Policy 7-3 Notice of Video Surveillance System

All Sycamore Park District employees, volunteers, interns, and graduate assistants are subject to video surveillance while on the premises. The Sycamore Park District operates a video surveillance system to provide a safe and secure environment. 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 the Park District patrons, staff and the public, or deterrence or detections of criminal activity. Video surveillance of the Park District premises will be conducted in a professional, ethical, and legal manner.

Access to surveillance footage is restricted to the Park District's Executive Director, and the Superintendents. The Administration may authorize access to surveillance footage to other staff, to the extent required by their job responsibilities. Each user of the surveillance system logs in with unique credentials and access is logged for audit purposes.

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

Employees wising to request copies of video surveillance must file a request pursuant to the Freedom of Information Act (FOIA). Requests must be made in writing and are subject to state and federal laws related to confidentially and dissemination of information related to minors. Nothing in this provision prevents the dissemination of video surveillance to law enforcement.

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