
	<h1>ELGIN POLICE DEPARTMENT</h1> <p>151 Douglas Avenue Elgin, Illinois 60120</p>	
<b>Effective Date:</b> 01/01/03	<b>STANDARD OPERATING PROCEDURE</b>	<b>Revised Date:</b> 04/07/26
<b>Chief of Police:</b> <i>Ana Calley</i>	<b>AXON Mobile Recording System, 41.4</b>	
<b>Cross Reference:</b> SOP 41.10 Body Worn Cameras SOP 41.9 City-Wide Camera System SOP 52.1 Internal Investigations <a href="#">625 ILCS 5/11-205</a> <a href="#">720 ILCS 5/14-3</a>	<b>Policy Sections:</b> 41.4.1 AXON Mobile Recording System Procedures 41.4.2 AXON Automated License Plate Reader Procedures 41.4.3 Administration of Hot Lists 41.4.4 Training Appendix A: Daily Vehicle Inspection Form Appendix B: Quarterly Inspection of the City-Owned Camera System & AXON Mobile Recording System Appendix C: Approval to Create a Custom Hot List	

**PURPOSE**

The purpose of this policy is to establish guidelines for the use of the AXON Mobile Recording System which includes its license plate reader system.

**POLICY STATEMENT**

It is the policy of the department to use the AXON Mobile Recording System to assist in documenting traffic enforcement and other law enforcement activities. The use of such equipment shall be in accordance with applicable laws. Proper use and maintenance of the equipment is essential to ensure operational readiness and proper functioning of the equipment.

**DEFINITIONS**

**Axon Automated License Plate Reader (ALPR):** An electronic device that is part of the AXON Mobile Recording System which is mounted on a police vehicle or positioned in a stationary location and that is capable of recording data on or taking a photograph of a vehicle or its license plate and comparing the collected data and photographs to existing law enforcement databases for investigative purposes, pursuant to Illinois statute 625 ILCS 5/2-130.

**Axon License Plate Camera (LPC):** A component of the Axon Mobile Video System that generates a photographic/video image of a license plate.

**Axon Mobile Recording System:** A digital video recording system consisting of interior and exterior cameras, and related equipment for the purpose of video and/or audio recording during a legitimate law enforcement purpose.

**Custom Hot List:** An internally created list of license plates pertaining to stolen vehicles, stolen license plates, wanted person(s) and/or missing persons associated with a criminal offense(s), or a valid law enforcement investigation as described in this policy; the data generated by the custom hot list will be used to identify an investigative hit related to an ongoing investigation.

**Emergency Driving:** Driving during the use of emergency warning devices or in accordance with Illinois statute 625 ILCS 5/11-205.

**Enforcement Stop:** As defined in Illinois statute 720 ILCS 5/14-3(h), an action by a law enforcement officer in relation to enforcement and investigation duties including, but not limited to traffic stops, pedestrian stops, abandoned vehicle contacts, motorist assists, commercial motor vehicle stops, roadside safety checks, requests for identification, or responses to requests for emergency assistance.

**Hot List:** A multi-agency created and shared list of plate numbers pertaining to stolen vehicles, stolen license plates, wanted person(s) and/or missing persons from state and national databases; the data generated by the Axon hot list will be used to identify an investigative hit as defined in this policy.

**Investigative Hit:** A read matched to a license plate that has been registered on the LEADS/NCIC list or a hot list, or a search of license plate reader system data which is an investigative lead or there is reasonable suspicion related to a law enforcement operation.

**Law Enforcement Agency Data Systems (LEADS):** A shared database for information records which are shared with other law enforcement agencies.

**Legitimate Law Enforcement Purpose:** Legitimate law enforcement purpose pertaining to the use of the AXON automated license plate readers means any of the following:

- a. For traffic enforcement.
- b. For regulating the use of parking facilities.
- c. For controlling access to secured areas that have clear boundaries, entry only through specific controlled points and limited access.
- d. For the purpose of conducting criminal investigations upon a police officer's determination that the vehicles or individuals associated with the license plate numbers are relevant and material to an ongoing investigation.
- e. For the comparison of captured plate data with databases held by any state, federal or local law enforcement agency and with license plate numbers that have been manually entered into an license plate reader system upon a police officer's determination that the vehicles or individuals associated with the license plate numbers are relevant and material to an ongoing criminal or missing person investigation, for the purpose of identifying:
  1. Vehicles that are stolen, or in violation of any registration or inspection requirements.
  2. Persons who are missing or the subject of an arrest warrant, traffic citation, or parking citation.
  3. Vehicles that are relevant and material to an on-going criminal investigation.

**National Crime Information Center (NCIC):** A computerized index of criminal justice information which is available to federal, state, and local law enforcement agencies.

**Search:** A manual inquiry into historical license plate reader data containing the dates, times, and locations of individually identifiable motor vehicles.

## **PROCEDURES**

### **41.4.1 AXON MOBILE RECORDING SYSTEM PROCEDURES**

- A. Police officers shall sign into the AXON dashboard application with their Evidence.com unique username and password so that video recordings may be properly retained and assigned to the police officer and their related calls for service. The AXON mobile recording system automatically activates upon engaging emergency lights and shall remain activated while responding to an emergency. Below are procedures relating to the operation of the AXON mobile recording system.
  1. Police officers shall not de-activate the video recording unless they receive authorization from a supervisor or cease the emergency response.
  2. A notice in English and Spanish shall be affixed to the prisoner screen informing the occupant that he/she may be video recorded. Whenever possible, verbal notification of the video recording shall be provided to the occupant.
  3. Video recording shall be utilized during traffic stops and enforcement stops, as defined in this policy. Police officers shall not de-activate video recording during a traffic stop, unless

authorization from a supervisor is granted. Traffic and enforcement stops shall not be considered complete until either the subject of the stop or the police officer leaves the scene. In the case of a traffic stop involving an arrest, the video recording shall remain activated until arrival at the police department or transport destination.

4. In cases of custodial or non-custodial transport where the emergency lights were not being utilized, including where the emergency lights would otherwise be activated if not for the need to conceal the presence of law enforcement, police officers shall manually activate the AXON mobile recording system.
  5. Police officers may manually activate the AXON mobile recording system in situations where emergency lights are not being utilized. Examples of these situations may include:
    - a. Documentation of crime scenes.
    - b. Surveillance for the purpose of conducting a law enforcement investigation.
    - c. Documenting suspected criminal activity.
    - d. Documenting the actions of a suspect as it relates to a criminal investigation.
  6. Police officers shall manually activate the AXON mobile recording system in situations where the police officer was involved in a traffic crash. This does not apply when the crash occurred in the department's patrol parking lot, including the detainee garage. These locations are continuously recorded through the department's city-wide camera system.
  7. Police officers shall, when possible and safe to do so, reposition their camera angle or vehicle or call for a backup vehicle that is equipped with the AXON mobile recording system to capture field sobriety tests that are not performed in front of the police vehicle.
  8. When police reports are written where the AXON mobile recording equipment is used, the use shall be documented in a police report to include the police vehicle number. If recording is stopped manually, accidentally, or due to equipment failure, an explanation shall be documented in the police report.
  9. Once the video recording is complete, police officers shall ensure the video is categorized appropriately and input the case number in the ID field located in Evidence.com.
- B. The AXON mobile recording system is set to automatically download recordings to Evidence.com. If a supervisor becomes aware that systems are not uploading, notification shall be made to the Systems Technology Unit at [PDhelp@elginil.gov](mailto:PDhelp@elginil.gov). Below are procedures relating to the transfer and usage of video recordings:
1. Access to recordings shall be limited to the police officer's own recordings or as needed as defined by their role within the department. Requests for physical copies of recordings shall be submitted to the Records Division at least five working days in advance of the date the video recording is needed. Copies of the recordings not turned over to the court system shall be returned to the department for proper disposition
  2. If a police officer is involved in an incident in which the video recording is either evidentiary in nature or otherwise will be needed to document their case, the police officer shall ensure that the video(s) are properly categorized, and the case number is input into the ID field located in Evidence.com.
  3. Video recordings shall only be released pursuant to a subpoena, where applicable law requires release, supervisory request, or to law enforcement agencies using the video to assist in a criminal investigation. All requests for video recordings shall be documented by Records Division personnel. Records personnel shall scan the request for uploading to Evidence.com, attaching the appropriate category and case number to the record.

4. Video recordings will be automatically purged 90 days after their creation unless the video recordings are made as part of an arrest, a supervisor hold is placed, or the video recordings are deemed evidence in any criminal, civil, or administrative proceeding. In such cases, any video recordings shall only be purged or otherwise destroyed upon a final disposition and an order from the court. Under no circumstances shall any video recording be altered or erased prior to the expiration of the designed storage period.
  5. Video recordings shall only be used for official law enforcement purposes.
- C. Prohibited uses of the AXON mobile recording system are as follows:
1. For any purposes other than a valid and legitimate law enforcement purpose.
  2. To harass or intimidate any person or group.
  3. Solely on the basis of a protected characteristic. Protected characteristics that are an impermissible basis for use includes: a person's race, gender, religion, political affiliation, nationality, ethnicity, sexual orientation, disability, or other classification protected by law.
  4. To track vehicles for any reason other than for a legitimate law enforcement purpose.
  5. For purpose of known infringement of a person's First Amendment rights such as collecting information about a person's lawful associations, lawful political and religious affiliations, or activities, etc.
  6. In any manner that would violate any applicable law, including local, state, and federal laws and the United State's and Illinois Constitutions.
  7. To use the recording system to record or observe information not related to a license plate in public view.
  8. For personal use or on behalf of another individual.
  9. For the purpose of or in conjunction with the use of facial recognition software and/or hardware.
  10. The department shall not sell, share, allow access to or transfer information from the recording system to any state or local jurisdiction for the purpose of investigating or enforcing a law that:
    - a. Denies or interferes with a person's right to choose or obtain reproductive health care services or any lawful healthcare services.
    - b. Permits the detention or investigation of a person based on the person's immigration status.
- D. To ensure police officers are adhering to department policies and procedures, supervisory personnel may view video recordings of personnel assigned to them. Below are procedures related to the review of recordings:
1. Video recordings may be reviewed by supervisory personnel conducting internal investigations, to include fact finding measures. Refer to Standard Operating Procedure 52.1 Internal Investigations for information on the process associated with conducting internal investigations.
  2. Video recordings may be used for training purposes.
  3. Refer to Standard Operating Procedure 41.10 Body Worn Cameras to review protocol associated with the supervisory review of body worn camera footage.

- E. The public safety systems specialists are responsible for the maintenance of all components of the AXON mobile recording system.
  - 1. Procedures related to maintenance
    - a. To report equipment issues, police officers shall complete the Daily Vehicle Inspection Form which is accessible via the department's Intranet Site. The problem encountered shall be documented within the Technical Services portion of the form and a public safety systems specialist will ensure the technical issue(s) are resolved in a timely manner; refer to Appendix A to view this form.
    - b. Police officers shall not handle any aspects of the digital recording or storage equipment except for controls used during normal operations as described during training.
- F. On a quarterly basis, the sergeant assigned to the Technical Investigations Unit, or designee, shall complete a documented Quarterly Inspection of the City-Owned Camera System & AXON Mobile Recording System using the authorized template which is accessible via PowerDMS; refer to Appendix B to view the Template. A copy of the completed inspection shall be forwarded through the chain of command to the commander for investigations. The inspection of the AXON mobile recording system encompasses the following:
  - 1. Quarterly Randomized Audit of License Plate Recognition Searches, which entails a review of the total number of LPR searches and requires the sergeant assigned to the Technical Investigations Unit or their designee to audit searches to ensure compliance with this policy.
  - 2. Quarterly Audit of the Custom Hot Lists created by the department which entails a review of the total number of custom hot lists, to include a review of the ALPR system to ensure the department is no longer collecting data on any license plate in the system over 90 days unless an extension was authorized.
  - 3. Training provided, which entails a description of the training and who received the training.

#### **41.4.2 AXON AUTOMATED LICENSE PLATE READER PROCEDURES**

- A. Only personnel who have received training in the use of the AXON automated license plate readers will be granted access to operate the AXON license plate reader portion of the AXON mobile recording system. Use of the AXON license plate readers must be for legitimate law enforcement purposes and reference a valid department case number or incident number.
- B. The Systems Technology Unit will oversee access to the AXON license plate reader system. Each police officer who is trained will be provided access via their Evidence.com unique user ID and password. An inactive department member's access to the AXON license plate reader system will be disabled by the Systems Technology Unit.
- C. Based upon the totality of the circumstances and upon verification by the police officer or the Emergency Communications Division, investigative hits identified by the AXON license plate reader will constitute reasonable suspicion or probable cause for a traffic stop. The information utilized to determine investigative hits are derived from hot lists and custom hot lists which are explained in this policy.
  - 1. Verification includes confirming the status of the vehicle by visually confirming that the license plate matches the image provided by the license plate reader system against the information contained in LEADS.
  - 2. The police officer shall also request confirmation through the Emergency Communications Division.
  - 3. Exigent circumstances may exist where the police officer is unable to complete the verification

process. In such cases, police officers shall confirm the status of the associated vehicle as soon as practicable.

- D. Vehicle occupants may not be the subject associated with the license plate. Police officers must develop a reasonable belief that the operator/occupant is the person of interest included in a hot list prior to initiating a traffic stop.
- E. In the event of an active law enforcement investigation in the City of Elgin or surrounding jurisdiction, and a full or partial license plate information or vehicle description is available, authorized users shall be allowed to search the license plate reader system for the suspect vehicle based on the information available to them. A valid department case number or incident number is required for each search. When a police officer initiates a search, the system requires the police officer to input the report/incident number and incident description.
- F. All entries of license plate information to a custom hot list, as defined in this policy, shall be documented on the corresponding general and/or supplemental report.
- G. All enforcement action taken in response to an investigative hit shall be documented in the corresponding general and/or supplemental report.
- H. Information gathered by use of the AXON license plate reader system shall be considered confidential and shall not be released unless permitted by law.

#### **41.4.3 ADMINISTRATION OF HOT LISTS**

- A. As defined in this policy, a hot list is an external list of data contained in state and national databases for law enforcement use.
  - 1. The content of a hot list is obtained via a secure file transfer from the State of Illinois.
  - 2. The hot list file is updated via an automated task several times daily. Should this task fail, an automated email will be sent to the Systems Technology Unit of such failure.
  - 3. The hot list contains stolen vehicles, stolen license plates, wanted persons, and missing persons from the State of Illinois.
- B. As defined in this policy, a custom hot list is an internally created list of license plates pertaining to stolen vehicles, stolen license plates, wanted person(s) and/or missing persons associated with a criminal offense(s) or a valid law enforcement investigation.
  - 1. License plates may be entered manually for inclusion on a custom hot list where reasonable suspicion exists that a vehicle is involved in an active law enforcement investigation.
    - a. Prior to manually entering vehicle information to a custom hot list, using the Approval to Create a Custom Hot List Form, police officers shall receive approval from a sergeant or higher rank, or in their absence, their designee for the submission. The approving supervisor is responsible for emailing approved forms to the Technical Investigations Unit at [TIUVIDEO@cityofelgin.org](mailto:TIUVIDEO@cityofelgin.org). The Technical Investigations Unit sergeant shall ensure submitted forms are saved to the designated folder within the Box file sharing system. Refer to Appendix B to view this form.
    - b. Partial license plate information will not be added to the custom hot list at any time or for any reason.
    - c. In the event of an emergency situation, where an entry to a custom hot list must be created without delay, an Emergency Communications Division supervisor will be authorized to immediately input the information into a custom hot list upon approval of a sergeant or

higher rank, or in their absence, their designee. If approval is given, the information will remain in the respective custom hot list according to the established guidelines.

2. The AXON license plate reader system automatically stops collecting data on license plates after ninety (90) days, unless the police officer has obtained authorization for an extension by a lieutenant or higher rank, or in their absence, their designee.
3. Police officers who determine that a license plate number should no longer be located on a custom hot list will be responsible for notifying the Systems Technology Unit for removal of the information when it is no longer needed on a respective custom hot list.
4. Custom hot lists or their contents will not be shared or disseminated outside of this department without prior approval of the chief of police or designee.

#### **41.4.4 TRAINING**

All police officers shall receive training on the AXON mobile recording system and use of its license plate reader system.

APPENDIX A: DAILY VEHICLE INSPECTION FORM

### Vehicle Maintenance/Equipment Request

Save Progress

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#### Vehicle Maintenance/Equipment Request

Date*	Officer*	Badge Number*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Squad #*	Mileage*	
<input type="text"/>	<input type="text"/>	


**Field Equipment Replenishment (cones, flares, etc.)**

No  
 Yes

Only notate if you need assistance replenishing.

<b>Body Damage (not previously reported by you)</b>	<b>Photo (optional)</b>
<input checked="" type="radio"/> No <input type="radio"/> Yes	<input type="button" value="Choose File"/> No fi...osen
<b>Mechanical Issue (garage repairs needed)</b>	<b>Oil Change Needed</b>
<input checked="" type="radio"/> No <input type="radio"/> Yes	<input type="radio"/> <input type="radio"/>
<b>Technical Services Issue (emergency lights, computer, video, radio)</b>	
<input checked="" type="radio"/> No <input type="radio"/> Yes	
<b>AED Issue (missing or service needed) - Please place inside back hall if service is needed</b>	
<input checked="" type="radio"/> No <input type="radio"/> Yes	
<b>AED Issue Description</b>	
<input type="text"/>	

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Receive an email copy of this form.

**Email address**

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**APPENDIX B: QUARTERLY INSPECTION OF THE CITY-OWNED CAMERA SYSTEM & AXON MOBILE RECORDING SYSTEM**



**ELGIN**  
Police Department

**ELGIN POLICE DEPARTMENT**

*Quarterly Inspection of the City-Owned Camera System & AXON Mobile Recording System*



Date of Inspection  Select the appropriate quarter

Completed by  Badge #

Section One: Quarterly Inspection of the Video Management System (Stationary Cameras)

Total licensed city cameras controlled by the VMS

Terminals are in a controlled area, inaccessible to the public and unauthorized personnel  Yes  No

All cameras are in a good working order  Yes  No

The city-owned camera system is in compliance to the storage retention periods:  Yes  No

1) City owned cameras, located off-site - **30 days**

2) Internal cameras (Hallways, parking lot, etc.) - **90 days**

3) Holding Facility - **90 days**

If no was selected for any of the above questions, provide further information using the space below

Camera Number One Information

Camera #1 Location

Date/Time

Camera #1 is situated in a manner & location that maximizes the view of public areas for public safety only  Yes  No

Camera Number Two Information

Camera #2 Location

Date/Time

Camera #2 is situated in a manner & location that maximizes the view of public areas for public safety only  Yes  No

Camera Number Three Information

Camera #3 Location

Date/Time

Camera #3 is situated in a manner & location that maximizes the view of public areas for public safety only  Yes  No

Information pertaining to authorized use

Cameras were used for law enforcement purposes or an authorized internal/criminal investigation  Yes  No

If there were discrepancies, concerns or corrective measures to be taken, use the space provided below to explain

151 Douglas Avenue, Elgin, IL 60120 Phone: (847) 289-2500 Fax: (847) 289-2750
Effective 01/29/06

**Section Two: Quarterly Randomized Audit of License Plate Recognition Searches (Stationary Cameras)**

Total number of searches conducted during the quarter

*Information pertaining to LPR Search Number One*

Officer conducting search number one

Date & Time of Search

Purpose of the search

Search was in compliance with SOP 41.9  Yes  No

*Information pertaining to LPR Search Number Two*

Officer conducting search number two

Date & Time of Search

Purpose of the search

Search was in compliance with SOP 41.9  Yes  No

*Information pertaining to LPR Search Number Three*

Officer conducting search number three

Date & Time of Search

Purpose of the search

Search was in compliance with SOP 41.9  Yes  No

If there were discrepancies, concerns or corrective measures to be taken, use the space provided below to explain

**Section Three: Quarterly Audit of the Custom Hot Lists Created by the Department (Stationary Cameras)**

Total number of custom hot lists

Were any custom hot lists not in compliance with SOP 41.9  Yes  No

Were any custom hot lists beyond the 90 day period  Yes  No

If there were discrepancies, concerns or corrective measures to be taken, use the space provided below to explain

**Section Four: Quarterly Randomized Audit of License Plate Recognition Searches (AXON Mobile)**

Total number of searches conducted during the quarter \_\_\_\_\_

*Information pertaining to AXON mobile LPR Search Number One*

Officer conducting search number one \_\_\_\_\_

Date & Time of Search \_\_\_\_\_

Purpose of the search \_\_\_\_\_

Search was in compliance with SOP 41.4  Yes  No

*Information pertaining to AXON mobile LPR Search Number Two*

Officer conducting search number two \_\_\_\_\_

Date & Time of Search \_\_\_\_\_

Purpose of the search \_\_\_\_\_

Search was in compliance with SOP 41.4  Yes  No

*Information pertaining to AXON mobile LPR Search Number Three*

Officer conducting search number three \_\_\_\_\_

Date & Time of Search \_\_\_\_\_

Purpose of the search \_\_\_\_\_

Search was in compliance with SOP 41.4  Yes  No

If there were discrepancies, concerns or corrective measures to be taken, use the space provided below to explain

\_\_\_\_\_

**Section Five: Quarterly Audit of the Custom Hot Lists Created by the Department (AXON Mobile)**

Total number of custom hot lists \_\_\_\_\_

Were any custom hot lists not in compliance with SOP 41.4  Yes  No

Were any custom hot lists beyond the 90 day period  Yes  No

If there were discrepancies, concerns or corrective measures to be taken, use the space provided below to explain

\_\_\_\_\_

**Section Six : Training on Stationary and AXON Mobile Cameras**

If training was provided to employees, describe the topic and who received the training

**Section Seven: Review Process**

Submitter's Signature

SIGN NAME

*Upon signing this document, the submitter shall ensure this document is saved to the designated folder located in the department's shared drive, within the pending supervisor signatures folder and provide notification to the lieutenant that the document is ready for their signature.*

Lieutenant's Signature

SIGN NAME

*Upon signing this document, the submitter shall save the signed document to the designated folder located in the department's shared drive, within the pending supervisor signatures folder and provide notification to the commander that the document is ready for their signature.*

Commander's Signature

SIGN NAME

*Upon signing this document, the commander shall notify the submitter that the form has been signed and ready to be saved within the Box file sharing system, in the folder designated for these inspections.*

**APPENDIX C: APPROVAL TO CREATE A CUSTOM HOT LIST**



**ELGIN POLICE DEPARTMENT  
APPROVAL TO CREATE A CUSTOM HOT LIST**



Pursuant to Standard Operating Procedure 41.4 Axon Mobile Recording System & 41.9 City-Wide Camera System, prior to manually entering vehicle information to a custom hot list, police officers shall receive approval from a sergeant or higher rank, or in their absence, their designee for the submission. The approving supervisor shall submit approved forms to the Technical Investigations Unit at [TIUVIDEO@cityofelgin.org](mailto:TIUVIDEO@cityofelgin.org) with a copy to the requesting officer. Upon receipt of the form, the Technical Investigations Unit shall save these forms to the Box file sharing system.

Date of Request

Officer's Name  Badge #  Police Report/ Incident #

Do you want the license plate on the department wide "hot list?"  Yes  No

Request pertains to  Mobile Camera (Axon)  Stationary Camera (Genetec)

Reason for the Request

In submitting this request, I understand that a custom hot list as part of the city-wide camera system and the AXON mobile recording system may not be used for the following:

1. For any purpose other than a valid and legitimate law enforcement purpose.
2. To harass or intimidate any person or group.
3. Solely on the basis of a protected characteristic. Protected characteristics that are an impermissible basis for LPR use include: a person's race, gender, religion, political affiliation, nationality, ethnicity, sexual orientation, disability, or other classification protected by law.
4. To track vehicles for any reason other than for a legitimate law enforcement purpose.
5. For the purpose or known infringement of a person's First Amendment right such as collecting information about a person's lawful associations, lawful political and religious affiliation, or activities, etc.
6. In any manner that would violate any applicable law, including local, state, and federal laws and the United State and Illinois Constitutions.
7. To use an LPC or LPR to record or observe information not related to a license plate in public view. For example, to record license plates on vehicles on private property that are not exposed to public view, to record pedestrians, etc.
8. For personal use or on behalf of another individual.
9. For the purpose of or in conjunction with the use of facial recognition software and/or hardware.
10. Selling, sharing, allow access to or transfer information from these systems to any state or local jurisdiction for the purpose of investigating or enforcing a law that (a) denies or interferes with a person's right to choose or obtain reproductive health care services or any lawful healthcare services. (b) permits the detention or investigation of a person based on the person's immigration status.

Officer's Signature

*Officers who determine that a license plate number should no longer be located on a custom hot list will be responsible for notifying the Technical Investigations Sergeant.*

Reminder to supervisors:

Supervisor's Signature

Request Approved  Yes  No

*Upon approval, all forms need to be emailed to TIU at: [TIUVIDEO@cityofelgin.org](mailto:TIUVIDEO@cityofelgin.org)*