



**DATE:** January 12, 2023

**MEMO TO:** Gina Roberts, Chair  
Finance Committee

**FROM:** Mary E. Kann  
Director of Administration

**Agenda Item #** 10.2

**RECOMMENDATION:** (1) Recommend approval of an Ordinance adding Personnel Policy 11.13 – Video Surveillance to the District’s Personnel Policies & Procedures and (2) approve the Procedures Section for Personnel Policy 11.13.

**STRATEGIC DIRECTION SUPPORTED:** Organizational Sustainability

**FINANCIAL DATA:** There is no immediate direct financial impact.

**BACKGROUND:** The District has facilities with video surveillance technology in place. The addition of a video surveillance policy would outline for staff how they may use this technology as well as who has access to the surveillance.

Therefore, staff recommends that 11.13 – Video Surveillance be added to the District’s Personnel Policies & Procedures as provided in the attached Ordinance.

**REVIEW BY OTHERS:** Chief Operations Officer, Director of Finance, Manager of Human Resources & Risk, Corporate Counsel.

**MOTION:** Motion to (1) recommend approval of an Ordinance adding Personnel Policy 11.13 Video Surveillance to the District’s Personnel Policies & Procedures and (2) approve the Procedures Section for Personnel Policy 11.13, in the form attached to staff’s January 12, 2023 memorandum.



**LAKE COUNTY FOREST PRESERVE DISTRICT  
LAKE COUNTY, ILLINOIS**

**AN ORDINANCE ADDING POLICY 11.13 – VIDEO SURVEILLANCE  
TO THE DISTRICT’S PERSONNEL POLICIES & PROCEDURES**

**WHEREAS**, on March 19, 1976 the Lake County Forest Preserve District (the “District”) passed and approved certain Personnel Policies & Procedures, which have been amended from time to time (the “Policies”); and

**WHEREAS**, the District uses video surveillance at some of its facilities; and

**WHEREAS**, it is in the best interests of the District to add a new Policy (Policy 11.13 – Video Surveillance), to establish policies related to the use of video surveillance; and

**WHEREAS**, the new Policy shall be in the form of Exhibit A attached to this Ordinance and incorporated herein by this reference (the “New Policy”);

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Commissioners of the Lake County Forest Preserve District, Lake County, Illinois, **THAT**:

**Section 1: Recitals.** The recitals set forth above are incorporated as a part of this Ordinance by this reference.

**Section 2: Approval of New Policy.** The New Policy is hereby approved and the Policies are hereby amended to include the New Policy.

**Section 3: Effective Date.** This Ordinance shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED this \_\_\_\_ day of \_\_\_\_\_, 2023

AYES:

NAYS:

APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
Angelo D. Kyle, President  
Lake County Forest Preserve District

ATTEST:

\_\_\_\_\_  
Julie Gragnani, Board Secretary

Exhibit No. \_\_\_\_



## 11.13 Video Surveillance

*Effective Date: January 18, 2023*

### **Policy**

The District leverages the use of digital video surveillance (“surveillance”) devices such as video or photography still cameras for the purpose of monitoring and recording various facilities. The District will use surveillance devices in accordance with District policies and procedures and in accordance with all local, state, and federal laws, rules, and regulations.

### **Procedure**

#### **Surveillance Placement and Guidelines**

Surveillance devices will be used in various areas on District property, including but not limited to parking lots, entrances, reception areas, lobbies and entrance gates. Cameras will not be installed in areas of the District where individuals have a reasonable expectation of privacy, such as restrooms, shower areas, locker and changing rooms, and private offices. Audio recordings are prohibited. Any person who tampers with or destroys surveillance equipment will be subject to criminal prosecution and fines imposed by the District in accordance with federal and state law and District policies and ordinances.

#### **Use of and Access to Security Camera Recording**

District staff will determine the procedure of when and how to monitor surveillance feeds and exercise discretion to balance monitoring any video feeds with other assigned duties in the interests of time, safety, and efficiency. While the District maintains discretion concerning when to use and monitor video feeds, the surveillance system is not used or intended to be used for 24/7 live time monitoring. Information obtained through surveillance monitoring may be used for, but not limited to, safety, security, compliance with federal and state law, compliance with District policies and procedures, or for law enforcement purposes.

An investigation may be initiated should monitoring reveal activity that violates any District policy, ordinances or violates any other state, or federal law.

Monitoring of individuals based on characteristics of race, gender, sexual orientation, disability, or other protected class is prohibited.

Surveillance records are considered confidential and are secured in a controlled area and/or password protected. Access to live feeds and recordings is available to Department Directors, Human Resource staff, Information Technology staff and Public Safety staff only. District personnel are prohibited from using or disseminating information acquired from District security cameras, except for official



District purposes. All information and/or observations made in the use of security cameras are considered confidential and can only be used for official District and law enforcement purposes unless otherwise required by law.

Storage and Retention of Security Camera Recordings

The District will store all surveillance records in a secure location with access by authorized personnel only. If necessary, a copy shall be made of a recording. No attempt shall be made to alter any part of any original surveillance recording. Surveillance records will be retained subject to applicable maintenance and retention standards.