



## Agenda Memo

Crest Hill, IL

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**Meeting Date:** 12-18-2023  
**Submitter:** Police Chief Edward Clark  
**Department:** Police Department  
**Agenda Item:** Request to advertise, select, and hire F.O.I.A. Audio /Video Specialist

**Summary:** In early 2023 the Crest Hill police Department met with the City Council during budget meetings and presented the need for a F.O.I.A. Audio/Video Specialist position, with the addition of body worn cameras. The position was approved as part of the 2023-2024 police budget. The Police Department is now ready to purchase and implement body worn cameras. This position will ensure the proper retention, redaction and dissemination of video and audio footage. The person in this position will need to be methodical and pay great attention to detail. With police operations in the field being a 24-hour endeavor, this position will need to manage a large volume of digital data. The police department feels this position is imperative to the success of this new program. The Police Department appeared before the City Council on Monday 12-11-2023 and engaged in discussion. I am asking for your formal approval of this position.

**Recommended Council Action:** Approval of advertisement, selection and hiring of F.O.I.A. Analyst

**Financial Impact:** \$62,500

**Funding Source:** Police Budget

**Budgeted Amount:** \$100,000

**Cost:** \$62,500 Plus Benefits

**Attachments:**

F.O.I.A. Audio/Video Specialist