

ORDINANCE NO. 22-23-01

**AN ORDINANCE ADOPTING THE HANOVER PARK DISTRICT
DISTRICT-WIDE CAMERA SYSTEM POLICY**

BE IT ORDAINED by the Board of Park Commissioners (the "Board") of the Hanover Park District, Cook and DuPage Counties, Illinois, as follows:

SECTION ONE: The Hanover Park District (the "Park District") hereby adopts and establishes the following DISTRICT-WIDE CAMERA SYSTEM POLICY:

DISTRICT-WIDE CAMERA SYSTEM POLICY

A. Purpose and Placement

The purpose of this policy is to regulate the use of the district-wide camera system on Park District property. The camera system will be used in accordance to park district policy and local, state, and federal laws and regulations.

Video recording cameras will be located throughout the following locations: Ahlstrand Fieldhouse, Community Center/Centre Court Athletic Club, Longmeadow Activity Center, and Seafari Springs Aquatic Center. Cameras are placed for the safety of individuals and the security of buildings and property. All cameras will be placed in public locations both indoors and outdoors. No camera will be placed in an area where persons have a reasonable expectation of privacy such as private offices, locker rooms, and restrooms. Cameras do not record audio.

Since the camera system cannot be continuously monitored, the public and staff should take appropriate precautions for their safety and for the security of their personal property. The Park District is not responsible for damage to or loss of property or personal injury.

B. Procedures

1. Responsibilities and Authority

The Safety Coordinator and Superintendent of Parks & Planning will be the administrators of the camera system. This includes the following:

- (a) Reviewing and maintaining the use of the camera system including this and related policies, the placement of all cameras, and setting up authorized users.
- (b) Submitting the Capitol Request Form if new cameras or equipment is needed for the camera system to the Business Office for review.

(c) Reviewing recordings and sending them to law enforcement as requested.

2. *Review of Camera Recordings*

(a) The Camera Administrators may review camera feeds and recordings as needed to support any investigations and to enhance safety.

(b) Only by approval of the Administrators, staff may be assigned to review camera recordings for purposes of investigation and safety.

3. *Monitoring of Cameras*

(a) The Camera Administrators will assign each user and front desk specific cameras that they are able to view live for the purpose of public safety.

(b) It is prohibited to monitor any person based on race, gender, ethnicity, sexual orientation, disability, or other protected classification.

4. *Camera Recordings Storage*

(a) Recordings will be kept on the server for a period of no less than 7 days and no longer than 21 days. This retention period may be extended at the request of the Park District legal counsel or the police department.

(b) The Camera System Administrators will oversee the storage.

5. *Unauthorized Access or Disclosure By Staff/Employee Discipline*

Any Park District employee who violate this policy may be subject to disciplinary action up to and including dismissal. Any Park District employee who becomes aware of any unauthorized disclosure of a camera recording must immediately inform their direct supervisor. Camera Administrators and the Executive Director must be informed of any unauthorized use.

C. Unauthorized Access or Disclosure by the Public/Penalties.

In the event of a violation of the Policy set forth in this Ordinance by any person or entity who or which is not an employee of the Park District, the violator shall be fined not less than \$50.00 nor more than \$250.00 for each such violation.

SECTION TWO: SEVERABILITY. If any section, paragraph or provision of this Ordinance shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Ordinance.

SECTION THREE: REPEAL OF PRIOR ORDINANCES. All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION FOUR: EFFECTIVE DATE. This Ordinance shall be in full force and effect upon its passage and approval.

ROLL CALL VOTE:

AYES:

ABSENT:

PASSED: May 23, 2022

APPROVED: May 23, 2022

President

ATTEST:

Secretary

CERTIFICATION

I, the undersigned, do hereby certify that I am the Secretary of the Hanover Park Park District, Cook and DuPage Counties, Illinois, and that the foregoing is a true, complete and exact copy of Ordinance 22-23-01 enacted on May 23, 2022 and approved on May 23, 2022, as the same appears from the official records of the Hanover Park Park District.

Secretary