

**RESOLUTION NO. 2023-004**

**A RESOLUTION ESTABLISHING AND ADOPTING A  
BUILDING ACCESS AND VISITOR POLICY FOR MILTON TOWNSHIP**

**WHEREAS**, Milton Township (“Township”) is a body corporate and politic existing and operating in the State of Illinois pursuant to the Illinois Township Code, 60 ILCS 1/1-1 *et seq.*; and

**WHEREAS**, the Township Supervisor and the Township Board of Trustees (“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 Building Access and Visitor Policy in accordance with the requirements of the Illinois Township Code and any other related legal requirements.

**NOW, THEREFORE, BE IT RESOLVED**, by the Supervisor and the Board of Trustees of Milton Township, DuPage County, Illinois as follows:

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

Exhibit A, and directs appropriate Township employees and Officials to take all actions necessary and proper to implement said Policy.

**Section Three:** The Township Board hereby authorizes the Township Supervisor/Assessor/Highway Commissioner 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 Milton Township Building Access and Visitor Policy be readily available for members of the public.

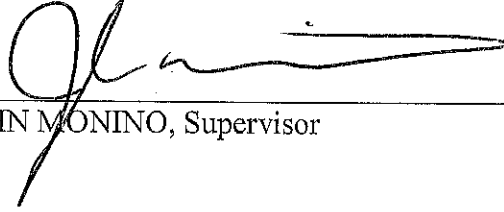
**Section Four:** If any section, paragraph, clause, or provision of this Resolution shall be held invalid, the invalidity thereof shall not affect any other provision of this Resolution.

**Section Five:** All ordinances, resolutions, motions, or orders in conflict with this Resolution are hereby repealed to the extent they are inconsistent with this Resolution.

**Section Six:** This Resolution shall be in full force and effect upon its passage and approval.

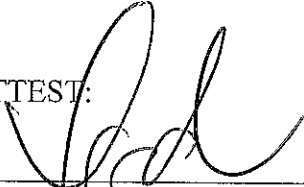
**ADOPTED AND APPROVED** by the Supervisor and the Board of Trustees of Milton Township, Illinois on this 10th day of October, 2023.

APPROVED:



JOHN MONINO, Supervisor

ATTEST:



YADAV NATHWANI, Township Clerk

Ayes: Don Milincho, Jeff Castle, Drew Ellis, & Joe Soto

Nays: NONE

Absent: N/A

## EXHIBIT A

### MILTON TOWNSHIP BUILDING ACCESS AND VISITOR POLICY

#### I. PURPOSE:

Milton Township strives to maintain the security of its facilities through strict control of building access. All employees, elected Officials, and other authorized individuals needing regular access to the Township facilities will be provided with the proper access.

Restricting unauthorized access to visitors helps maintain safety standards for all, protects confidential information, safeguards employee welfare, protects against theft, ensures the security of equipment, and avoids potential distractions and disturbances.

Public access to areas within enclosed facilities owned, controlled, and/or leased by Milton 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 individuals’ 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:** Township buildings, grounds, Township owned, controlled, and/or leased property; vehicles used for Township purposes; and location(s) used for Township meetings, events, or other Township-sponsored events or activities.

**Visitor:** Any individual other than an active Township employee or current Township Official.

**Public Forum:** Any area that has a long-standing tradition of being used for the general public to access and gather to express ideas, 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 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, or will be provided such conference time upon request and availability upon entrance to Township Property. 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.

#### **IV. NONPUBLIC & LIMITED PUBLIC FORUMS**

Public access to areas within Township Property may be restricted depending upon whether such areas are classified as "public forum", "limited public forum", or "nonpublic forum". How areas within Township Property 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 spaces, work areas, and conference rooms in Township Property 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/or are escorted by a Township employee to such forum.

All other areas of Township Property 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 shall 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 Township Property shall be considered a trespasser.

The Township Supervisor or his/her designee, is hereby authorized to manage public access to enclosed Township Property. To the extent Township Property is under the control/supervision of the Township Assessor and/or Highway Commissioner, these Officials have the right to manage public access and/or control of those facilities. In the performance of such responsibilities, the Township Supervisor, Township Assessor and Highway Commissioner 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 within the Township

Audio and/or video recording of any person without his/her explicit consent anywhere inside of the Township Property except during duly noticed public meetings, or as otherwise approved by the Supervisor/Assessor/Highway Commissioner or his/her designee is strictly prohibited. Except as otherwise approved by the Supervisor/Assessor/Highway Commissioner 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 (1) audio and/or video recording performed by authorized law enforcement personnel engaged in the performance of their official duties, and (2) the Township's ability to maintain and use video security recording devices on Township 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, 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. Behavior Prohibited

1. Engage in abusive or harassing behavior, including the use of obscene language and gestures;
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. Blocking entrances, exits, fire exits, access areas, or otherwise interfere with the provision of services, general public safety, or the use of Township Property;
7. Tamper with or unauthorized use of building or facility systems or devices, including electrical, plumbing, locks, doors, or cameras;
8. Pose or affix to Township property without permission from the Township Supervisor/Assessor/Highway Commissioner, or his/her designee, any signs, leaflets,

posters, flyers, pamphlets, brochures, and written, pictorial or graphic material of any kind;

9. Enter upon any portion of Township Property t any time for purposes other than those that are lawful and/or authorized by the Board;
10. Violate other Township policies or regulations, or a directive from an authorized Township employee or Township Official;
11. 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 Property, 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.