



RECORDING DEVICES IN THE WORKPLACE PROCEDURE

1.16

Effective Date: 07/18

Purpose: The Barren River District Health Department (BRDHD) prohibits employee use of tape recorders or other recording devices in the workplace as a preventative step believed necessary to secure employee privacy and other business information.

Failure to Comply: Employees who fail to comply with this procedure will be subject to disciplinary procedures. Agency failure to comply could result in non-compliance with federal, state, and local laws.

Procedure: Employees are prohibited from using audio and video recording devices in the workplace unless specific advance written authorization has been obtained from their department director. This includes a prohibition of the use of built-in recording devices in cellular phones.

Authorization may be granted when a specific business purpose will be served by the use of such a device and when its use will not violate employee or patient privacy. In such a case all parties to the meeting or conversation that is to be recorded must have been informed at its outset that it will be monitored, transcribed, intercepted, or recorded, and they have consented to such actions prior to the conversation.

Authorization may be revoked at any time. In such cases employees will be given a reasonable opportunity to remove the equipment from the premises.

Employees are also prohibited from arranging for others, including non-employees, to engage in any recording of conversation, phone calls or other activities in the workplace.

Employees should regard this protocol as an explicit statement that the employer does not consent to recording of any meetings or discussions without prior authorization as discussed above or that are exempt from this protocol.

Meetings exempt from the protocol without prior authorization are: senior management meetings, board meetings, departmental staff meetings and administrative conferences held in accordance with [KRS13B](#).

Employees are prohibited from taking or using photos of clients/patients, other employees or work materials without express written consent. [P-14 Authorization for Publication Form](#) can be used to provide written consent.

Forms: [P-14 Authorization for Publication Form](#)

References: [KRS13B](#)

Contact Person: Human Resources Manager

Procedure Origination, Revision, and Review Tracking

Procedure Number	Origination Date	Description of Revision or Reviewer Name
1.16	12.14.2017	HR Manager – Procedure Creation
1.16	9.29.2020	HR Manager-review