



## HARRISBURG TOWNSHIP PARK DISTRICT VIDEO SURVEILLANCE POLICY

The purpose of this Video Surveillance Policy is to regulate the use of video surveillance and recording on Harrisburg Township Park District premises.

Information obtained through video surveillance will be used exclusively for security and law enforcement purposes, which must relate to the protections of students, staff, faculty, and the public, or deterrence or detection of criminal activity including theft, vandalism, or other property damage.

### I. DEFINITIONS

The following words shall have the following meanings when used in this Policy.

“District” means HARRISBURG TOWNSHIP PARK DISTRICT.

“Board” means the Board of Commissioners of the District.

“Employee” means any individual in the employ of the District.

“Executive Director” means the Executive Director of the District.

“Policy” means this Video Surveillance Policy.

“Reception Equipment” means any device capable of capturing and/or recording images, including audio and thermal imaging devices.

“Video Surveillance System” means a video, physical or other mechanical, electronic, digital, or wireless surveillance system or device that enables continuous or periodic video recording, observing, or monitoring of specific locations on Park District property and the actions of individuals of those locations.

“Personal Information” means recorded information about an identifiable individual which includes, but is not limited to, the individual’s race, color, national or ethnic origin, sex, and age.

### II. POLICY

#### A. Scope of Policy

Video surveillance may be used for purposes relating to safety of individuals and security of buildings and property. In furtherance of these purposes, video surveillance may be used to monitor the exterior and interior of areas of the Park District property where there is no reasonable expectations of privacy.

This Policy only applies to video surveillance activities necessary to enhance the security and safety of the people and property on Park District premises.

All Harrisburg Township Park District (Park) Activities may be taped or photographed for (Park) purposes. Entry into "Park" grounds, buildings, and / or any "Park" facilities constitutes consent to be photographed or videotaped for "Park" purposes.

B. Policy Statement

Video surveillance of Park District premises will be conducted in a professional, ethical, and legal manner, in accordance with the following principles:

- i. Video surveillance must be conducted in accordance with the laws of Illinois;
- ii. Video surveillance will be used only by Park District employees authorized by the Executive Director;
- iii. Appropriate signs and notice of video surveillance must be posted in areas subject to video monitoring.

C. Placement Guidelines

1. Security cameras are used in public spaces in the Park District to discourage criminal activity and violations of District Policy. Video footage is recorded and stored digitally.
2. Cameras may be installed in outdoor and indoor places where individuals lack a reasonable expectation of privacy. Examples include public common areas of the Park District such as parking lots, entrances, seating areas, Community Room, service desks, and areas prone to theft or misconduct, or areas where money is stored or handled.
3. Cameras will not be installed in areas of the Park District where individuals have a reasonable expectation of privacy such as restrooms.
4. Signs will be posted at all public entrances stating that security cameras are in use.
5. Because live footage is not continuously monitored, patrons and employees should take appropriate precautions for their safety and for the security of their personal property. The Park District is not responsible for loss of property or personal injury.
6. Recorded footage is confidential and secured in a controlled area. Recorded footage is typically stored until disc capacity has been reached (typically 30 days). As new footage is recorded; the oldest footage is automatically overwritten/deleted.
7. In determining the placement and use of security cameras, employees and patron safety is the first priority with protection of Park District property of secondary importance.
8. While cameras are not installed for the purpose of routine employee performance evaluations, the recorded footage may be used to support the discipline, up to and including termination, of an employee, if appropriate.

D. Use/Disclosure of Video Records

1. Access to live video footage in order to monitor current activity is limited to employee members authorized by the Executive Director.
2. Access to archived video in order to document incidents of injury, criminal activity or violation of the Use of Park District Policy is limited to the Executive Director, District Department Managers, Maintenance, I.T. employees and other designated employees specifically authorized by the Executive Director. Review of archived video footage should be done in non-public areas of the Park District.
3. Access is also allowed by law enforcement officials when pursuant to a subpoena, court order, or as permitted by law.
4. Archived video footage will not be retained longer than 30 days, provided no criminal activity or policy violation has occurred or is being investigated.

5. Video records and still photographs may be used by authorized employees and law enforcement officials to identify those responsible for Park District policy violations, criminal activity on Park District property or actions considered disruptive to normal District operations as delineated in Park District Policies.
6. In situations involving banned patrons, stored still images and/or video footage may be shared with employees. Shared images may be posted in restricted employee areas or in a secure file at public desks for the duration of the banning period. After the banning period ends, these images and/or video footage may be archived in the Administrative Offices.

E. Records Requests

Video Surveillance is Public Record and is subject to the Freedom of Information Act (FOIA), 5 ILCS 140. FOIA may be submitted to the Park District in writing. Requests will be accepted via mail, fax, personal delivery, and/or email.

**III. DISCLAIMER OF RESPONSIBILITY**

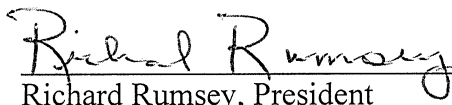
The Park District disclaims any liability for use of video data in accordance with the terms of this policy, given that the Park District is a public facility, and the security cameras shall be limited to those areas where patrons and/or employees have no reasonable expectation of privacy.

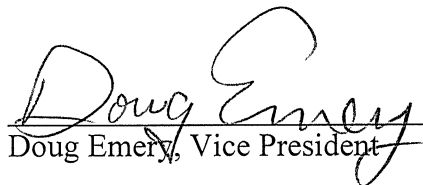
**IV. AMENDMENTS**

This Policy may be amended by the District at any time. If the Policy is amended, the District shall file a written copy of the Policy, as amended, with the Board and shall also advise all District employees of the existence of the amended Policy. A copy of the amended Policy will be made available to District employees.

**V. EFFECTIVE DATE**

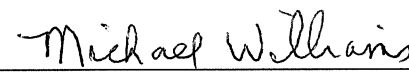
This Policy becomes effective AUGUST 20, 2021.

  
Richard Rumsey, President

  
Doug Emery, Vice President

ATTEST:

8/20/2021  
Date Signed

  
Michael Williams, Secretary / Treasurer