and 4 year terms alternate so that only some of Board members' terms end every two years.

The County Board is the corporate authority of the County, and as such, is the legal entity that makes decisions regarding the business of the County. The County Board is the only body in the County that has the power to hold and dispose of property, make contracts, levy taxes, make appropriations, approve payments, and otherwise manage the funds and business of the County. The County Board is also responsible for providing and keeping in repair a courthouse and jail; appointment of certain County officers; granting of licenses; and improving County and State highways.

### **County Board Chairman**

- Acts as the Chief Executive Officer
- Supervises the implementation of the Board's policies and programs
- Chairs Board meetings, prepares agendas, and schedules meetings of the Board and prepares a proposed annual budget
- Votes on questions at County Board meetings in situations where there is a tie
- Appoints subordinate deputies, employees and appointees for the general administration of county affairs with the advise and consent and a majority vote of the County Board, working within the provisions of approved headcount

### **County Board Members**

- Represents constituents in their district regarding issues/impact
- Serves on County Board committees
- Votes on changes impacting the operations of the County
- Responsible for the management of County funds and business and also fiscal and regulatory powers
- Implements policies and programs through the levying of taxes and the appropriation of funds
- The County Board operates on the committee system. Items concerning County government are discussed in depth by standing and special committees which then refer the items to the Board with recommendations for passage or denial.
- Approves budgets for most County-wide elected officials

### **Departments of DuPage**

The County is divided into the following categories:

- The Departments under County Board Jurisdiction
- Offices of Elected Officials
- Offices of the 18<sup>th</sup> Judicial Circuit Court
- Other County Entities

### **Departments Under County Board Jurisdiction**

*The following offices operate under the County Board which has authority to exercise independent judgment on the operations of these departments*

### **Animal Control**

DuPage County Animal Care and Control (DCACC) is a self-funded government agency dedicated to providing harmonious relationships and interaction between man and animal. DCACC strives to protect the citizens of DuPage County from rabies by specifying such preventative and control measures as may be necessary. DCACC is diligent in protecting its citizens against dangerous and vicious dogs while offering stray animals shelter and care prior to owners reclaiming their pets. It is the duty of DCACC to protect animals from improper use, abuse, neglect and inhumane treatment. In its efforts to prevent suffering and the spread of disease, DCACC responds with aid to sick or injured wildlife throughout unincorporated areas of DuPage County.

DCACC is also the only “Open Admission” Shelter in DuPage County and they never refuse animals regardless of age, health, temperament or species. Through compassion and dedication, DCACC is committed to providing families with adoptable animals while offering pets a second chance. As the safety net for the homeless animals in DuPage County, they work cooperatively with licensed shelter partners to ensure all efforts towards the placement of adoptable animals are made. Through humane education, they promote compassion towards animals and responsible pet ownership. DCACC serves as the primary resource for animal related issues throughout DuPage County and is committed to its citizens and their pets.

### **Community Services**

*\*Encompasses: Client Services, Community Development, Family Center, Psychological Services and Senior Services*

The Community Services Department strives to enable and equip those DuPage County residents most in need with the tools to reach their maximum level of self-sufficiency. This allows residents to lead enriched, productive lives. Community Services also aids the County’s older residents by helping them maintain their independence within the community as they are faced with the everyday challenges of aging.

### **Convalescent Center**

The DuPage Convalescent Center provides quality long-term care and rehabilitation services in a professional and cost-effective manner. It is the goal of the entire staff to recognize and serve each resident's needs, desires, interests and emotions. The Convalescent Center employs those interventions of treatment, therapy and activity which restore health, dignity and hopefulness to residents, by assisting them to do as much as they can, as well as they can, for as long as they can.

### **County Board Offices**

The County Chairman, who serves as the County’s Chief Executive Officer, and the County Board Members sets policies for each department under its control and oversees the daily operations of County government. The County Board is the only body in the County that has the power to hold and dispose of property, make contracts, levy taxes, make appropriations, approve payments and otherwise manage the funds and business of the County. The County Board is also responsible for providing and keeping in repair a courthouse and jail; appointing certain County officers; granting of licenses; and improving County and state highways. The County Board is also responsible for communicating and interacting with state and local County-wide elected officials.

### **Division of Transportation**

The Division of Transportation (DOT) provides services for the planning, design, construction, maintenance and operation of the County Highway and Trail System including the Illinois Prairie Path and Great Western Trail. The DOT is also responsible for the parking lots, roadways and landscape areas within the County Complex. They operate a preventative maintenance and repair facility for County vehicles, operate a fuel management and dispensing system, and assist departments with their specific vehicle purchase needs. Their goal is to ensure a

safe and efficient means of motorized and non-motorized travel at the lowest possible cost.

### **Economic Development and Planning**

*\*Encompasses: Economic Development, Workforce Development, Stormwater Management, Stormwater Permitting, Building and Zoning, and planning for Transportation, Transit and Land Use*

The goal of the Department of Economic Development and Planning is to protect and enhance the economic vitality and natural assets of DuPage County. They are able to accomplish this through strategic land use, transit and transportation planning and application of best practices to regulatory services. This department also aims to retain, expand and attract employment opportunities to DuPage County and to strengthen and diversify the commercial tax base; to educate the public on solid waste management environmental issues; to improve mobility in DuPage County through the enhancement and expansion of public transit options for the residents, visitors and workers of DuPage County; to develop a shared vision among DuPage leaders in business, education and the community to ensure the development of a highly skilled workforce that promotes economic development and enhances the quality of living for all residents.

### **Facilities Management**

The mission of the Facilities Management Department is to maintain the County buildings in the most cost effective manner through contractual or in-house services. Facilities Management provides long-term space planning for County departments and for County-owned facilities, leasing space to non-County agencies in addition to leasing space on behalf of the County. Facilities Management coordinates construction projects, maintenance, remodeling, repairs for infrastructure and equipment. They operate the campus power plant and provide utility services, as well as provide landlord responsibilities, janitorial services, coordinate County events, such as use of campus conference rooms and property. Facilities staff works with consultants and contractors as necessary to ensure the integrity of the campus infrastructure, systems and equipment, maintains historical data, blueprints and specifications, and provides assistance in emergency situations.

### **Finance**

The DuPage County Finance Department utilizes prudent, professionally recognized management practices to protect the financial condition of the County. Finance is responsible for development of the County's annual operations and capital budget, including the budget document and applicable ordinances and resolutions. Finance provides recommendations regarding budgetary and financial policies and administers those policies within its area of responsibility. The Department helps ensure budget compliance through financial reporting, monitoring, internal controls, and cash flow management. The Finance Department is responsible for preparation and issuance of the County's annual financial audit. Finance ensures compliance with all County bonded debt requirements and payment of such debt. It provides analyses and recommendations for the issuance of new bonded debt or refinancing of debt. The Department also provides financial compliance reporting for most grants received by the County. The Department provides project cost analyses and

studies for cost effective utilization of County financial resources. The County's centralized accounts payable unit and procurement unit are under Finance.

### **Human Resources**

DuPage County's Human Resources Department strives to support the overall mission of DuPage County Government, its employees, and the public by providing high quality, cost effective human resources services. In doing so, they aim to respect the dignity and diversity of all individuals, act with integrity and honesty in their work, comply with state and federal laws, and maintain total confidentiality with information accepted in trust. They direct the planning, development, implementation, and administration of all human resources activities, including but not limited to employment and placement, job analysis and compensation, benefits and workers' compensation, payroll, employee training, employee relations and union negotiations. They ensure equitable, professional and legal application of the policies and procedures for County employees, and use technology and methods which enhance services, communication and production.

### **Information Technology**

The mission of the Information Technology department is to deliver efficient, effective and reliable technology services and solutions in a cost-effective manner designed to support the missions of the County Board, Elected Officials, County departments and ultimately the County's residents and businesses. It is also our responsibility to safeguard the integrity of information critical to the operation of the County and its partners in public service. Services provided by the IT Department include supporting our customers by managing the County's technology infrastructure, business applications, telecommunications systems, web-site and geographic information system.

### **Office of Homeland Security and Emergency Management**

*\*Encompasses: Campus Security*

The DuPage County Office of Homeland Security and Emergency Management (OHSEM) endeavors to protect communities and citizens within the County by coordinating and integrating all activities necessary to build, sustain, and improve the capability to mitigate against, prepare for, respond to, and recover from threatened or actual natural disasters, acts of terrorism, or other man-made disasters. Additionally, we are responsible for ensuring the safety of the County government campus and continuity of County government during times of emergency.

### **Public Works**

The Department of Public Works aims to provide water and sewer services to portions of DuPage County consisting of approximately 200,000 residents. These services include the collection, transmission and treatment of wastewater, as well as the production, transmission and delivery of portable water service. The Department is required to meet all applicable local, state, and federal laws pertaining to the treatment of wastewater and the delivery of drinking water. The Drainage Division, also under the jurisdiction of the Department of Public Works, is responsible for providing assistance with residential and commercial drainage concerns in unincorporated portions of DuPage County.

### **Stormwater Management**

The Stormwater Management division aims to reduce the existing potential for stormwater damage to public health, safety, life and property. To control future increases in stormwater damage, sediment and erosion within DuPage County and in areas of adjacent counties; to protect and enhance the quality, quantity and availability of surface and groundwater resources; to preserve and enhance existing aquatic and riparian environments and encourage restoration of degraded areas through equitable, acceptable and legal measures. Stormwater Management is comprised of staff with a diverse background in engineering, natural sciences and environmental planning. Included among their tasks are regional flooding concerns, floodplain mapping, FEQ status and Illicit Discharge Detection & Elimination.

### **Supervisor of Assessments**

*\*Encompasses: Board of Review*

Created by state law to provide statistical assessment performance data to the Illinois Department of Revenue, the Supervisor of Assessments Office also gives technical advice and provides statistical analysis of assessment data to the township assessors and the DuPage County Board of Review. These statistics are the result of analyzing the data gathered from processing approximately 16,000 Real Estate Transfer Declarations on an annual basis. The Supervisor of Assessments Office also maintains records of total exempt properties and administers special assessment types such as the Senior Homestead Exemption, the Senior Assessment Freeze, the Veterans Exemption, the Veterans/Fraternal Organization Assessment Freeze, the Open Space Preferential Assessment Type, and the Model Home Exemption. In addition, the Supervisor of Assessments acts as an equalization authority, a statutory clerk of the Board of Review, and correlates the work of the nine township assessors. The Supervisor of Assessments is responsible for publishing assessment change notices and mailing notices to taxpayers.

## **Offices of Elected Officials**

*The following offices operate under an Elected Official who has authority to exercise independent judgment on the operations of the office.*

### **County Auditor**

As the County's only independently elected officer responsible for evaluating and reporting on County operations, the County Auditor conducts internal audits of the operating departments, systems and internal controls in County government. The Auditor evaluates how County resources/assets are protected, used and recorded; how and where County money is spent; and how County departments are operating. The Auditor prepares recommendations for improving systems and processes. The County Auditor also focuses on making County finances more transparent to the public through reports issued by the Office and the Auditor's internet website.

### **Circuit Court Clerk**

The Clerk of the Circuit Court provides for a consistent and responsible direction of recording and maintaining the legal events of cases in the 18th Judicial Circuit Court. The Clerk of the Circuit Court strives for accuracy, completeness and timely records of the court cases. The goal of the Clerk of the Circuit Court is to operate with the highest degree of accuracy, integrity and efficiency as possible for the citizens of DuPage County.

### **County Coroner**

The Coroner is a sworn Peace Officer who is in charge of investigating the deaths of person(s) who have died from natural, violent, unexplained or unattended means within the jurisdiction of DuPage County. He may order an autopsy when the cause of death can not be established. He is a conservator of the peace and holds the same performance powers as the Sheriff, or as acting Sheriff when there is a vacancy in the office.

The DuPage Coroner's Office is committed to providing the most professional death investigations in an effort to determine the cause and manner of one's death. They accomplish this by striving to use the most cost effective methods available while managing to maintain the highest level of professional ethics and moral integrity.

### **County Clerk**

The County Clerk is the Clerk of the DuPage County Board, Secretary of the DuPage County Forest Preserve Commission, Secretary of the DuPage County Liquor Commission and Secretary of the Emergency Telephone System Board. As such, the Clerk must attend all meetings and keep a record of the proceedings. He attests to all ordinances and resolutions and warrants the County Treasurer to pay all County bills. The County Clerk issues many different licenses: marriage, liquor, raffle, tobacco and amusement. He records certificates of business names and notary publics, furnishes copies of birth, death and marriage certificates; files and records economic interest statements and financial disclosure statements of all officials and political organizations in DuPage County. The County Clerk plays a vital role in the taxation process by compiling the up-to-date list of all County parcels of property for tax assessment,

calculates the amount of tax for each parcel and certifies those amounts to the Treasurer for collection.

### **Recorder of Deeds**

The DuPage County Recorder's Office is the official custodian for all land records since 1839. The Recorder's primary responsibility is the accurate and timely maintenance of the indexing of title to DuPage County land whose value today exceeds \$90 billion. Your property and its ownership are filed in the Recorder's Office. The Recorder's Office accepts nearly two hundred different types of documents. Primary among these are deeds, mortgages, releases, which indicates the satisfaction of debt by the property owner; corporation filings, judgments and lis pendens, mechanic liens, federal and state tax liens and uniform commercial code filings. The Recorder's Office processes these documents annually and maintains them on an imaging system which allows direct access to a document on the Internet. The citizens of DuPage may retrieve this information over the Internet by accessing the website at [www.dupageco.org/recorder](http://www.dupageco.org/recorder). The Recorder's Office generates revenue based upon fees provided for by the Illinois State legislature under the provisions of the Illinois Compiled Statutes. This revenue is turned over monthly to the DuPage County corporate fund in order to reduce the burden on taxpayers.

### **Regional Office of Education**

The Regional Superintendent of Schools distributes state subsidies for education among the local districts, conducts teacher institutes and conferences, and exercises some supervision over the work of teachers and over the operation and finances of the school districts in DuPage County.

The Regional Superintendent of Schools is the County Board Chairman's designee of a Regional Office of Education, and the only elected education professional office in Illinois. As an intermediate agency between the Illinois State Board of Education and local school districts, the office of the Regional Superintendent performs regulatory functions as directed by the Illinois School Code.

The Code states that "the Regional Superintendent of Schools:

... shall exercise supervision and control over all school districts in the region.

... shall act as the official advisor and assistant of the school officers and teachers in his region.

In the performance of this duty they shall carry out the advice of the State Superintendent of Education."

In addition to coordinating and delivering state and local services, the Regional Superintendent acts as an advocate for education by providing positive leadership and disseminating information for educators, school districts and the public. Specific duties of the Regional Superintendent are stated in the School



Code and can be summarized in two major areas, service and assurance to the public.

Service components include the dissemination of information on education legislation, legal issues, cooperative management, research and administration. The Regional Superintendent also provides information to citizens about state and local programs that will help meet the needs of their children. Each service component requires specific skills placing the Regional Superintendent as an intermediate agent who brings together people, concepts and resources to provide educational services.

Assurances to the public cover areas such as fiscal responsibilities, local school performances, life safety, certification, supervision and curriculum. In these areas, legislation places enforcement responsibilities on the Regional Superintendent to guarantee that certain minimums are met and legal parameters followed.

### **County Sheriff**

Under Illinois law, the constitutional office of the Sheriff has major responsibilities unlike that of any other police official. He is the only police official who is charged with the enforcement of the criminal statutes, court system and corrections. The Sheriff assumes the responsibility of the Coroner in the event that the office is vacant.

The Sheriff is the chief law enforcement officer in DuPage County. The Office directly serves all citizens of the County. One of the indicators of a community's quality of life is the professionalism and caliber of its law enforcement. The DuPage County Sheriff's Office is one of only a few Offices nationwide to be recognized for its excellence, earning the prestigious Triple Crown Award - an honor given only to agencies who have achieved accreditation in law enforcement, corrections, correctional health care, and court security. The DuPage County Sheriff's Office is proud to have earned that distinction.

The mission of the DuPage County Sheriff's Office is to provide the highest level of law enforcement possible by accomplishing the following:

- Preserving and protecting life, property, and the right of all citizens to live in peace
- Enforcing the laws of the State of Illinois and the County of DuPage in a fair and impartial manner
- Listening to and acting upon the needs of our citizens and the communities they live in
- Operating in a proactive manner so as to prevent criminal activity before it occurs
- Supporting a positive and innovative working environment for all of our employees
- Maintaining the highest standards of professionalism, integrity and efficiency

### **State's Attorney**

The State's Attorney must fulfill the obligations imposed by the Constitution, over 200 Illinois Laws, and the common law. It is the responsibility of the State's Attorney to preserve and advocate the interest of the County of DuPage, as so expressed by the elected heads of government and in a manner that lawfully and ethically preserves the best interest of the County. Through the Community Prosecution program, the State's Attorney identifies the issues facing our citizens, works with our citizens to resolve problems, implements programs that reduce the opportunity for crime in order to achieve the goal of making the County a safer community. Office policy procedures manual incorporate these obligations for each division/unit. Among other things, Assistant State's Attorney's and staff must comply with time standards to bring offenders to a speedy trial and disposition. The State's Attorney must comply with the Crime Victims Bill of Rights and be otherwise accountable for the criminal justice needs of the People of DuPage County. It is the obligation of each employee to seek justice, not merely convictions in each individual case we handle. Protection of the public and the well being of the victims of crime are the main concerns that guide the trial practice, policy development, program implementation and actions of each of the professionals who work in this office.

### **County Treasurer**

The DuPage County Treasurer is charged with the custody and distribution of County funds. Responsibilities include the immediate deposit and investment of funds collected, paying the bills of the County and a number of other governmental entities, and acting as the distribution agent for condemnation settlements. The Treasurer also serves as the County Collector of Real Estate Taxes. As such, the office bills, collects and distributes real estate tax revenues. Other responsibilities include conducting an annual tax sale and collecting inheritance tax.

### **Offices of the 18<sup>th</sup> Judicial Circuit Court**

*The following offices operate under the Chief Judge of the 18<sup>th</sup> Judicial Circuit Court who has authority to exercise independent judgment on the operations of the office*

### **Circuit Court**

*\*Encompasses: Jury Commission, Law Library, Probation and Court Services and the Youth Home*

DuPage County is home to the 18<sup>th</sup> Judicial Circuit Court.

The State of Illinois is divided into 22 Judicial Circuits. Each Judicial Circuit is comprised of one or more contiguous counties. Circuit Courts, also known as trial courts, are established within each judicial circuit. The Circuit Court is a court of general jurisdiction, which means it has original jurisdiction in all matters except those limited cases in which the Supreme Court has original jurisdiction. The trial courts hear a wide variety of civil and criminal cases, ranging from small claim actions to domestic relations to criminal felonies. The Circuit Court is part of the judicial branch of government. Financing is provided from three sources: (1) State funds which finance the Mandatory Arbitration Program, as well as salaries and benefits of judges and court reporters; (2) State funds which provide

reimbursement to the Counties to offset the costs of several positions in Court Services (Probation); and (3) County revenues. In order to maintain a productive organization, the judges and their staff work closely with the County Board in the areas of automation, personnel management, budgeting, purchasing and building maintenance.

**Public Defender**

The mission of the Public Defender's Office is to protect the fundamental rights, liberties and dignity of each person whose case has been entrusted to us by providing the finest legal representation. The Public Defender provides legal representation in the areas of criminal, abuse and neglect, juvenile, mental health, and traffic cases for individuals who cannot afford legal representation.