

Frankfort Square Park District Video Surveillance Policy

Purpose

The purpose of this policy is to regulate the use of video surveillance and recording on the Frankfort Square Park District (“District”) premises. The District operates a video surveillance system to provide a safe and secure environment for its patrons and staff.

Information obtained through video surveillance will be used exclusively to assist with the investigation of incidents, including theft, vandalism, personal injury or property damage, and for security and law enforcement purposes, which must relate to the protection of District patrons, staff and the public, or deterrence or detection of criminal activity. Video surveillance of the District premises will be conducted in a professional, ethical, and legal manner, in accordance with the following principles: a) video surveillance must be conducted in accordance with the laws of Illinois; b) video surveillance will be used by only District employees authorized by the Executive Director or their designee; c) appropriate signs and notice of video surveillance must be posted in areas subject to video monitoring.

Authority & Responsibility

The Executive Director and Superintendent of Parks will provide input on the placement of cameras on the District premises. The Executive Director, Superintendent of Parks, Superintendent of Office Administration and Technology and IT contractor and their designees are responsible for monitoring the District’s surveillance systems. The Superintendent of Parks and IT contractor are responsible for hardware and software specification, configuration, and maintenance. Staff will notify the Executive Director or Superintendent of Parks of any equipment failures or other problems.

Access

Access to surveillance footage is restricted to the Executive Director, Superintendent of Parks, Superintendent of Office Administration and Technology, IT contractor and law enforcement personnel. The Executive Director may authorize access of surveillance footage to staff, to the extent required by their job responsibilities.

Unauthorized access, exporting, or sharing live or recorded video surveillance footage by an employee may be grounds for disciplinary action, including termination of employment.

Monitoring

Video surveillance of the premises is conducted at all times when the District is open during normal business hours. District premises may also be subject to video surveillance after hours.

Video surveillance is reviewed on an as-needed basis. Periodically, cameras may be monitored in real time by authorized staff. However, there is no expectation that footage is monitored in real time by personnel for security or other purposes.

Restrictions & Limitations

All cameras shall have audio capture capabilities disabled. No audio may be recorded, streamed or transmitted at any time. Cameras shall not be installed or operated in areas where individuals have a reasonable expectation of privacy.

Storage

Video surveillance will be kept for no less than 30 days and destroyed in accordance with the Local Records Act. Video surveillance systems will be designed with a targeted retention range of approximately 30 days. However, this may vary widely since data storage usage depends on image quality settings, frame rates, scene traffic, and other variables. As video footage grows over time, the oldest recordings are automatically purged from the storage media to make space for newer recordings, provided it is in compliance with the Local Records Act. When the District has actual notice of a claim for which it has video surveillance recording relevant to the claim, such recording shall not be destroyed or overwritten without written approval from the District's Attorney.

Signage

Signs shall be located outside of the District notifying patrons that the building and premises are under video surveillance.

Notification to Employees

Current employees have been informed and new employees will be informed upon date of hire that the District utilizes video surveillance.

Request for Copies

All requests for copies of video surveillance are subject to the Freedom of Information Act (FOIA). According to FOIA, requests must be made in writing and are subject to state and federal laws related to confidentiality and dissemination of information related to minors. Nothing in this provision prevents the dissemination of video surveillance to law enforcement.

Exports & Archives Procedure

The Executive Director, Superintendent of Parks, or Superintendent of Office Administration and Technology of the District will be notified of all requests for exported video footage to be furnished to law enforcement or other outside agencies, or for archival beyond normal time periods. The same applies to requests from law enforcement for remote access to the District's surveillance systems when applicable.

When footage extraction or archival is requested, the District's Executive Director or designee will notify the IT contractor of specific dates and time blocks requested. These parameters must be as specific as possible and limited only to particular views and time windows, because high resolution video footage uses very large amounts of storage space. The IT contractor will maintain a record of export requests, including dates, times, locations, requestor, subject, and recipient of the footage.