



Audio/Video Recording & Usage

Original Effective Date: June 22, 2017	Review / Revision Date:	Board of Health Resolution: 2017.06.082
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Maintenance Steward: Director of Health Promotion & Policy Integration **History:** New Revised Archived

Organizational Scope:

Full Agency Administration Community Services Environmental Health Health Services

Frequency of Review:

Annually Biennially 5 Years As Needed Other:

Location:

G-Drive: G: → Users → Common → Policies & Procedures

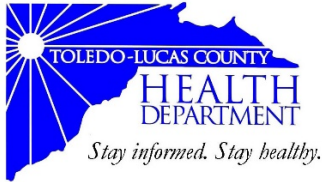
Website: www.lucascountyhealth.com/employee-login/

Hardcopy: TLCHD Policies & Procedures Manual, HR Office

Archived Version(s):

Requisite Signatures

- | | |
|---|--------------------------|
| <input checked="" type="checkbox"/> <u>Donna Woodruff MD</u>
Board of Health President | <u>6-22-2017</u>
Date |
| <input checked="" type="checkbox"/> <u>[Signature]</u>
Health Commissioner | <u>06-26-17</u>
Date |
| <input checked="" type="checkbox"/> Vacant
Director of Administrative Services |
Date |
| <input checked="" type="checkbox"/> <u>[Signature]</u>
Director of Environmental Health & Community Services | <u>7/5/2017</u>
Date |
| <input checked="" type="checkbox"/> <u>[Signature]</u>
Director of Health Promotion & Policy Integration | <u>6-22-2017</u>
Date |
| <input checked="" type="checkbox"/> <u>Kelly Burdholder-Allen</u>
Director of Health Services | <u>6-23-17</u>
Date |
| <input checked="" type="checkbox"/> <u>[Signature]</u>
Director of Human Resources | <u>6-27-17</u>
Date |



Audio/Video Recording & Usage

I. Policy

It is the policy of the Toledo-Lucas County Health Department (TLCHD) to restrict employee use of recording devices for any activity during work-time hours unless such use has been pre-approved by a Division Director, the Health Commissioner, or is otherwise deemed acceptable and appropriate under local, state, or federal laws and regulations.

II. Scope

This policy applies to all employees, contract staff, and interns at the Toledo-Lucas County Health Department.

III. Purpose

The purpose of the *Audio/Video Recording & Usage Policy* is to uphold each employee's general expectations for privacy in the workplace, prevent unauthorized recordings of sensitive meetings including, but not limited to, disciplinary hearings and union negotiations, and to prevent other unauthorized recordings of individuals at Health Department facilities or events.

IV. Background

Activities protected under the *Ohio Public Employees Collective Bargaining Act*, as codified in Ohio Revised Code Chapter 4117, as may be modified from time to time, and other applicable federal, state, and local laws shall not be prohibited by this policy.

V. On-site Surveillance

- A. TLCHD reserves the right to monitor work premises through mounted security cameras in areas where there is a reasonable need for security or other business-related purposes.
- B. All facility monitoring is performed in compliance with state and federal laws, and only in or around public thoroughfares, lobbies, and access-ways.
- C. Surveillance footage may be reasonably used to assist agency administrators with the following:
 - 1. Security investigations regarding theft, assault, or other potentially illicit acts reported on TLCHD property
 - 2. Review of potential workplace safety and injury reports including, but not limited to, slips, falls, or other issues

3. Disciplinary proceedings

VI. Personal Recording Restrictions

- A.** Employees are prohibited from recording, in any capacity, the conversations, meetings, or other activities that take place during TLCHD work-hours or on TLCHD's premises. This includes the use of cameras, cellular phones, and other recording devices to capture, document, or otherwise covertly record daily operations or conversations between individuals.
- B.** Exceptions to section VI.A. include:
 1. All present parties have provided consent to be recorded, or it is announced that the meeting or activity is being recorded and there are no objections from those present
 2. Recording negotiations, grievances, or other sensitive meetings is **expressly prohibited** unless prior authorization by the meeting organizer has been received and all participants are notified prior to any recording.
 3. Recordings made of public meetings, including TLCHD Board of Health Meetings and Toledo Health Center (FQHC) Board Meetings are exempt from this policy.
 - a. Any recording of Executive Sessions of either Board shall result in disciplinary action up to and including termination if done by a TLCHD employee, or potential civil action against a member of the public. All disciplinary actions shall be performed in accordance with the provisions of the *Progressive Disciplinary Policy*.
 4. Employees reserve the right to engage in concerted activities under the Ohio Revised Code, as stated herein, and other applicable federal, state, and local laws without concern for action taken against their involvement or documentation of these activities.

VII. Violation Reporting

- A.** If any employee suspects or has knowledge that a recording has been made in violation of the provisions of this policy, they are to report all violations immediately to their Division Director or the Health Commissioner for review.

VIII. Maintenance

A. Review

1. The *Audio/Video Recording & Usage Policy* is to be reviewed biennially to ensure compliance with both agency and accreditation standards.

B. Revision

1. All changes made to this policy are to be noted on the **Record of Change**. Substantial changes will require renewed signatures from all applicable parties. This includes changes to the intent, scope, procedures, or policy statement.
2. Changes in style, format, grammar or minor error correction will not require renewed signatures but must be indicated on the Record of Change.

Record of Change

(Required for all policies)

Date of Change	Changes Made By	Changes Made/Notes	Approved By