
**NILES TOWNSHIP
COOK COUNTY, ILLINOIS**

ORDINANCE

NUMBER 08-2023

**AN ORDINANCE ESTABLISHING AND ADOPTING A VISITOR AND
BUSINESS ACCESS POLICY FOR NILES TOWNSHIP**

**BONNIE OGNISANTI, Township Supervisor
CHARLES LEVY, Township Clerk**

**MARK COLLINS
DONALD GELFUND
KITTY KENDRICK
PEGGY TOLLESON
Township Trustees**

**Published in pamphlet form by authority of the Supervisor and Board of Trustees of Niles
Township on August 28, 2023**

**Prepared by ODELSON, MURPHEY, FRAZIER & MCGRATH, LTD. — Township Attorneys
3318 West 95th Street — Evergreen Park, Illinois 60805**

NILES TOWNSHIP ORDINANCE NUMBER 08-2023

AN ORDINANCE ESTABLISHING AND ADOPTING A VISITOR AND BUILDING ACCESS POLICY FOR NILES TOWNSHIP

WHEREAS, Niles Township Cook County, Illinois (the “Township”), is duly organized and existing township and unit of local government created under the provisions of the law of the State of Illinois, and is operating under the provisions of the Illinois’ Township Code, 60 ILCS 1/1-1, *et seq.*, and all laws amendatory thereto; and

WHEREAS, the Township Supervisor and the Township Board of Trustees (the “Township Board”) are committed to ensuring the effective administration of government and responsible management of taxpayer dollars; and

WHEREAS, the Township Board seeks to establish a policy governing building access in order to maintain a safe and secure working environment, prevent thefts, ensure the security of equipment, protect confidential information, safeguard employee welfare, and avoid potential disturbances; and

WHEREAS, the Township Board seeks to establish a policy that promotes maintaining civility and orderly conduct among all people on township property or at a township event; and

WHEREAS, the Township Board finds it to be in the best interest of the Township to establish and adopt a Visitor and Building Access Policy in accordance with the requirements of the Illinois Township Code and any other related legal requirements.

NOW, THEREFORE, BE IT ORDAINED, by the Supervisor and the Board of Trustees of Niles Township, Cook County, Illinois as follows:

Section 1: That the above recitals and legislative findings contained in the preambles to this Ordinance are true and correct and are hereby incorporated into this Ordinance as if fully set forth herein.

Section 2: The Township Board hereby establishes, adopts, and approves the Niles Township Visitor and Building Access Policy, attached hereto, and incorporated herein as **Exhibit A**, and directs appropriate Township employees and officials to take all actions necessary and proper to implement said policy.

Section 3: The Township Board hereby authorizes the Township Supervisor and the Township Administrator to employ the use of signage for visitors who enter the Township’s building(s) and property to have notice of, *inter alia*, restricted access to areas and limitation on making recordings without consent, and to further ensure copies of the Niles Township Building Access and Visitor Policy be readily available for members of the public.

Section 4: If any section, paragraph, clause, or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any other provision of this Ordinance.

Section 5: All ordinances, resolutions, motions, or orders in conflict with this Ordinance are hereby repealed to the extent they are inconsistent with this Ordinance.

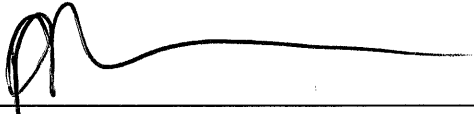
Section 6: This Ordinance shall be in full force and effect upon its passage and approval.

PASSED by the Supervisor and Board of Trustees of Niles Township, Cook County, Illinois this 28th day of August 2023, pursuant to a roll call vote as follows:

	YES	NO	ABSENT	ABSTAIN
Trustee Collins	1			
Trustee Gelfund	1			
Trustee Kendrick	1			
Trustee Tolleson	1			
Supervisor Kahn Ognisanti	1			
TOTAL:	5			

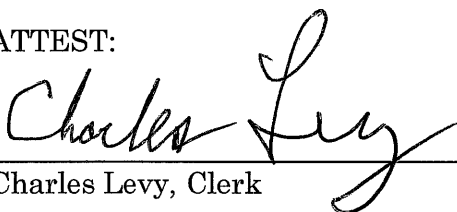
APPROVED at a Regular Meeting of the Township Board of Niles Township on August 28, 2023.

APPROVED:



Bonnie Kahn Ognisanti, Supervisor

ATTEST:


Charles Levy, Clerk

NILES TOWNSHIP ORDINANCE NO. 08-2023

EXHIBIT A

Niles Township Visitor and Building Access Policy

NILES TOWNSHIP BUILDING ACCESS AND VISITOR POLICY

I. PURPOSE

Niles Township strives to maintain the security of its facilities through strict control of building access. All employees, elected officials, and other appropriate individuals needing regular access to the Township building will be provided with the proper building access. Restricting unauthorized access to visitors helps maintain safety standards, protect against theft, ensure the security of equipment, protect confidential information, safeguard employee welfare, and avoid potential distractions and disturbances.

Public access to areas within enclosed facilities owned, controlled, and/or leased by Niles Township may be restricted depending on whether such areas are classified as “designated public forum”, “limited designated public forum”, or “nonpublic forum”.

Certain spaces are intended for the use of Township employees in the conduct of their business in order to help maintain the confidentiality of residents’ personally identifiable information. Other spaces are primarily intended for the use of Township employees in the conduct of their business but may from time to time be utilized for the convening of public meetings.

II. DEFINITIONS

For purposes of this policy, the following terms have the following definitions:

Township property — Niles Township buildings, grounds, Township owned, controlled, and/or leased property; vehicles used for township purposes; and location used for a township meeting, event, or other township-sponsored event or activity.

Visitor — any individual other than an active township employee or current township official.

Public Forum — Any area which has a long-standing tradition of being used for the general public to access and gather to express ideas and exchange views and exercise the right to speech.

Limited Public Forum — Any area that is voluntarily created for expressive activity for a specific subject.

Nonpublic Forum — Any area not specifically designated as a public forum or a limited public forum.

III. PROCEDURES

- A. All visitors to the township property, including former employees and employees who are out on any type of leave, are required to report to the main entrance, sign in, and receive permission to remain on the Township

property. All visitors must sign a visitor's log. Persons on Township property without permission will be directed to leave and refusal to comply may be subject to criminal prosecution.

- B. Visitors wishing to use the restroom are required to be escorted by a Township employee to and from the restroom.
- C. Any individual wishing to confer with an employee of the Township should contact the employee directly to make an appointment. Individuals wishing to meet with a Township elected or appointed official may make an appointment directly with the official or by scheduling a meeting with the assistance of a Township employee in a manner prescribed by the Township Administrator.

IV. NONPUBLIC & LIMITED PUBLIC FORUMS

Public access to areas within enclosed facilities owned, controlled, and leased by the Township may be restricted depending upon whether such areas are classified as "public forum", "limited public forum", or "nonpublic forum". How areas within enclosed facilities owned, controlled, and leased by the Township are classified is based on their intended use. For example, there are certain areas that are intended primarily for the use of Township employees in the conduct of their business; there are certain areas which, while primarily intended for the use of Township employees in the conduct of their business, may from time to time be utilized for the convening of public meetings; there are certain limited areas which may be open to the public while engaging in legitimate business with Township officers or employees; and there may be certain areas which are primarily intended for the convening of public meetings.

The office and conference rooms in the Township are hereby declared to be nonpublic forums unless or until a public meeting is convened and where such areas would be subject to the Illinois Open Meetings Act, 5 ILCS 120/1, *et seq.* All Township employees' work areas that are designated by appropriate signage as work areas shall be considered nonpublic forums. All visitors are prohibited from entering Township employee work areas unless they have an appointment and are escorted by a Township employee to such forum.

All other areas of the Township Building shall be considered limited public forums and only visitors who are present to engage in public business with the Township officers or employees shall be authorized. A visitor may not be within a nonpublic forum or limited public forum without authorization. An unauthorized person found to be within a nonpublic or limited public forum of the Township building shall be considered a trespasser.

The Township Administrator or his/her designee, is hereby authorized to manage public access to enclosed Township owned, controlled, and/or leased property. In the performance of such responsibilities, the Township Administrator, subject to

approval by the Supervisor, shall have the authority to identify which areas are to be considered a designated public forum, limited public forum, or nonpublic forum, if not otherwise stated in this policy.

V. VISITOR CONDUCT

The Township expects mutual respect, civility, and orderly conduct among all people on township property or at a township event.

A. Audio and Video Recording with the Township

Audio and/or video recording any person without his/her explicit consent anywhere inside of the Township building except during duly noticed public meetings, or as otherwise approved by the Supervisor or his/her designee. Except as otherwise approved by the Supervisor or his/her designee, audio and/or video recording may only be conducted within the Township Board meeting room if a Township Board or other public meeting is occurring, and any room, or office within which said activity has been authorized by law.

Any person found to be conducting audio and/or video recording except as authorized herein must cease doing so immediately if any visitor, Township employee, or Township official expresses his/her desire not to be recorded.

This rule does not apply to audio and/or video recording performed by authorized law enforcement personnel engaged in the performance of their official duties. Nor does this rule apply to the Township's ability to maintain and use video security recording devices on its property and otherwise in a manner provided by law.

B. Audio and Video Recording During a Public Meeting

Pursuant and subject to the Illinois Open Meetings Act and Niles Township Ordinance Number 01-2022, including as they may be amended from time to time, audio and/or video recording of public meetings must be undertaken in a quiet and orderly manner so as not to interfere with the conduct of the meeting, block the view of any person attending the public meeting, or block any aisle, row, ingress, or egress.

C. Every visitor of the Township is expected NOT to engage in the following behavior:

1. Behave in an unsafe manner, or use vulgar or obscene language;
2. Bring any object that can be reasonably considered a weapon, or that looks like a weapon or any dangerous device, except as permitted by law;

3. Damage or threaten to damage another's property;
4. Violate any federal, Illinois law or any Township or other local ordinance;
5. Impede, delay, disrupt, or adversely affect any Township function, including conduct which interferes with Township employees or Township officials in the performance of their duties, or interferes with the proper use of the Township facility by others;
6. Engage in abusive or harassing behavior, including the use of obscene language and gestures;
7. Blocking entrances, exits, fire exits, access areas, or otherwise interfere with the provision of services, general public safety, or the use of Township property;
8. Tamper with or unauthorized use of building or facility systems or devices, including electrical, plumbing, locks, doors, or cameras;
9. Pose or affix to Township property without permission from the Township Administrator, or his/her designee, any signs, leaflets, posters, flyers, pamphlets, brochures, and written, pictorial or graphic material of any kind;
10. Enter upon any portion of Township premises at any time for purposes other than those that are lawful and authorized by the Board;
11. Violate other Township policies or regulations, or a directive from an authorized Township employee or Township Official;
12. Any act which could result in a substantial risk of harm to persons or property.

VI. ENFORCEMENT

- A.** If an unauthorized or suspicious individual is observed on or in any Township building or facility, employees should immediately notify their supervisor or, if necessary, call the police immediately.
- B.** Any person who engages in conduct prohibited by this policy, or acts in a manner that violates federal, state, or local law (including any other Township ordinance and policy) may be ejected from township property and may be subject to criminal prosecution.