



# ILLINOIS OFFICE OF COMPTROLLER

VILLAGE OF UNIVERSITY PARK  
CO ELIZABETH SCOTT  
44 TOWNCENTER DR  
UNIVERSITY PARK, IL 60484-2800

JUNE 13, 2023

The State of Illinois Comptroller has been advised that you owe money to the state agency(ies) listed below. Pursuant to Illinois law (15 ILCS 405/10.05-10.05A) the State of Illinois Comptroller is required to withhold all eligible payments until the claim(s) have been satisfied. If there is an amount remaining, a payment will be issued within 10 days from the date of this notice. Furthermore, a processing fee may be charged per payment transaction. The following amount(s) have been withheld:

Debtor Name IW Number Amounts Withheld From Payment	Claiming Agency Contact Address Phone Number Debt Type	Intercepted Payment Voucher # AND/OR Payment # Offset Total Payment Amount
VILLAGE OF UNIVERSITY PARK 494 00009718218	DEPT OF TRANSPORTATION BUREAU OF CLAIMS 2300 S DIRKSEN PKWY RM 311 SPRINGFIELD, IL 627640484-2800 217/782-6263 REIMBURSED MONEY OWED STATE	TREASURER 370 3U9525585 \$9,553.15
DEBT- \$9,538.15 FEE- \$15.00		

DEBT REDUCTION TOTAL:	\$9,538.15	<b>THIS IS NOT A BILL</b>
TOTAL FEE WITHHELD:	\$15.00	<b>DO NOT PAY THIS AMOUNT</b>

To request detailed information regarding this claim, please contact the claiming agency using the contact information listed above. **If you have already contacted the claiming agency, and still do not agree with the claim, you may file a protest online at [www.illinoiscomptroller.gov/stateprotest](http://www.illinoiscomptroller.gov/stateprotest) or by writing the State of Illinois Comptroller; Attn: Collections Unit; 325 West Adams St; Springfield, IL 62704-1858.** The protest should be in the form of a letter and should describe the reasons for protest. The letter should be accompanied by any documents that support your assertions. The letter must bear the original signature of the debtor or authorized agent. Please include the IW number(s) on all correspondence. **If you do not file a protest with the State of Illinois Comptroller within 60 days from the date of this notice, the amount(s) withheld above will be sent to the claiming agency(ies).**









STATE OF ILLINOIS  
 PERIODIC FINANCIAL REPORT

(a) Grantee Name: Village of University Park  
 (b) Grant Number: 569-00-2577  
 (c) CSFA: 569-00-2577  
 (d) Assistance Listing: Law Enforcement camera grant  
 (e) Appropriation Number(s) (State Agency Use Only):  
 (f) FEIN Number: 36-2651341  
 (g) UEI: SXNVRN9BMB  
 (h) Program Name and/or Code: FY23  
 (i) Date Prepared: 3/3/23  
 (j) Agreement Period: 7/1/22 thru 6/30/23  
 (k) Report Period: 7/1/22 thru 6/30/23  
 (l) Final Report for Award Period:   
 (m) No changes from prior reporting period and/or No new expenses:   
 (n) Indirect Cost Rate: %  
 (o) Approved Indirect Cost Base:  
 (p) Program Restrictions: Yes  No   
 (q) List of Restrictions: purchase of books  
 (r) Mandatory Match %: Yes  No   
 (s) Specify Match:  
 (t) Program Income (Award to Date):  
 (u) Program Income (in current reporting period):  
 (v) Interest earned (Award to Date):  
 (w) Interest earned (in current reporting period):

(x) Category/Program Expenses	(y) Current Approved Budget			(z) Grant Expenditures				(aa) Current Period Match			(bb) Total Match (Award to Date)	Add/ Delete Row	
	Approved Budget	Remaining Balance Available	Expend %	Current Period Grant Expense	Prior Approved Grant Expenses	Grant Expense Adjustment	Post-Adjustment Grant Expenses (award to date)	Cash	In-kind	Total			
(cc) TOTAL DIRECT EXPENSES	9057.00	0.00	0.00	0.00	9,087.00	0.00		0	0	0	0		
(dd) Indirect Costs	0	0	0.00	0	0	0		0	0	0	0		
(cc) TOTAL EXPENDITURES	9057.00	0.00	0.00	0.00	9,087.00	0		0	0	0	0		





STATE OF ILLINOIS  
**PERIODIC FINANCIAL REPORT**

**GRANTEE CERTIFICATION (2CFR 200.415)**

By signing [authorizing] this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the [related] expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

(ff) Name and Title of Authorized Grantee Representative:		(gg) Date Submitted:
<i>Steve K. [Signature]</i>		3/31/25
(hh) E-mail: <i>SDMITCHELL@UNIVERSITY-PARK-IL.COM</i>		(ii) Telephone Number: <i>(708) 534-0912</i>
STATE AGENCY USE ONLY		
(ij) Name and Title of State Agency Individual Authorized to Approve Report:	(kk) Date Received:	(ll) Date Approved:



# Invoice

Invoice ID

INUS320240

Date

01-Feb-25

Page

3 of 3

## \*Tax Note

### Ship-to-address Legend\*

1	University Park Police Dept. - IL 698 Burnham Dr University Park, IL 60484-2708 USA
---	--





Axon Enterprise Inc.  
 PO BOX 29661  
 DEPARTMENT 2018  
 PHOENIX, AZ 85038-9661  
 Ph: 1-480-991-0797, option 5, option 1  
[arinquiries@axon.com](mailto:arinquiries@axon.com)  
[www.axon.com](http://www.axon.com)  
 TIN: 86-0741227  
 DUNS Number: 832176382  
 UEI Number: TBW7MGPYURM7

# Invoice

Invoice ID INUS135776  
 Date 02-Feb-23  
 Page 1 of 5  
 Sales Order  
 Requisition  
 Your Ref Q-435307  
 Our Ref 00001 09860  
 Payment Net 30 days  
 Invoice Account 118743  
 Terms of Delivery FCA

**BILL TO**

University Park Police Dept. - IL  
 698 Burnham Dr  
 University Park, IL 60484-2708  
 USA

**SHIP TO**

University Park Police Dept. - IL  
 698 Burnham Dr  
 University Park, IL 60484-2708  
 USA

Line No.	Ship to*	Item Number	Description	Quantity	Unit Price	Amount
1	1	80464	EXT WARRANTY, CAMERA (TAP) Tax Date 01-Feb-23	16.00	365.79	1,170.52
2	1	73309	AXON CAMERA REFRESH ONE Tax Date 02-Feb-23	16.00	645.35	2,065.12
3	1	73310	AXON CAMERA REFRESH TWO Tax Date 02-Feb-23	16.00	668.86	2,140.36
4	1	80465	EXT WARRANTY, MULTI-BAY DOCK (TAP) Tax Date 01-Feb-23	2.00	282.29	112.90
5	1	73689	MULTI-BAY BWC DOCK 1ST REFRESH Tax Date 02-Feb-23	2.00	730.49	292.18
6	1	73688	MULTI-BAY BWC DOCK 2ND REFRESH Tax Date 02-Feb-23	2.00	757.22	302.88
7	1	73746	PROFESSIONAL EVIDENCE.COM LICENSE Tax Date 02-Feb-23	4.00	2,340.00	1,872.00
8	1	73683	10 GB EVIDENCE.COM A-LA-CART STORAGE Tax Date 02-Feb-23	12.00	0.00	0.00

**PAYMENT REMITTANCE INFORMATION**

For ACH/EFT Payment: (Preferred Method)		For Wire Transfers		For Check Payments Mail To:	For Overnight Check Payments Mail
Account Name	Axon Enterprise, Inc.	Beneficiary	Axon Enterprise, Inc.	Axon Enterprise, Inc.	Axon Enterprise, Inc.
Account Number	634912729	Account Number	634912729	PO BOX 29661	JPMorgan Chase (AZ1-2170)
Bank Routing No	122100024	Bank Routing No	021000021	DEPARTMENT 2018	Attn: Axon Enterprises 29661-2018
Reference No	INUS135776	SWIFT Code	CHASUS33	PHOENIX, AZ 85038-9661	2108 E Elliot Rd,
		Reference No	INUS135776	Reference No INUS135776	Tempe, AZ 85283
					Reference No INUS135776

Please reference the invoice number on your ACH, Wire or Check payment and send to AR@axon.com

Important Note: By selecting the wire transfer payment method, you agree to accept the processing & transaction fees charged by the bank relating to this wire



Axon Enterprise Inc.  
 PO BOX 29661  
 DEPARTMENT 2018  
 PHOENIX, AZ 85038-9661  
 Ph: 1-480-991-0797, option 5, option 1  
[arinquiries@axon.com](mailto:arinquiries@axon.com)  
[www.axon.com](http://www.axon.com)  
 TIN: 86-0741227  
 DUNS Number: 832176382  
 UEI Number: TBW7MGPYURM7

# Invoice

Invoice ID INUS135776  
 Date 02-Feb-23  
 Page 2 of 5  
 Sales Order  
 Requisition  
 Your Ref Q-435307  
 Our Ref 00001 09860  
 Payment Net 30 days  
 Invoice Account 118743  
 Terms of Delivery FCA

### BILL TO

University Park Police Dept. - IL  
 698 Burnham Dr  
 University Park, IL 60484-2708  
 USA

### SHIP TO

University Park Police Dept. - IL  
 698 Burnham Dr  
 University Park, IL 60484-2708  
 USA

Line No.	Ship to*	Item Number	Description	Quantity	Unit Price	Amount
9	1	73840	EVIDENCE.COM BASIC ACCESS LICENSE Tax Date 02-Feb-23	12.00	900.00	2,160.00
10	1	73683	10 GB EVIDENCE.COM A-LA- CART STORAGE Tax Date 02-Feb-23	12.00	0.00	0.00
11	1	73682	AUTO TAGGING LICENSE Tax Date 02-Feb-23	16.00	486.00	1,555.20
12	1	73683	10 GB EVIDENCE.COM A-LA- CART STORAGE Tax Date 02-Feb-23	250.00	24.00	1,200.00
13	1	80146	VIRTUAL BODYCAM STARTER Tax Date 02-Feb-23	1.00	750.00	150.00
14	1	79999	AUTO TAGGING / PERFORMANCE IMPLEMENTATION SERVICE Tax Date 02-Feb-23	1.00	0.00	0.00
15	1	73202	AXON BODY 3 - NA10 - US - BLK - RAPIDLOCK Tax Date 01-Feb-23	16.00	699.00	11,184.00
16	1	11534	USB-C to USB-A CABLE FOR AB3 OR FLEX 2 Tax Date 01-Feb-23	18.00	0.00	0.00

### PAYMENT REMITTANCE INFORMATION

For ACH/EFT Payment: (Preferred Method)		For Wire Transfers		For Check Payments Mail To:	For Overnight Check Payments Mail
Account Name	Axon Enterprise, Inc.	Beneficiary	Axon Enterprise, Inc.	Axon Enterprise, Inc.	Axon Enterprise, Inc.
Account Number	634912729	Account Number	634912729	PO BOX 29661	JPMorgan Chase (AZ1-2170)
Bank Routing No	122100024	Bank Routing No	021000021	DEPARTMENT 2018	Attn: Axon Enterprises 29661-2018
Reference No	INUS135776	SWIFT Code	CHASUS33	PHOENIX, AZ 85038-9661	2108 E Elliot Rd,
		Reference No	INUS135776	Reference No INUS135776	Tempe, AZ 85283
					Reference No INUS135776

Please reference the invoice number on your ACH, Wire or Check payment and send to AR@axon.com

Important Note: By selecting the wire transfer payment method, you agree to accept the processing & transaction fees charged by the bank relating to this wire



Axon Enterprise Inc.  
 PO BOX 29661  
 DEPARTMENT 2018  
 PHOENIX, AZ 85038-9661  
 Ph: 1-480-991-0797, option 5, option 1  
[arinquies@axon.com](mailto:arinquies@axon.com)  
[www.axon.com](http://www.axon.com)  
 TIN: 86-0741227  
 DUNS Number: 832176382  
 UEI Number: TBW7MGPYURM7

# Invoice

Invoice ID INUS135776  
 Date 02-Feb-23  
 Page 3 of 5  
 Sales Order  
 Requisition  
 Your Ref Q-435307  
 Our Ref 00001 09860  
 Payment Net 30 days  
 Invoice Account 118743  
 Terms of Delivery FCA

**BILL TO**

University Park Police Dept. - IL  
 698 Burnham Dr  
 University Park, IL 60484-2708  
 USA

**SHIP TO**

University Park Police Dept. - IL  
 698 Burnham Dr  
 University Park, IL 60484-2708  
 USA

Line No.	Ship to*	Item Number	Description	Quantity	Unit Price	Amount
17	1	11507	MOLLE MOUNT, SINGLE, AXON RAPIDLOCK Tax Date 01-Feb-23	9.00	0.00	0.00
18	1	74023	LG POCKET MOUNT, 6 IN, AXON RAPIDLOCK Tax Date 01-Feb-23	9.00	0.00	0.00
19	1	74210	AXON BODY 3 - 8 BAY DOCK Tax Date 01-Feb-23	2.00	1,495.00	2,990.00
20	1	71019	NORTH AMER POWER CORD FOR AB3 8-BAY, AB2 1-BAY / 6- BAY DOCK Tax Date 01-Feb-23	2.00	0.00	0.00

**PAYMENT REMITTANCE INFORMATION**

For ACH/EFT Payment: (Preferred Method)		For Wire Transfers		For Check Payments Mail To:	For Overnight Check Payments Mail
Account Name	Axon Enterprise, Inc.	Beneficiary	Axon Enterprise, Inc.	Axon Enterprise, Inc.	Axon Enterprise, Inc.
Account Number	634912729	Account Number	634912729	PO BOX 29661	JPMorgan Chase (AZ1-2170)
Bank Routing No	122100024	Bank Routing No	021000021	DEPARTMENT 2018	Attn: Axon Enterprises 29661-2018
Reference No	INUS135776	SWIFT Code	CHASUS33	PHOENIX, AZ 85038-9661	2108 E Elliot Rd,
		Reference No	INUS135776	Reference No INUS135776	Tempe, AZ 85283
					Reference No INUS135776

Please reference the invoice number on your ACH, Wire or Check payment and send to AR@axon.com

Important Note: By selecting the wire transfer payment method, you agree to accept the processing & transaction fees charged by the bank relating to this wire



Axon Enterprise Inc.  
 PO BOX 29661  
 DEPARTMENT 2018  
 PHOENIX, AZ 85038-9661  
 Ph: 1-480-991-0797, option 5, option 1  
[arinquiries@axon.com](mailto:arinquiries@axon.com)  
[www.axon.com](http://www.axon.com)  
 TIN: 86-0741227  
 DUNS Number: 832176382  
 UEI Number: TBW7MGPYURM7

# Invoice

Invoice ID INUS135776  
 Date 02-Feb-23  
 Page 4 of 5  
 Sales Order  
 Requisition  
 Your Ref Q-435307  
 Our Ref 00001 09860  
 Payment Net 30 days  
 Invoice Account 118743  
 Terms of Delivery FCA

**BILL TO**

University Park Police Dept. - IL  
 698 Burnham Dr  
 University Park, IL 60484-2708  
 USA

**SHIP TO**

University Park Police Dept. - IL  
 698 Burnham Dr  
 University Park, IL 60484-2708  
 USA

Sales Amount	27,195.16
Misc. Charges	0.00
Discount	0.00
Sales Tax	0.00
Total	27,195.16
Amount Received	27,195.16
<b>BALANCE DUE</b>	<b>USD 0.00</b>

Payment Due 04-Mar-23

**PAYMENT REMITTANCE INFORMATION**

For ACH/EFT Payment: (Preferred Method)		For Wire Transfers		For Check Payments Mail To:	For Overnight Check Payments Mail
Account Name	Axon Enterprise, Inc.	Beneficiary	Axon Enterprise, Inc.	Axon Enterprise, Inc.	Axon Enterprise, Inc.
Account Number	634912729	Account Number	634912729	PO BOX 29661	JPMorgan Chase (AZ1-2170)
Bank Routing No	122100024	Bank Routing No	021000021	DEPARTMENT 2018	Attn: Axon Enterprises 29661-2018
Reference No	INUS135776	SWIFT Code	CHASUS33	PHOENIX, AZ 85038-9661	2108 E Elliot Rd,
		Reference No	INUS135776	Reference No INUS135776	Tempe, AZ 85283
					Reference No INUS135776

Please reference the invoice number on your ACH, Wire or Check payment and send to AR@axon.com

Important Note: By selecting the wire transfer payment method, you agree to accept the processing & transaction fees charged by the bank relating to this wire



STATE OF ILLINOIS  
**PERIODIC PERFORMANCE REPORT**

**Report Transmittal**

1. Grantee Name (per UGA): <i>Village of University Park Police Dept</i>		2. Grant Number: <i>569-00-2537</i>	3. Grantee UEI: <i>JXNRNGFS.MNS</i>
6. Program Name (per UGA): <i>FY23 Law Enforcement Camera Grant</i>		7. Assistance Listing Number(s):	
8. State Agency (Grantor): <i>Illinois Law Enforcement Training and Standards Board</i>		5. Grantee FEIN: <i>36-2657341</i>	
9. Agreement Period: <i>7/1/26 - 6/30/23</i>		10. Report Period End Date: <i>12/31/23</i>	
Start Date (Month/Day/Year): <i>6/30/23</i>		End Date (Month/Day/Year): <i>12/31/23</i>	
11. Final Report?		13. Prepared Date:	
<input type="checkbox"/> Yes		<i>3/31/25</i>	
<input checked="" type="checkbox"/> No			

**Responses to Sections 14 - 22 may be provided in a separate format.  
 All grantees must complete Section 23.**

Alternative file or database used.

**File Name or Database Source:**

14. Deliverable (if applicable): (Separate line for each based on UGA)	15. Due Date (based on UGA)	16. Date Completed	17. Deliverable Explanation:	Add - Delete
<i>body worn cameras</i>	<i>5/21/23</i>	<i>June 2023</i>	<i>body worn cameras, docking stations storage</i>	
18. Performance Measures: (Separate line for each based on UGA Exhibit E)	19. Performance Standard-Frequency (Based on UGA Exhibit F)	20. Results - Accomplishments in Reporting Period		Add - Delete
<i>live system operational</i>	<i>Daily</i>			
			21. Required (R) or Inform Only (IO)	





STATE OF ILLINOIS  
**PERIODIC PERFORMANCE REPORT**

<b>22. Performance Explanation - Award to Date:</b>		<b>Add - Delete</b>
<input checked="" type="checkbox"/> All performance accomplishments are on schedule with performance standards.		
<input type="checkbox"/> Not all performance accomplishments are on schedule with performance standards. Explanation(s) required below: (Separate lines as appropriate.)		
<b>23. Performance Accomplishments Correlated to Reported Expenses:</b>		<b>Add - Delete</b>
<input checked="" type="checkbox"/> Performance is consistent with grant-to-date expected services and expenditures/earnings.		
<input type="checkbox"/> Performance is not consistent with grant-to-date expected services and expenditures/earnings. Explanation(s) required below: (Separate lines as appropriate.)		

**GRANTEE CERTIFICATION (2 CFR 200.415)**

By signing [authorizing] this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the [related] expenditures, disbursements, cash receipts and reported performance are for the purposes and objectives set forth in the terms and conditions of the award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

24. Name and Title of Authorized Individual from Grantee Organization:	25. Phone Number
<i>Alle L. Mitchell, Chief of Police</i>	(708) 534-0912
	26. Email Address:
	DMitchell@UNIVERSITY-PARK-IL.COM

**STATE AGENCY USE ONLY**

27. Name and Title of State Agency PPR Approver:	28. Date Received:	28. Date Approved:





University Park Police Department

Policies and Procedures

<b>Body Worn Cameras</b>	Related Policies: vehicle in car cameras, Audio video recording of police
<i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i>	
Applicable State Statutes: 50 ILCS 706/10-20	
CALEA Standard:	Policy #4.020
Date Implemented: 07/17/2023	Chief of Police: Dale Mitchell

**PURPOSE:**

The University Park Police Department has employed the use of officer-worn body cameras. This policy is adopted pursuant to the terms of 50 ILCS 706/10-20 and will be strictly adhered to and enforced by order of the Chief of Police.

**POLICY:**

It is the policy of the University Park Police Department to operate in a manner that is lawful and transparent during the performance of our duties. Body worn cameras will assist with providing an additional account of how our members perform their jobs as well as aiding in department training. Body worn cameras will memorialize events and minimize many untruths.

**PROCEDURE:**

A. Operation:

- (1) If an officer is assigned to wear a body-worn camera, it must be turned on at all times when the officer is:
  - (a) on-duty,
  - (b) visibly wearing:
    - 1. any officially authorized uniform designated by a law enforcement agency, or,
    - 2. articles of clothing, a badge, tactical gear, gun belt, a patch, or other insignia

that he or she is a law enforcement officer acting in the course of his or her duties

3. Body cameras will be positioned to capture a front field of view. Cameras will be firmly secured and worn unobstructed/ uncovered with the lens in plain view.

(c) and is:

1. responding to calls for service, or
2. engaged in any law enforcement-related encounter or activity:
  - A. This includes, but is not limited to, traffic stops, pedestrian stops, arrests, searches, interrogations, investigations, pursuits, crowd control, traffic control, noncommunity caretaking interactions with an individual while on patrol, or any other instance in which the officer is enforcing the laws of the municipality, county, or State, but B. This does not include when the officer is completing paperwork alone or only in the presence of another law enforcement officer.
- (2) The officer must provide notice of recording, verbal or otherwise, to any person if the person has a reasonable expectation of privacy and proof of notice must be evident in the recording. If exigent circumstances exist which prevent the officer from providing notice, notice must be provided as soon as practicable.
- (3) If exigent circumstances exist which prevent the camera from being turned on, the camera must be turned on as soon as practicable.
- (4) Officer-worn body cameras may be turned off when the officer is inside of a patrol car which is equipped with a functioning in-car camera; however, the officer must turn on the camera upon exiting the patrol vehicle for law enforcement-related encounters.
- (5) Cameras must be turned off when:
  - (a) the victim of a crime requests that the camera be turned off, and unless impractical or impossible, that request is made on the recording;
  - (b) a witness of a crime or a community member who wishes to report a crime requests that the camera be turned off, and unless impractical or impossible that request is made on the recording; or
  - (c) the officer is interacting with a confidential informant used by the law enforcement agency.
- (6) An officer may continue to record or resume recording a victim or a witness, if exigent circumstances exist, or if the officer has reasonable articulable suspicion that a victim or witness, or confidential informant has committed or is in the process of committing a crime. Under these circumstances, and unless impractical or impossible, the officer must indicate

on the recording the reason for continuing to record despite the request of the victim or witness.

- (7) Cameras may be turned off when the officer is engaged in community caretaking functions. This applies to any task undertaken by a law enforcement officer in which the officer is performing an articulable act unrelated to the investigation of a crime. "Community caretaking function" includes, but is not limited to, participating in town halls or other community outreach, helping a child find his or her parents, providing death notifications, and performing in-home or hospital well-being checks on the sick, elderly, or persons presumed missing. However, the camera must be turned on when the officer has reason to believe that the person on whose behalf the officer is performing a community caretaking function has committed or is in the process of committing a crime. If exigent circumstances exist which prevent the camera from being turned on, the camera must be turned on as soon as practicable.
- (8) Officer are to notify dispatch if their camera becomes inoperable, shuts off because of lack of power, becomes dislodged or lost while on-duty in the field.
- (9) Officers are to notify a supervisor immediately if their BWC becomes inoperable due to damage or is lost.
- (10) Officers are to "Tag" their recordings via Evidence.com or via mobile app as soon as it is practical to preserve and make easily searchable and identifiable recordings of event.

#### B. Recording Capabilities:

- (1) All cameras will be equipped and set on pre-event recording, capable of recording at least the 30 seconds prior to camera activation.
- (2) Only body cameras purchased and approved by this agency will be used for duty.
- (3) All recordings and capable functions and settings of all University Park Police Department body cameras will remain under the authority of the Chief of Police.

#### C. Review:

- (1) For the purposes of redaction, labeling, or duplicating recordings, access to camera recordings shall be restricted to only those personnel responsible for those purposes. The recording officer and his or her supervisor may access and review recordings prior to completing incident reports or other documentation, provided that the officer or his or her supervisor discloses that fact in the report or documentation.
- (2) Viewing of the camera video is restricted to authorized personnel only.

#### D. Retention:

- (1) Recordings made on officer-worn cameras must be retained by the law enforcement agency or by the camera vendor used by the agency, on a recording medium for a period of 90 days.

- (a) Under no circumstances shall any recording made with an officer-worn body camera be altered, erased, or destroyed prior to the expiration of the 90-day storage period.
  - (b) If any data is altered, erased, or destroyed prior to the expiration of the 90-day storage period, the managing officer must complete an accidental deletion report indicating the name of the individuals involved, the dates of the recording, review and or deletion, the reason for the deletion, and any corrective actions taken as a result. This report must be reviewed and verified by a supervisor and the Chief of Police. Any such reports must be included in the annual report provided to the Board.
  - (c) Following the 90-day storage period, any and all recordings made with an officer worn body camera will be destroyed, unless any encounter captured on the recording has been flagged. An encounter is deemed to be flagged when:
    - (i) a formal or informal complaint has been filed;
    - (ii) the officer discharged his or her firearm or used force during the encounter;
    - (iii) death or great bodily harm occurred to any person in the recording; (iv) the encounter resulted in a detention or an arrest, excluding traffic stops which resulted in only a minor traffic offense or business offense;
    - (v) the officer is the subject of an internal investigation or otherwise being investigated for possible misconduct; (vi) the supervisor of the officer, prosecutor, defendant, or court determines that the encounter has evidentiary value in a criminal prosecution; or
    - (vii) the recording officer requests that the video be flagged for official purposes related to his or her official duties.
  - (d) Under no circumstances shall any recording made with an officer-worn body camera relating to a flagged encounter be altered or destroyed prior to 2 years after the recording was flagged. If the flagged recording was used in a criminal, civil, or administrative proceeding, the recording shall not be destroyed except upon a final disposition and order from the court.
- (2) Following the 90-day storage period, recordings may be retained if a supervisor at the law enforcement agency designates the recording for training purposes. If the recording is designated for training purposes, the recordings may be viewed by officers, in the presence of a supervisor or training instructor, for the purposes of instruction, training, or ensuring compliance with agency policies.

E. Purpose:

- (1) Recordings shall not be used to discipline law enforcement officers unless:
  - (a) a formal or informal complaint of misconduct has been made;
  - (b) a use of force incident has occurred;

(c) the encounter on the recording could result in a formal investigation under the Uniform Peace Officers' Disciplinary Act; or

(d) as corroboration of other evidence of misconduct.

(2) Nothing in this section shall be construed to limit or prohibit a law enforcement officer from being subject to an action that does not amount to discipline.

#### F. Care and Maintenance:

(1) This agency shall ensure proper care and maintenance of officer-worn body cameras. Upon becoming aware, officers must as soon as practical document and notify the appropriate supervisor of any technical difficulties, failures, or problems with the officer-worn body camera or associated equipment.

(2) Upon receiving notice, the appropriate supervisor shall make every reasonable effort to correct and repair any of the officer-worn body camera equipment including proper notification to the Chief of Police via chain of command.

#### G. Public Recording:

(1) No officer may hinder or prohibit any person who is not a law enforcement officer, from recording a law enforcement officer in the performance of his or her duties in a public place or when the officer has no reasonable expectation of privacy.

(2) Potential criminal penalties, as well as departmental discipline as a result from unlawful confiscation or destruction of the recording medium of a person who is not a law enforcement officer.

(3) However, an officer may take reasonable action to maintain safety and control, secure crime scenes and accident sites, protect the integrity and confidentiality of investigations, and protect the public safety and order.

#### H. Reporting

(1) Each law enforcement agency which employs the use of officer-worn body cameras must provide an annual report to the Board, on or before May 1 of the year.

(2) The report shall include:

(a) a brief overview of the makeup of the agency, including the number of officers utilizing officer-worn body cameras;

(b) the number of officer-worn body cameras utilized by the law enforcement agency;

(c) any technical issues with the equipment and how those issues were remedied;

(d) a brief description of the review process used by supervisors within the law enforcement agency;

(e) for each recording used in prosecutions of conservation, criminal, or traffic offenses or municipal ordinance violations:

- (i) the time, date, location, and case number of the incident;
  - (ii) the offense charged and the date charges were filed; and
  - (f) any other information relevant to the administration of the program.
- (3) On or before July 30 of each year, the Board must analyze the law enforcement agency reports and provide an annual report to the General Assembly and the Governor.



## University Park Police Department

### Policies and Procedures

<b>Body Worn Cameras</b>	Related Policies: vehicle in car cameras, Audio video recording of police
<i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i>	
Applicable State Statutes: 50 ILCS 706/10-20	
CALEA Standard:	Policy #4.020
Date Implemented: 07/17/2023	Chief of Police: Dale Mitchell

#### **PURPOSE:**

The University Park Police Department has employed the use of officer-worn body cameras. This policy is adopted pursuant to the terms of 50 ILCS 706/10-20 and will be strictly adhered to and enforced by order of the Chief of Police.

#### **POLICY:**

It is the policy of the University Park Police Department to operate in a manner that is lawful and transparent during the performance of our duties. Body worn cameras will assist with providing an additional account of how our members perform their jobs as well as aiding in department training. Body worn cameras will memorialize events and minimize many untruths.

#### **PROCEDURE:**

##### A. Operation:

- (1) If an officer is assigned to wear a body-worn camera, it must be turned on at all times when the officer is:
  - (a) on-duty,
  - (b) visibly wearing:
    1. any officially authorized uniform designated by a law enforcement agency, or,
    2. articles of clothing, a badge, tactical gear, gun belt, a patch, or other insignia

that he or she is a law enforcement officer acting in the course of his or her duties

3. Body cameras will be positioned to capture a front field of view. Cameras will be firmly secured and worn unobstructed/ uncovered with the lens in plain view.

(c) and is:

1. responding to calls for service, or
  2. engaged in any law enforcement-related encounter or activity:
    - A. This includes, but is not limited to, traffic stops, pedestrian stops, arrests, searches, interrogations, investigations, pursuits, crowd control, traffic control, noncommunity caretaking interactions with an individual while on patrol, or any other instance in which the officer is enforcing the laws of the municipality, county, or State, but B. This does not include when the officer is completing paperwork alone or only in the presence of another law enforcement officer.
- (2) The officer must provide notice of recording, verbal or otherwise, to any person if the person has a reasonable expectation of privacy and proof of notice must be evident in the recording. If exigent circumstances exist which prevent the officer from providing notice, notice must be provided as soon as practicable.
- (3) If exigent circumstances exist which prevent the camera from being turned on, the camera must be turned on as soon as practicable.
- (4) Officer-worn body cameras may be turned off when the officer is inside of a patrol car which is equipped with a functioning in-car camera; however, the officer must turn on the camera upon exiting the patrol vehicle for law enforcement-related encounters.
- (5) Cameras must be turned off when:
- (a) the victim of a crime requests that the camera be turned off, and unless impractical or impossible, that request is made on the recording;
  - (b) a witness of a crime or a community member who wishes to report a crime requests that the camera be turned off, and unless impractical or impossible that request is made on the recording; or
  - (c) the officer is interacting with a confidential informant used by the law enforcement agency.
- (6) An officer may continue to record or resume recording a victim or a witness, if exigent circumstances exist, or if the officer has reasonable articulable suspicion that a victim or witness, or confidential informant has committed or is in the process of committing a crime. Under these circumstances, and unless impractical or impossible, the officer must indicate

on the recording the reason for continuing to record despite the request of the victim or witness.

- (7) Cameras may be turned off when the officer is engaged in community caretaking functions. This applies to any task undertaken by a law enforcement officer in which the officer is performing an articulable act unrelated to the investigation of a crime. "Community caretaking function" includes, but is not limited to, participating in town halls or other community outreach, helping a child find his or her parents, providing death notifications, and performing in-home or hospital well-being checks on the sick, elderly, or persons presumed missing. However, the camera must be turned on when the officer has reason to believe that the person on whose behalf the officer is performing a community caretaking function has committed or is in the process of committing a crime. If exigent circumstances exist which prevent the camera from being turned on, the camera must be turned on as soon as practicable.
- (8) Officer are to notify dispatch if their camera becomes inoperable, shuts off because of lack of power, becomes dislodged or lost while on-duty in the field.
- (9) Officers are to notify a supervisor immediately if their BWC becomes inoperable due to damage or is lost.
- (10) Officers are to "Tag" their recordings via Evidence.com or via mobile app as soon as it is practical to preserve and make easily searchable and identifiable recordings of event.

#### B. Recording Capabilities:

- (1) All cameras will be equipped and set on pre-event recording, capable of recording at least the 30 seconds prior to camera activation.
- (2) Only body cameras purchased and approved by this agency will be used for duty.
- (3) All recordings and capable functions and settings of all University Park Police Department body cameras will remain under the authority of the Chief of Police.

#### C. Review:

- (1) For the purposes of redaction, labeling, or duplicating recordings, access to camera recordings shall be restricted to only those personnel responsible for those purposes. The recording officer and his or her supervisor may access and review recordings prior to completing incident reports or other documentation, provided that the officer or his or her supervisor discloses that fact in the report or documentation.
- (2) Viewing of the camera video is restricted to authorized personnel only.

#### D. Retention:

- (1) Recordings made on officer-worn cameras must be retained by the law enforcement agency or by the camera vendor used by the agency, on a recording medium for a period of 90 days.

- (a) Under no circumstances shall any recording made with an officer-worn body camera be altered, erased, or destroyed prior to the expiration of the 90-day storage period.
- (b) If any data is altered, erased, or destroyed prior to the expiration of the 90-day storage period, the managing officer must complete an accidental deletion report indicating the name of the individuals involved, the dates of the recording, review and or deletion, the reason for the deletion, and any corrective actions taken as a result. This report must be reviewed and verified by a supervisor and the Chief of Police. Any such reports must be included in the annual report provided to the Board.
- (c) Following the 90-day storage period, any and all recordings made with an officer worn body camera will be destroyed, unless any encounter captured on the recording has been flagged. An encounter is deemed to be flagged when:
  - (i) a formal or informal complaint has been filed;
  - (ii) the officer discharged his or her firearm or used force during the encounter;
  - (iii) death or great bodily harm occurred to any person in the recording; (iv) the encounter resulted in a detention or an arrest, excluding traffic stops which resulted in only a minor traffic offense or business offense;
  - (v) the officer is the subject of an internal investigation or otherwise being investigated for possible misconduct; (vi) the supervisor of the officer, prosecutor, defendant, or court determines that the encounter has evidentiary value in a criminal prosecution; or
  - (vii) the recording officer requests that the video be flagged for official purposes related to his or her official duties.
- (d) Under no circumstances shall any recording made with an officer-worn body camera relating to a flagged encounter be altered or destroyed prior to 2 years after the recording was flagged. If the flagged recording was used in a criminal, civil, or administrative proceeding, the recording shall not be destroyed except upon a final disposition and order from the court.

- (2) Following the 90-day storage period, recordings may be retained if a supervisor at the law enforcement agency designates the recording for training purposes. If the recording is designated for training purposes, the recordings may be viewed by officers, in the presence of a supervisor or training instructor, for the purposes of instruction, training, or ensuring compliance with agency policies.

E. Purpose:

- (1) Recordings shall not be used to discipline law enforcement officers unless:
  - (a) a formal or informal complaint of misconduct has been made;
  - (b) a use of force incident has occurred;

(c) the encounter on the recording could result in a formal investigation under the Uniform Peace Officers' Disciplinary Act; or

(d) as corroboration of other evidence of misconduct.

(2) Nothing in this section shall be construed to limit or prohibit a law enforcement officer from being subject to an action that does not amount to discipline.

#### F. Care and Maintenance:

(1) This agency shall ensure proper care and maintenance of officer-worn body cameras. Upon becoming aware, officers must as soon as practical document and notify the appropriate supervisor of any technical difficulties, failures, or problems with the officer-worn body camera or associated equipment.

(2) Upon receiving notice, the appropriate supervisor shall make every reasonable effort to correct and repair any of the officer-worn body camera equipment including proper notification to the Chief of Police via chain of command.

#### G. Public Recording:

(1) No officer may hinder or prohibit any person who is not a law enforcement officer, from recording a law enforcement officer in the performance of his or her duties in a public place or when the officer has no reasonable expectation of privacy.

(2) Potential criminal penalties, as well as departmental discipline as a result from unlawful confiscation or destruction of the recording medium of a person who is not a law enforcement officer.

(3) However, an officer may take reasonable action to maintain safety and control, secure crime scenes and accident sites, protect the integrity and confidentiality of investigations, and protect the public safety and order.

#### H. Reporting

(1) Each law enforcement agency which employs the use of officer-worn body cameras must provide an annual report to the Board, on or before May 1 of the year.

(2) The report shall include:

(a) a brief overview of the makeup of the agency, including the number of officers utilizing officer-worn body cameras;

(b) the number of officer-worn body cameras utilized by the law enforcement agency;

(c) any technical issues with the equipment and how those issues were remedied;

(d) a brief description of the review process used by supervisors within the law enforcement agency;

(e) for each recording used in prosecutions of conservation, criminal, or traffic offenses or municipal ordinance violations:

- (i) the time, date, location, and case number of the incident;
  - (ii) the offense charged and the date charges were filed; and
  - (f) any other information relevant to the administration of the program.
- (3) On or before July 30 of each year, the Board must analyze the law enforcement agency reports and provide an annual report to the General Assembly and the Governor.

ASSIGNMENT	SERIAL NUMBER	MODEL
SGT. MCNAIR	X60AB932S	BW3
SGT. GLOWINKE	X60AB239R	BW3
SGT. JONES	X60AB289R	BW3
SGT. KINNAN	X60AB786T	BW3
INV. PEARMAN	X60AB591Q	BW3
P.O. CUNNINGHAM	X60AB938N	BW3
P.O. WYNN	X60AB480Q	BW3
P.O. SOCKWELL	X60AB881Q	BW3
P.O. RUSNIAK	X60AB920S	BW3
P.O. GEBERT	X60AB011R	BW3
P.O. HOSKINS	X60AB569R	BW3
P.O. ERVIN	X60AB035R	BW3
	X60AB481R	BW3
	X60AB919Q	BW3
	X60AB911Q	BW3

