	Title: **PUBLIC ELECTRIC VEHICLE (EV) CHARGING STATIONS**	
Subject: **GENERAL OPERATIONS**	**Page:** 1 of 4	**Policy Number:** 8.30.00
Category: **DISTRICTWIDE POLICY**	**Approval Date:** 4.7.26	**Last Revised Date:** 10.26.26

POLICY STATEMENT:

The Forest Preserve District of Cook County (the "District") has developed the following policy to provide procedures for usage and management of public electric-vehicle (EV) charging stations under the jurisdiction of the District that follow this policy.

PURPOSE:

Pursuant to the District's and Cook County's drive to meet emissions reduction goals, electric vehicle charging stations have been and will be installed to allow access to EV charging stations at publicly accessible parking lots.

AFFECTED AREAS:

This policy applies to the EV charging stations at any District-owned facility. Currently, the District is planning to provide charging stations at multiple locations throughout the District. Once the charging stations are operational, the charging stations will be subject to this policy. Future EV charging stations installed across District facilities will also fall under this policy.

The charging stations provided by the District will be available during operational hours of the site where the charging station is located. The Facilities & Fleet department will conduct routine inspections of the charging stations on a quarterly basis. If any charging station is found to be inoperable, Facilities will notify the manufacturer(s) of service or repair. The department is also responsible for ensuring that the charging stations have adequate lighting and remain accessible during operational hours. If a safety issue arises concerning the EV charging stations, staff and the public should call 911 for immediate assistance.

DEFINITIONS:

Electric Vehicle: an electric vehicle is any vehicle that can drive on electricity from a power plug. An all-electric vehicle (sometimes called a battery electric vehicle or BEV) is powered by an electric motor that uses energy stored in a battery. A BEV drives solely on power from the plug.

Electric vehicle (EV) Charging Station: is a public or private setup providing electricity to recharge plug-in electric vehicles, functioning like a gas station for EVs by delivering power from the grid to the car's battery.

Plug-in Electric Vehicles (PEV): plug-in Electric Vehicle (PEV) is a motor vehicle that uses a rechargeable battery, charged from an external electrical source (the grid), to power its electric motor for propulsion.

Plug-in Hybrid Electric Vehicle (PHEV): is a type of vehicle that can take both electricity from plugging in and gasoline.

PROCEDURE/PROCESS:

Parking spaces with charging stations for plug-in electric vehicles (PEV) are available on a first-come, first-serve basis for all employees and visitors in accordance with the following policies and guidelines. Use of the PEV charging stations is subject to the most recent Electric Vehicle Charging Station Pricing model. In addition, any questions or issues related to the vendor's system will be directed to the company's support team using the contact information provided by the vendor and displayed on the charging system.

District-Owned Fleet EV Charging:

- Forest Preserve EV fleet vehicles are provided special access through a card registered in the vendor's system. This card allows District-owned EVs to charge at no cost at the District-public charging stations. Charging at stations not managed by the District will be subject to standard pricing. Fleet vehicles must be unplugged once they have sufficient charge for operations. By using the charging station, the employee responsible for the PEV consents to the vehicle being unplugged by authorized District personnel to allow other vehicles access to the station.

Employee-Owned EV Charging:

- Employees who wish to charge their privately owned vehicles at a District-public charging station must be registered in the vendor's system before accessing the stations. Payment for charging will occur through the vendor's portal, or by paying them directly by the phone number as listed on the charging unit. Employee-owned vehicles are subject to standard pricing.
- Employees parking in the vendor spaces must limit charging times to no more than 4 hours per day. Combined waiting and charging times may not exceed 4 hours per day.
- By using the charging stations, the PEV owner consents for their vehicle to be unplugged when the charging stations indicate their vehicle is fully charged, enabling vehicles parked adjacent to existing charging stations the opportunity to charge. Authorized District personnel may disconnect a plugged-in vehicle at any time.
- Employees using District-owned EV charging stations do hereby release, waive, and discharge the District from all claims resulting in property damage or personal injury as a result of using equipment.
- Employees will follow the same process and guidance set out in the Vehicle/Equipment & Parking Placard Policy.

Visitor EV Charging:

- All visitors using the charging stations on District-owned property must be registered in the vendor's system or pay them directly by phone as listed on the charging unit.
- Visitors must limit charging times to no more than 4 hours per day.
- Electric vehicle charging station stalls at a District-owned property may be closed for special event parking, maintenance, and construction at the discretion of the District.
- At least one station available at any District-owned property must be reserved for District-owned EVs.

All vehicles will also be subject to ILCS citation (625 ILCS 5/11-1308), which imposes a fine **of $75-100 on** a person parking a non-electric vehicle at a designated EV charging station owned by the District. This regulation also allows any person or local authority owning or operating a parking facility to remove any nonelectric vehicle parked within a charging station space designated for use by an electric vehicle.

Additionally, the District will ensure that there is adequate parking for individuals with disabilities by providing designated parking spaces at charging station stalls. Any vehicle parking in a designated, handicapped parking space will be subject to any existing Federal, State, City, or County fines and/or penalties under the Americans with Disabilities Act.

RESPONSIBILITY:

District-managed charging stations will be monitored by employee self-policing and the District's Law Enforcement department. The vendor will be responsible for all billing and technology monitoring and assistance. The Fleet and Facilities department is responsible for operation and maintenance, including any contracts for those services.

ELECTRICITY COST AND RATE SETTING
To achieve cost recovery for electricity usage and charging operations, the charging rate is set following the board-approved rates and methodology which includes the current District utility electricity rate ($/kWh) and operational expenses.

As enacted in November 2026, the charging rate for Level 2 customers is set at $0.30/kWh rate with the idle fee is a $2 surcharge per hour, after a 20-minute grace period, not to exceed $25.00. View the rate methodology included in the references for more information.

There is a required software service fee (ex: 10% set by the vendor in 2025). This additional percentage accounts for the payment processing fee retained by the charger company on all driver transactions.

The net revenue received (i.e., the total amount paid by drivers minus the processing fee) will be issued via check from the station vendor and may be deposited into the designated fund for covering utility expenses. Charging rates may be set and adjusted at any time through the software portal following station installation and activation. Rate adjustments should reflect changes in electricity pricing to ensure continued cost recovery.

District Employees: All District employees shall comply with this policy.

TRAINING REQUIREMENTS:

1) All District employees shall be trained on this policy.

COMMUNICATION PLAN:

1) This policy should be distributed to all District employees.

2) This policy should be added to the District shared drive and on the website to inform the public.
   a. Website FAQ page with information about EV charging stations
   b. Website EV charging station page with an explanation and locations
   c. Web map EV charging station icon and location information

3) Signage may be created by the Sign Committee and approved by the General Superintendent to communicate to the public about time limits and other parking restrictions, per District Code Section 4-2-3.

REFERENCES:

Cook County Employee EV Charging Policy
HB0198, Illinois Sec. 11-1308
FPCC Code Fees
Illinois Vehicle Code 625 ILCS 5 11-1308
26-0366 Electric Vehicle Charging Fees Ordinance
26-0368 Electric Vehicle Charging Station Spaces Ordinances
Public EV Charging Rate Methodology

POLICY LEAD: Sustainability Coordinator
Facilities and Fleets Director

APPROVAL: General Superintendent

POLICY HISTORY:

Approved: 4.7.26

Revised: 10.26.26

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

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