

830. Recording Policy **Effective Date: June 2, 2021**

- .1 During Working Time. Unauthorized or secret photographs or audio or video recordings of employees are disruptive to employee morale and inconsistent with the respectful treatment required of our employees. Employees are prohibited from taking photographs or making video or audio recordings during their working time except where authorized by management for legitimate business purposes. Working time is the time employees are expected to work as directed by their supervisor or are conducting City business, but does not include rest, meal, or other authorized breaks.
- .2 Working Areas. Additionally, to protect confidential business information, sensitive customer or citizen information and other non-public information, employees are prohibited from taking photographs or making recordings in working areas at any time except where authorized by management for legitimate business purposes.
- .3 This policy does not prohibit employees from taking photographs or making recordings related to terms or conditions of work, for example safety or significant policy violations or illegal activity, and when prior authorization is not reasonable or possible. Employees taking such photographs or recordings should immediately notify their supervisor, department head, or Human Resources of the incident and provide a copy upon request to assist with any internal investigation.