

Section – 9: Safety & Equipment Use

9.8 – Cameras/Recording Devices in the Workplace

Purpose

City of Crest Hill prohibits employee use of audio and video recording in the workplace, including camera-equipped phones, tablets and other devices, personally worn cameras, or other device that could record either video and/or audio as part of any interactions between employees or between employees and the general public.

Restrictions on Employee Recording

- Employees are prohibited from bringing audio and/or video recording devices into work areas that could record either video and/or audio as part of any interactions between employees or between employees and the general public for the purpose of recording.
- Employees are prohibited from bringing audio or video recording devices into areas and/or meetings where there is any discussion regarding service delivery options and the means to provide such service delivery options that could be disclosed as part of such meeting.
- Employees may record workplace activities that are not prohibited by law or do not compromise confidential information as described above provided that the parties that might be recorded have granted permission to be recorded.
- Employees that are assigned recording devices to utilize as part of their required uniform must follow the rules and regulations specified as part of their job duties.

Employer Monitoring

City of Crest Hill reserves the right to install security cameras in work areas for specific business reasons, such as security, theft protection or protection of proprietary information.

City of Crest Hill may find it necessary to monitor work areas with security cameras when there is a specific job- or business-related reason to do so. The City will do so only after first ensuring that such action is in compliance with state and federal laws.

Employees should not have any expectation of privacy in work-related areas.

Employee privacy in nonwork areas will be respected to the extent possible. The City's reasonable suspicion of onsite drug use, physical abuse, theft or similar circumstances would be possible exceptions. Legal advice will be sought in advance in such rare cases where nonwork-area privacy might be compromised.

Employees should contact their supervisor or Human Resources (HR) if they have questions about this policy.

Nothing in this policy is intended to, nor should be construed to limit or interfere with employee rights as set forth under all applicable provisions of the National Labor Relations Act and the Illinois Public Labor Relations Act, including Sections 7 and 8(a)(1) and Sections 10(a)(4) and 10(a)(8) rights to organize and engage in protected, concerted activities regarding the terms and conditions of employment.

The City has installed surveillance cameras inside and outside of all City facilities. The surveillance cameras are intended for the internal use of the City, such as security, theft protection or protection of proprietary information. The cameras shall not be used to monitor the activities of employees. The cameras shall not be used to initiate an investigation for disciplinary purposes and shall not be used as the sole purpose for discipline. A crime or serious code of conduct violation viewed on the camera shall be cause for the City to initiate a review of the information captured by any camera for disciplinary purposes.