



ROUND LAKE HEIGHTS POLICE DEPARTMENT

Village of Round Lake Heights

619 W. PONTIAC COURT

ROUND LAKE HEIGHTS, ILLINOIS 60073-1328

Phone: (847) 546-9704 • Fax: (847) 549-9729

Eric Schmidtke
Chief of Police

Garrett Schmoeller
Patrol Sergeant

May 04, 2026

Re: 2025 Body Worn Camera (BWC) Report for the Round Lake Heights Police Department

Reporting Period: May 01, 2025, through May 01, 2026.

Sworn Personnel:

(7) Full-Time Sworn Officers (One Full-Time Officer out on Medical Leave since July 01, 2025)

(2) Part-Time Sworn Officers

Non-Sworn Personnel:

(1) Part-Time Records Clerk

Number of In-Car Camera's:

(3) In-Car Camera's

Number of Body Worn Camera's (BWC):

(5) Body Worn Camera's

Technical Issues:

Motorola Firmware Updates – from period to period

Review Processes:

Quarterly Body Worn Camera Audits - Performed at Random Dates & Times.

Please also see attached Lexipol Department Policies

- Portable Audio/Video Records
- Public Recording of Law Enforcement Activity

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Eric Schmidtke".

Eric Schmidtke, Chief of Police
Village of Round Lake Heights
eschmidtke@rlhpd.org



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QUARTERLY AUDIT OF BODY WORN AND FLEET CAR CAMERAS

Per Policy 418 & 412, on a quarterly basis, Command Staff will randomly review at least one body worn camera and one fleet car camera recording for each officer they supervise. This practice helps ensure that the equipment is operating properly and that officers are following department guidelines. Completed audits shall be forwarded to the Chief of Police. Audits will be maintained by the department, in accordance with Illinois State Law and filed appropriately for review by the Illinois Law Enforcement Training & Standards Board (ILETSB).

Date:	Supervisor:	Badge #:
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Officer # 1:			
BWC Recording		Incident Date:	
Time Span:	Video #:		
Briefly describe the footage:			
BWC being used appropriately? <input type="checkbox"/> Yes <input type="checkbox"/> No - If not, why?			
Officer # 1:			
Fleet Car Camera Recording		Incident Date:	
Time Span:	Video #:		
Briefly describe the footage:			
Fleet video being used appropriately? <input type="checkbox"/> Yes <input type="checkbox"/> No - If not, why?			

No one can be a great leader unless they genuinely care about the success of everyone on their team.

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Officer # 2:	
BWC Recording	Incident Date:
Time Span:	Video #:
Briefly describe the footage:	
BWC being used appropriately? <input type="checkbox"/> Yes <input type="checkbox"/> No - If not, why?	
Officer # 2:	
Fleet Car Camera Recording	Incident Date:
Time Span:	Video #:
Briefly describe the footage:	
Fleet video being used appropriately? <input type="checkbox"/> Yes <input type="checkbox"/> No - If not, why?	

Officer # 3:	
BWC Recording	Incident Date:
Time Span:	Video #:
Briefly describe the footage:	
BWC being used appropriately? <input type="checkbox"/> Yes <input type="checkbox"/> No - If not, why?	
Officer # 3:	
Fleet Car Camera Recording	Incident Date:
Time Span:	Video #:
Briefly describe the footage:	
Fleet video being used appropriately? <input type="checkbox"/> Yes <input type="checkbox"/> No - If not, why?	

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Officer # 4:			
BWC Recording		Incident Date:	
Time Span:		Video #:	
Briefly describe the footage:			
BWC being used appropriately?		<input type="checkbox"/> Yes <input type="checkbox"/> No - If not, why?	
Officer # 4:			
Fleet Car Camera Recording		Incident Date:	
Time Span:		Video #:	
Briefly describe the footage:			
Fleet video being used appropriately?		<input type="checkbox"/> Yes <input type="checkbox"/> No – If not, why?	

Officer # 5:			
BWC Recording		Incident Date:	
Time Span:		Video #:	
Briefly describe the footage:			
BWC being used appropriately?		<input type="checkbox"/> Yes <input type="checkbox"/> No - If not, why?	
Officer # 5:			
Fleet Car Camera Recording		Incident Date:	
Time Span:		Video #:	
Briefly describe the footage:			
Fleet video being used appropriately?		<input type="checkbox"/> Yes <input type="checkbox"/> No – If not, why?	

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Officer # 6:	
BWC Recording	Incident Date:
Time Span:	Video #:
Briefly describe the footage:	
BWC being used appropriately? <input type="checkbox"/> Yes <input type="checkbox"/> No - If not, why?	
Officer # 6:	
Fleet Car Camera Recording	Incident Date:
Time Span:	Video #:
Briefly describe the footage:	
Fleet video being used appropriately? <input type="checkbox"/> Yes <input type="checkbox"/> No - If not, why?	

Officer # 7:	
BWC Recording	Incident Date:
Time Span:	Video #:
Briefly describe the footage:	
BWC being used appropriately? <input type="checkbox"/> Yes <input type="checkbox"/> No - If not, why?	
Officer # 7:	
Fleet Car Camera Recording	Incident Date:
Time Span:	Video #:
Briefly describe the footage:	
Fleet video being used appropriately? <input type="checkbox"/> Yes <input type="checkbox"/> No - If not, why?	

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Officer # 8:	
BWC Recording	Incident Date:
Time Span:	Video #:
Briefly describe the footage:	
BWC being used appropriately? <input type="checkbox"/> Yes <input type="checkbox"/> No - If not, why?	
Officer # 8:	
Fleet Car Camera Recording	Incident Date:
Time Span:	Video #:
Briefly describe the footage:	
Fleet video being used appropriately? <input type="checkbox"/> Yes <input type="checkbox"/> No - If not, why?	

Officer # 9:	
BWC Recording	Incident Date:
Time Span:	Video #:
Briefly describe the footage:	
BWC being used appropriately? <input type="checkbox"/> Yes <input type="checkbox"/> No - If not, why?	
Officer # 9:	
Fleet Car Camera Recording	Incident Date:
Time Span:	Video #:
Briefly describe the footage:	
Fleet video being used appropriately? <input type="checkbox"/> Yes <input type="checkbox"/> No - If not, why?	

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Officer # 10:	
BWC Recording	Incident Date:
Time Span:	Video #:
Briefly describe the footage:	
BWC being used appropriately? <input type="checkbox"/> Yes <input type="checkbox"/> No - If not, why?	
Officer # 10:	
Fleet Car Camera Recording	Incident Date:
Time Span:	Video #:
Briefly describe the footage:	
Fleet video being used appropriately? <input type="checkbox"/> Yes <input type="checkbox"/> No - If not, why?	

Officer # 11:	
BWC Recording	Incident Date:
Time Span:	Video #:
Briefly describe the footage:	
BWC being used appropriately? <input type="checkbox"/> Yes <input type="checkbox"/> No - If not, why?	
Officer # 11:	
Fleet Car Camera Recording	Incident Date:
Time Span:	Video #:
Briefly describe the footage:	
Fleet video being used appropriately? <input type="checkbox"/> Yes <input type="checkbox"/> No - If not, why?	

ROUND LAKE HEIGHTS POLICE DEPARTMENT

Mobile Audio/Video

418.1 PURPOSE AND SCOPE

The Round Lake Heights Police Department has equipped marked patrol cars with Mobile Audio and Video (MAV) recording systems to provide records of events and assist uniformed officers in the performance of their duties by providing a visual and/or audio record of patrol-related activities when permitted by law (720 ILCS 5/14-3(h)). This policy provides guidance on the use of these systems.

418.1.1 DEFINITIONS

Definitions related to this policy include:

Activate - Any process that causes the MAV system to transmit or store video or audio data in an active mode.

In-car video and Mobile Audio Video (MAV) system - Synonymous terms that refer to any system that captures audio and video signals, that is capable of installation in a vehicle, and that includes, at minimum, a camera, microphone, recorder, and monitor.

MAV technician - Personnel certified or trained in the operational use and repair of MAVs, duplicating methods, storage and retrieval methods and procedures, and who have a working knowledge of video forensics and evidentiary procedures.

Recorded media - Audio-video signals recorded or digitally stored on a storage device or portable media.

418.2 POLICY

It is the policy of the Round Lake Heights Police Department to use mobile audio and video technology to more effectively fulfill the department's mission and to ensure these systems are used securely and efficiently.

418.3 OFFICER RESPONSIBILITIES

Prior to going into service, each officer will properly equip him/herself to record audio and video in the field. At the end of the shift, each officer will follow the established procedures for providing to the Department any recordings or used media and any other related equipment. Each officer should have adequate recording media for the entire duty assignment. In the event an officer works at a remote location and reports in only periodically, additional recording media may be issued. Only Round Lake Heights Police Department identified and labeled media with tracking numbers are to be used.

At the start of each shift, officers should test the MAV system's operation in accordance with manufacturer specifications and department operating procedures and training.

System documentation is accomplished by the officer recording his/her name, serial number, badge or PIN number and the current date and time at the start and again at the end of each shift.

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If the system is malfunctioning, the officer shall take the vehicle out of service unless a supervisor requests the vehicle remain in service.

418.4 ACTIVATION OF THE MAV

The MAV system is designed to turn on whenever the unit's emergency lights are activated. The system remains on until it is turned off manually. The audio portion is independently controlled and should be activated manually by the officer whenever appropriate. When audio is being recorded, the video will also record.

418.4.1 REQUIRED ACTIVATION OF MAV

This policy is not intended to describe every possible situation in which the MAV system may be used, although there are many situations where its use is appropriate. An officer may activate the system any time the officer believes it would be appropriate or valuable to document an incident.

In some circumstances it is not possible to capture images of the incident, due to conditions or the location of the camera. However, the audio portion can be valuable evidence and is subject to the same activation requirements as the MAV. The MAV system should be activated as soon as practicable in any of the following situations:

- (a) All field contacts involving actual or potential criminal conduct, within video or audio range:
 - 1. Traffic stops (to include, but not limited to, traffic violations, stranded motorist assistance and all crime interdiction stops)
 - 2. Priority responses
 - 3. Vehicle pursuits
 - 4. Suspicious vehicles
 - 5. Arrests
 - 6. Vehicle searches
 - 7. Physical or verbal confrontations or use of force
 - 8. Pedestrian stops
 - 9. DUI investigations including field sobriety tests
 - 10. Crimes in progress
 - 11. Responding to an in-progress call
- (b) All self-initiated activity in which an officer would normally notify the Communications Center
- (c) Any call for service involving a crime where the recorder may aid in the apprehension and/or prosecution of a suspect:

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1. Domestic violence calls
 2. Disturbance of peace calls
 3. Offenses involving violence or weapons
- (d) Any other contact that becomes adversarial after the initial contact, in a situation that would not otherwise require recording
- (e) Any other circumstance where the officer believes that a recording of an incident would be appropriate

418.4.2 CESSATION OF RECORDING

Once activated, the MAV system should remain on until the incident has concluded. For purposes of this section, conclusion of an incident has occurred when all arrests have been made, arrestees have been transported and all witnesses and victims have been interviewed. Recording may cease if an officer is simply waiting for a tow truck or a family member to arrive, or in other similar situations.

418.4.3 WHEN ACTIVATION IS NOT REQUIRED

Activation of the MAV system is not required when exchanging information with other officers or during breaks, lunch periods, when not in service or actively on patrol.

No member of this department may surreptitiously record a conversation of any other member of this department except with a court order or when lawfully authorized by the Chief of Police or the authorized designee for the purpose of conducting a criminal or administrative investigation.

418.5 ACTIVATION OF THE MAV

The MAV system shall be activated continuously throughout the officer's shift (50 ILCS 707/15).

418.6 SUPERVISOR RESPONSIBILITIES

Supervisors should determine if vehicles with non-functioning MAV systems should be placed into service. If these vehicles are placed into service, the appropriate documentation should be made, including notification of the Communications Center.

At reasonable intervals, supervisors should validate that:

- (a) Beginning and end-of-shift recording procedures are followed.
- (b) Logs reflect the proper chain of custody, including:
 1. The tracking number of the MAV system media.
 2. The date it was issued.
 3. The law enforcement operator or the vehicle to which it was issued.
 4. The date it was submitted.
 5. Law enforcement operators submitting the media.

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6. Holds for evidence indication and tagging as required.
- (c) The operation of MAV systems by new employees is assessed and reviewed no less than biweekly.

When an incident arises that requires the immediate retrieval of the recorded media (e.g., serious crime scenes, officer-involved shootings, department-involved collisions), a supervisor shall respond to the scene and ensure that the appropriate supervisor, MAV technician or crime scene investigator properly retrieves the recorded media. The media may need to be treated as evidence and should be handled in accordance with current evidence procedures for recorded media.

Supervisors may activate the MAV system remotely to monitor a developing situation, such as a chase, riot or an event that may threaten public safety, officer safety or both, when the purpose is to obtain tactical information to assist in managing the event. Supervisors shall not remotely activate the MAV system for the purpose of monitoring the conversations or actions of an officer.

418.7 REVIEW OF MAV RECORDINGS

All recording media, recorded images, and audio recordings are the property of the Department. Dissemination outside of the Department is strictly prohibited, except to the extent permitted or required by law.

To prevent damage to, or alteration of, the original recorded media, it shall not be copied, viewed, or otherwise inserted into any device not approved by the Department, MAV technician, or forensic media staff. When reasonably possible, a copy of the original media shall be used for viewing (unless otherwise directed by the courts) to preserve the original media.

Recordings may be reviewed in any of the following situations:

- (a) By officers for use when preparing reports or statements
- (b) By a supervisor investigating a specific act of officer conduct
- (c) By a supervisor to conduct documented reviews of their subordinate's MAV media at least annually to evaluate the member's performance, verify compliance with department procedures, and determine the need for additional training. The review should include a variety of event types when possible. Supervisors should review MAV media with the recording member when it would be beneficial to provide guidance or to conduct one-on-one informal training for the member.
- (d) To assess proper functioning of MAV systems
- (e) By department investigators who are participating in an official investigation, such as a personnel complaint, administrative inquiry, or a criminal investigation
- (f) By department personnel who request to review recordings
- (g) By an officer who is captured on or referenced in the video or audio data and reviews and uses such data for any purpose relating to their employment

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- (h) By court personnel through proper process or with the permission of the Chief of Police or the authorized designee
- (i) By the media through proper process
- (j) To assess possible training value
- (k) For training purposes. If an involved officer objects to showing a recording, their objection will be submitted to the command staff to determine if the training value outweighs the officer's objection
- (l) As may be directed by the Chief of Police or the authorized designee

Members desiring to view any previously uploaded or archived MAV recording should submit a request in writing to the Patrol Sergeant. Approved requests should be forwarded to the MAV technician for processing.

In no event shall any recording be used or shown for the purpose of ridiculing or embarrassing any member.

418.8 DOCUMENTING MAV USE

If any incident is recorded with either the video or audio system, the existence of that recording shall be documented in the officer's report. If a citation is issued, the officer shall make a notation on the back of the records copy of the citation indicating that the incident was recorded.

418.9 RECORDING MEDIA STORAGE AND INTEGRITY

Once submitted for storage, all recording media will be labeled and stored in a designated secure area. All recording media that is not booked as evidence will be retained for a minimum of 90 days and disposed of in compliance with the established records retention schedules (720 ILCS 5/14-3(h-15)).

418.9.1 RECORDING RETENTION REQUIREMENTS

Notwithstanding the 90 day retention period in 720 ILCS 5/14-3(h-15), if the Department receives funds under the Illinois Law Enforcement Camera Grant Act, MAV video records must be stored for no less than two years (50 ILCS 707/15).

418.9.2 COPIES OF ORIGINAL RECORDING MEDIA

Original recording media shall not be used for any purpose other than for initial review by a supervisor. Upon proper request, a copy of the original recording media will be made for use as authorized in this policy.

Original recording media may only be released in response to a court order or upon approval by the Chief of Police or the authorized designee. In the event that an original recording is released to a court, a copy shall be made and placed in storage until the original is returned.

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418.9.3 MAV RECORDINGS AS EVIDENCE

Officers who reasonably believe that a MAV recording is likely to contain evidence relevant to a criminal offense, potential claim against the officer or against the Round Lake Heights Police Department should indicate this in an appropriate report. Officers should ensure relevant recordings are preserved.

418.10 SYSTEM OPERATIONAL STANDARDS

- (a) MAV system vehicle installations should be based on officer safety requirements and the vehicle and device manufacturer's recommendations.
- (b) The MAV system should be configured to minimally record for 30 seconds prior to an event.
- (c) The MAV system may not be configured to record audio data occurring prior to activation.
- (d) Unless the transmitters being used are designed for synchronized use, only one transmitter, usually the primary initiating officer's transmitter, should be activated at a scene to minimize interference or noise from other MAV transmitters.
- (e) Officers using digital transmitters that are synchronized to their individual MAV shall activate both audio and video recordings when responding in a support capacity. This is to obtain additional perspectives of the incident scene.
- (f) With the exception of law enforcement radios or other emergency equipment, other electronic devices should not be used inside MAV-equipped law enforcement vehicles to minimize the possibility of causing electronic or noise interference with the MAV system.
- (g) Officers shall not erase, alter, reuse, modify or tamper with MAV recordings. Only a supervisor, MAV technician or other authorized designee may erase and reissue previous recordings and may only do so pursuant to the provisions of this policy.
- (h) To prevent damage, original recordings shall not be viewed on any equipment other than the equipment issued or authorized by the MAV technician.

418.11 MAV TECHNICIAN RESPONSIBILITIES

The MAV technician is responsible for:

- (a) Ordering, issuing, retrieving, storing, erasing and duplicating of all recorded media.
- (b) Collecting all completed media for oversight and verification of wireless downloaded media. Once collected, the MAV technician:
 - 1. Ensures it is stored in a secure location with authorized controlled access.
 - 2. Makes the appropriate entries in the chain of custody log.
- (c) Erasing of media:

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1. Pursuant to a court order.
 2. In accordance with established records retention policies, including reissuing all other media deemed to be of no evidentiary value.
- (d) Assigning all media an identification number prior to issuance to the field:
1. Maintaining a record of issued media.
- (e) Ensuring that an adequate supply of recording media is available.
- (f) Managing the long-term storage of media that has been deemed to be of evidentiary value in accordance with the department evidence storage protocols and the records retention schedule.

418.11.1 ADDITIONAL MAV TECHNICIAN RESPONSIBILITIES FOR GRANT FUNDING

If the Department receives any grants under the Illinois Law Enforcement Camera Grant Act, the MAV technician is also responsible for (50 ILCS 707/15):

- (a) Remaining familiar with the applicable requirements of the Illinois Law Enforcement Camera Grant Act including any model rules developed by the Illinois Law Enforcement Training and Standards Board (ILETSB).
- (b) Ensuring the MAV system includes audio of the officer when the officer is outside of the vehicle.
- (c) Limiting access to the camera to the officer's supervisor.
- (d) Working with the Records Supervisor to develop procedures to process requests from other law enforcement agencies and local State's Attorneys for video recordings, including procedures for protecting identities of individuals not related to the recorded incident.
- (e) Completing the annual MAV report required by 50 ILCS 707/15.

418.12 TRAINING

All members who are authorized to use the MAV system shall successfully complete an approved course of instruction prior to its use.

418.13 ANNUAL PROGRAM REVIEW

The MAV technician should complete an annual administrative review of the MAV program and provide it to the Chief of Police for review.

Public Recording of Law Enforcement Activity

421.1 PURPOSE AND SCOPE

This policy provides guidelines for handling situations in which members of the public photograph or audio/video record law enforcement actions and other public activities that involve members of this department. In addition, this policy provides guidelines for situations where the recordings may be evidence (50 ILCS 706/10-20).

421.2 POLICY

The Round Lake Heights Police Department recognizes the right of persons to lawfully record members of this department who are performing their official duties. Members of this department will not prohibit or intentionally interfere with such lawful recordings. Any recordings that are deemed to be evidence of a crime or relevant to an investigation will only be collected or seized lawfully.

Officers should exercise restraint and should not resort to highly discretionary arrests for offenses such as interference, failure to comply or disorderly conduct as a means of preventing someone from exercising the right to record members performing their official duties.

421.3 RECORDING LAW ENFORCEMENT ACTIVITY

Members of the public who wish to record law enforcement activities are limited only in certain aspects.

- (a) Recordings may be made from any public place or any private property where the individual has the legal right to be present (720 ILCS 5/14-2; 50 ILCS 706/10-20).
- (b) Beyond the act of photographing or recording, individuals may not interfere with the law enforcement activity. Examples of interference include, but are not limited to (50 ILCS 706/10-20):
 1. Inciting others to violate the law.
 2. Being so close to the activity as to present a clear safety hazard to the officers.
 3. Being so close to the activity as to interfere with an officer's effective communication with a suspect or witness.
 4. Engaging in any other action that could interfere with an officer's ability to maintain safety and control, secure crime scenes and accident sites, protect the integrity and confidentiality of investigations or protect the public safety and order.

421.4 OFFICER RESPONSE

Officers should promptly request that a supervisor respond to the scene whenever it appears that anyone recording activities may be interfering with an investigation or it is believed that the recording may be evidence. If practicable, officers should wait for the supervisor to arrive before taking enforcement action or seizing any cameras or recording media.

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Whenever practicable, officers or supervisors should give clear and concise warnings to individuals who are conducting themselves in a manner that would cause their recording or behavior to be unlawful. Accompanying the warnings should be clear directions on what an individual can do to be compliant; directions should be specific enough to allow compliance. For example, rather than directing an individual to clear the area, an officer could advise the person that he/she may continue observing and recording from the sidewalk across the street.

If an arrest or other significant enforcement activity is taken as the result of a recording that interferes with law enforcement activity, officers shall document in a report the nature and extent of the interference or other unlawful behavior and the warnings that were issued.

421.5 SUPERVISOR RESPONSIBILITIES

A supervisor should respond to the scene when requested or any time the circumstances indicate a likelihood of interference or other unlawful behavior.

The supervisor should review the situation with the officer and:

- (a) Request any additional assistance as needed to ensure a safe environment.
- (b) Take a lead role in communicating with individuals who are observing or recording regarding any appropriate limitations on their location or behavior. When practical, the encounter should be recorded.
- (c) When practicable, allow adequate time for individuals to respond to requests for a change of location or behavior.
- (d) Ensure that any enforcement, seizure or other actions are consistent with this policy and constitutional and state law.
- (e) Explain alternatives for individuals who wish to express concern about the conduct of Department members, such as how and where to file a complaint.

421.6 SEIZING RECORDINGS AS EVIDENCE

Officers should not seize recording devices or media unless (42 USC § 2000aa):

- (a) There is probable cause to believe the person recording has committed or is committing a crime to which the recording relates, and the recording is reasonably necessary for prosecution of the person.
 1. Absent exigency or consent, a warrant should be sought before seizing or viewing such recordings. Reasonable steps may be taken to prevent erasure of the recording.
- (b) There is reason to believe that the immediate seizure of such recordings is necessary to prevent serious bodily injury or death of any person.
- (c) The person consents.
 1. To ensure that the consent is voluntary, the request should not be made in a threatening or coercive manner.

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2. If the original recording is provided, a copy of the recording should be provided to the recording party, if practicable. The recording party should be permitted to be present while the copy is being made, if feasible. Another way to obtain the evidence is to transmit a copy of the recording from a device to a department device.

Recording devices and media that are seized will be submitted within the guidelines of the Evidence and Property Room Policy.

421.7 DISCIPLINE

Departmental discipline consistent with the Personnel Complaints Policy and criminal prosecution may result from unlawful confiscation or destruction of a public recording of law enforcement activity (50 ILCS 706/10-20).