

	POLICY PROCEDURE GUIDELINES	POLICY NUMBER: 05.80.00.	PAGE NUMBER: 1 of 2
		SUBJECT: Technological Device Removal Restriction Policy	Adopted: 2/25/2014 Latest Revision: 04/15/2016 Next Review:

05.80.00. POLICY STATEMENT

The Forest Preserve District of Cook County (the “District”) recognizes that technological devices can promote opportunities for greater efficiency, accountability, and employee safety. With this in mind, once issued or installed, it is imperative that such technological tools and devices be used appropriately. Any action to remove, alter, bypass, disconnect or otherwise interfere with the operation of any technology tools or devices installed in any District vehicle without the express prior written approval of a District Department Head may be grounds for discipline up to and including termination.

05.80.01. PURPOSE

The purpose of this document is to inform District staff of the repercussions for removing any technology installed in a District vehicle without the express written approval from a Department Head.

05.80.02. REFERENCES

Forest Preserve District of Cook County, District Vehicle Policy
FPDCC Code Section 1-14: 1-4

Forest Preserve District of Cook County
Employee Handbook- Rules of Conduct Section

05.80.03. DEFINITIONS

GPS: A GPS tracking unit is a device that uses the Global Positioning System to determine the precise location of a vehicle, person, or other asset to which it is attached and to record the position of the asset at regular intervals.

Technological Device: Any item, device, unit of hardware, piece of equipment or product system, whether acquired commercially off the shelf, modified, or customized, that is used to increase, maintain, or improve the functional capabilities of District staff or that is capable of providing input to, or receiving input from, another piece of equipment regarding an employee’s location, use, and/or activity. Such devices may include, but not be limited to police radios, cell phones, and GPS device.

Vehicle: These guidelines govern District owned, leased, and rented vehicles including, but not limited to, automobiles, pick-up trucks, light duty trucks, sport utility vehicles, vans, heavy duty trucks, trailers, tractors, grass-cutting equipment, and all other District owned, leased, rented, miscellaneous vehicles.

05.80.04. SCOPE

The scope of this policy applies to all District staff and any other individuals or organizations to whom Technological Devices have been issued or assigned.

05.80.05. RESPONSIBILITY

Department Heads: District department heads are required to work with the Fleet department and notify the General Superintendent or his designee before approving the removal of any Technological Device from District equipment and/or vehicle.

District Employees: All District employees are required: **(1)** To comply with District Vehicle Policy & Procedures; and, **(2)** comply with this Technological Device Removal Restrictions Policy.

Department of Facilities & Fleet Maintenance Department: The Department of Facilities & Fleet Maintenance Department (Fleet Maintenance) will: **(1)** review all requests to remove technological devices from District vehicles; and, **(2)** upon consultation with the General Superintendent or his designee, approve or reject such requests.

05.80.06. PROCEDURES

1. District vehicles can be equipped with, and employees may be issued, a technological device.
2. Any malfunction of a technological devices unit will be investigated. If an employee is found to have caused the malfunction by tampering, vandalism or other misconduct; the employee may be subject to discipline up to and including termination.

05.80.07. TRAINING REQUIREMENTS

N/A

05.80.08. ACTION PLAN TO COMMUNICATE/DISSEMINATE

- (1)** This policy should be distributed to all District staff.
- (2)** This policy should be added to the District shared drive, intranet, and website.
- (3)** Department Heads should work to ensure that all necessary staff are knowledgeable about this policy.

If you have questions, comments, or suggestions concerning District policies, please contact:

Forest Preserve District of Cook County
Office of the General Superintendent
Attn: Anthony D. Tindall, Policy Director
69 W. Washington St., Suite 2040, Chicago, IL 60602
Office: (312) 603-8351; Email: Anthony.Tindall@cookcountyil.gov