

RESOLUTION NO. -

**A RESOLUTION APPROVING THE JOB DESCRIPTION FOR THE POSITION OF
AUDIO VISUAL & FOIA SPECIALIST AND AUTHORIZING THE HIRING OF
AVA COX AS A POLICE DEPARTMENT A/V & FOIA SPECIALIST AT A
SALARY NOT TO EXCEED \$61,878.00.**

WHEREAS, the Corporate Authorities of the City of Crest Hill, Will County, Illinois, have the authority to adopt resolutions and to promulgate rules and regulations that pertain to the City’s government and affairs and protect the public health, safety, and welfare of its citizens; and

WHEREAS, the Illinois Legislature passed the SAFE-T Act (Public Act 101-0652), which mandates Illinois Police Departments to obtain and utilize officer body-worn camera systems; and

WHEREAS, pursuant to 50 ILCS 706/10-15 the Crest Hill Police Department was mandated to obtain and implement officer body-worn camera systems by 2025; and

WHEREAS, the Corporate Authorities of the City of Crest Hill have previously approved the creation of a F.O.I.A. Audio/Video Specialist position (the “Position”); and

WHEREAS, the Crest Hill Police Department has implemented use of officer body-worn cameras; and

WHEREAS, the Corporate Authorities have determined that with the use of said equipment, it is necessary and appropriate to approve a detailed job description for the Police Department Audio/Video & FOIA Specialist to ensure the proper retention, redaction, and dissemination of video and audio footage; and

WHEREAS, the City of Crest Hill had determined that it needs to appoint a qualified candidate for the Position who will be able to handle the large volume of digital data which will be generated with the purchase of officer body-worn cameras; and

WHEREAS, the Crest Hill Police Department has updated the job description for the purpose of finding and hiring a new qualified candidate (a copy of the job description is attached hereto as Exhibit A and fully incorporated herein); and

WHEREAS, the City Council has reviewed the updated job description and determined that it is acceptable to the City and should be approved; and

WHEREAS, the City Council has determined that it is in the best interests of the City and its citizens to allow the job description to be approved, and the Chief of Police, and his designees shall be authorized to interview and hire qualified candidate, Ava Cox, for the Position at a salary not to exceed \$61,878 annually.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Crest Hill, Illinois, pursuant to its statutory authority, as follows:

SECTION 1: PREAMBLE. The City Council hereby finds that all the recitals contained in the preamble to this Resolution are true, correct, and complete and are hereby incorporated by reference thereto and made a part hereof.

SECTION 2: JOB DESCRIPTION APPROVED. The City Council hereby finds and declares that the Job Description for Police Department Audio/Video & FOIA Specialist (Exhibit A) should be and is hereby approved in form and substance. Therefore, the City Council hereby authorizes and directs the Chief of Police or his designees to interview and select a qualified candidate for the position at a salary not to exceed \$61,878.00 annually.

SECTION 3: SEVERABILITY. If any section, paragraph, clause, or provision of this Resolution is held invalid, the invalidity of such section, paragraph, clause, or provision shall not affect any other provision of this Resolution.

SECTION 4: REPEALER. All ordinances, resolutions or orders, or parts thereof, which conflict with the provisions of this Resolution, are to the extent of such conflict hereby repealed.

SECTION 5: EFFECTIVE DATE. This Resolution shall be in full force and effect immediately upon its passage and publication according to law.

[Intentionally Blank]

[Intentionally Blank]

PASSED THIS 6TH DAY OF JULY, 2026.

	Aye	Nay	Absent	Abstain
Alderman Scott Dyke	_____	_____	_____	_____
Alderman Angelo Deserio	_____	_____	_____	_____
Alderwoman Claudia Gazal	_____	_____	_____	_____
Alderman Darrell Jefferson	_____	_____	_____	_____
Aldersperson Tina Oberlin	_____	_____	_____	_____
Alderman Mark Cipiti	_____	_____	_____	_____
Alderman Nate Albert	_____	_____	_____	_____
Alderman Joe Kubal	_____	_____	_____	_____
Mayor Raymond R. Soliman	_____	_____	_____	_____

Christine Vershay-Hall, City Clerk

APPROVED THIS 6TH DAY OF JULY, 2026.

Raymond R. Soliman, Mayor

ATTEST:

Christine Vershay-Hall, City Clerk

EXHIBIT A



Position: A/V & FOIA Specialist
Department: Police Department

Status: Exempt
Last Updated: 7/6/2026

Salary Range: \$61,878 – \$81,903

General Purpose: The purpose of the Audio Visual & FOIA Specialist position is to maintain all video and audio footage, including, but not limited to Police Department audio/video arrest and booking room audio/video, squad car in camera audio/video, and body worn camera audio/video. The incumbent will also provide assistance to the Records Supervisor and Deputy Chief of Operations with assistance with all Freedom of Information (FOI) requests.

Supervision Received:

The A/V & FOIA Specialist works under the immediate supervision of the Deputy Chief of Operations.

Supervision Exercised:

None.

Duties and Responsibilities:

The A/V & FOIA Specialist shall have the following duties:

- (A) Maintain proficiency in FOIs by completing and passing the annual FIOA Officer training as required by the Illinois Attorney General and attend continuing education (online or in-person) as it relates to FOIs
- (B) Remain knowledgeable and updated on any laws and/or regulations relating to FOIs and its requirements such as, but not limited to, the Law Enforcement-Worn Body Camera Act (50 ILCS 706), Freedom of Information Act (5 ILCS 140/1), and the Illinois Attorney General's Binding PAC Opinions regarding FOIs
- (C) Interpret and properly apply exemptions and redactions concerning all FOIA requests
- (D) Listen to different levels of audio volumes and quality with the ability to discern multiple voices during chaotic scenes for proper redactions
- (E) Understand the rules of evidence and chain of custody including being able to testify and appear in court as deemed necessary
- (F) Process record systems such as Motorola P1Records, BEAST Evidence Management System, and DACRA, etc.
- (G) Regular maintenance, monitoring, and editing of Police Department audio/video footage
- (H) Coordinate with management and City staff on completing essential projects by established deadlines
- (I) Respond accurately and timely to questions and inquiries from the general public, attorneys, and City staff regarding assigned work
- (J) Reliable and regular attendance is required
- (K) Ensure adherence to local, state and federal regulations and codes.
- (L) Any and other duties, as assigned.

Minimum Qualifications**Education and Experience:**

- Associate Degree.
- A minimum of 2.5 years of professional level, related work experience or equivalent combination of related education and experience is required, with 4+ years' combined experience preferred.
- Proven work experience as a FOIA Officer, video editor, audio or video production, or similar role is preferred.

Knowledge, Skills and Abilities:

- Knowledge and understanding of the Crest Hill Police Department Policy and Procedure involving the handling of evidence, both digital and physical.
- Excellent analytical and technical skills.
- Strong organizational, clerical, time management, and customer service skills.
- Ability to apply critical attention to detail to ensure accuracy in recording and reporting data.
- Ability to prepare reports and properly maintain and organize office files and records.
- Ability to use discretion, good judgment, and maintain confidential information.
- Ability to view and listen to graphic and disturbing content.
- Ability to communicate effectively both verbally and in writing.
- Ability to apply common sense understanding to carry out detailed instructions, make responsible decisions, prioritize multiple tasks, and work independently to meet deadlines.
- Ability to enhance relations with coworkers and the public with a professional demeanor, sensitivity, and tactfulness.
- Ability to visually inspect assigned projects.
- Ability to read printed materials.
- Ability to hear and verbally communicate in person and before groups.
- Ability to, on occasion, lift, carry materials and objects up to 35 pounds.

Physical Demands and Working Conditions:**Tools & Equipment, Physical Demands, Working Conditions****Tools and Equipment:**

The following list of tools and equipment is a representative and not necessarily all-inclusive inventory of items needed to successfully perform the essential job duties:

Telephone, facsimile, photocopier, printer, document scanner, personal computer, calculator, audio/visual equipment, motorized vehicles and equipment, common hand and power tools, and mobile radio.

Physical Demands:

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential job duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

While performing the duties of this job, the employee is regularly required to sit for extended periods of time, possess average ordinary visual acuity necessary to prepare or inspect documents or operate office equipment, talk reach with hands and arms, walk, run, drive, climb and descend stairs, bend, crouch, lift and/or move up to 40 pounds. Frequent and regular movements are required using wrists, hands, and

