

Surveillance Camera Policy for the Village of Shorewood Hills

Surveillance cameras can be used by law enforcement to deter illegal behavior in public spaces, to assess emergent hazards to persons and property, and to help prosecute crimes. However, video surveillance poses risks of violating personal privacy and civil liberties. To create an appropriate balance between protection of persons and property, and protection of individual privacy, the Village of Shorewood Hills (“Village”) is adopting this Surveillance Camera Policy (“Policy”). The policy will be used by the Board of Trustees (“Board”), the Village Administrator (“Administrator”) and the Shorewood Hills Police Department (“SHPD”) to evaluate each proposed instance of surveillance cameras in the Village.

1. **Proposal.** Any Village resident or Village staff member, including members of SHPD, may propose installation of a video camera for surveillance by SHPD at a given public place (“site”). The proposal should describe recent illegal behavior at the site or other need for the proposed surveillance. Proposals will be submitted to the Administrator.
2. **Evaluation.** The Administrator and SHPD will make a preliminary assessment of the feasibility of the proposal in terms of financial and staff resources required and SHPD priorities. If deemed feasible, SHPD will further evaluate the risks and benefits of video surveillance at the site using established metrics, standards*, and practical knowledge. This assessment will include the possibility of inadvertently collecting video of private spaces. The SHPD will give a recommendation on surveillance at the site based on their assessment. If surveillance is not recommended, the Administrator will advise the proposer and report this outcome Public Health and Safety Committee and to the Board. If recommended, the proposal will proceed.
3. **Decision.** Results of the site evaluation and SHPD recommendation will be presented to the Public Health and Safety Committee will make a recommendation to the Board. SHPD will provide specifications and cost of the camera and computer systems required to implement surveillance. The system must be video-only (no audio). In order to implement surveillance at the site, the Board must vote to approve the proposal.
4. **Re-Evaluation.** After installation of video systems and signage at the site to advise the public of surveillance, SHPD will report to the Board annually on the number and types of incidents at the site and recommend whether to continue or cease surveillance. Note that the SHPD is required by law to observe federal and state standards on collection and handling of video data.** The Board may allow surveillance to continue or may vote to cease surveillance at the site.
5. **Exclusions.** The use of temporary cameras and recording devices for operational investigative purposes and body cameras are not intended to be covered by this policy.

*SHPD uses the international standards of the *Crime Prevention through Environmental Design* network (<https://www.cpted.net/>) to evaluate and reduce safety risks. SHPD officers have training and certification in these standards.

** For handling of all criminal justice information – including surveillance data and a wide variety of other information such as background checks, biometric and property data –

SHPD observes federal and state policies and procedures. These include Criminal Justice Information System Security Policy (CJIS, <https://le.fbi.gov/cjis-division/cjis-security-policy-resource-center>) and the Transaction Information for the Management of Enforcement System (TIME, <https://wilenet.widj.gov/cib/time-system-training-materials-manuals-forms>).

Approved by Village Board 10/16/2023