

Emily

**VILLAGE POLICY ON USE OF SECURE
AREAS OF VILLAGE HALL**

This policy has been adopted by the Village Board of Trustees concerning the use of secure areas of the Village Hall. Pursuant to the attached floor plan of the Village Hall building, which is incorporated herein by reference, the Village Hall can be divided into both "secure" and "non-secure" areas. Because of the existence of official records maintained by the Village elected officials and staff as well as personal identifiable information which may exist in secure areas of the Village Hall, it is necessary to limit access to all secure areas of the Village Hall. Only elected or appointed officials of the Village and Village staff or Village employed consultants may obtain access to secure areas of the Village Hall absent a special purpose for access, such as a meeting with Village elected or appointed officials, Village staff or Village employed consultants.

In addition, individual offices within the secure area of the Village Hall will have access further restricted by function: The President's office (1) shall be accessed only by the President or for meetings convened by the President, the records vault (2) and computer room (6) shall only be accessed by personnel authorized by the Village Clerk/Treasurer to obtain access, the Municipal Judge's office (3) shall be accessed only by the Municipal Court personnel, the Building Inspector/Sheriff's Department office (4) shall be accessed only by the Building Inspector or Sheriff's Department personnel, the Village Administrator's office (5) shall be accessed only by the Village Administrator.

Exceptions to the access restrictions imposed by this policy shall be made when a duly-elected or appointed officer or staff member or Village consultant shall arrange for a meeting with a third party(s) where such Village personnel is authorized to access that portion of the Village Hall where the meeting is sought to be held and where the meeting is in furtherance of a public purpose. By adopting this policy, it is the intention of the Village Board of Trustees to enhance the integrity of the record keeping functions of the Village and secure the privacy of personal identifiable information from the general public. It is the intention of this policy to prohibit the entry of unauthorized personnel into the secure areas of the Village Hall. It is not the intention of this policy to limit or otherwise prohibit the use of the non-secure areas of the Village Hall for public meetings or otherwise, subject to a separate policy of the Village concerning the use of the non-secure portions of the building.