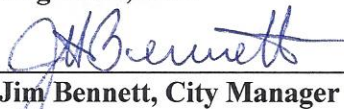


ADMINISTRATIVE POLICY: 2015 – 07
SUBJECT: Unauthorized Audio/Video Recording or Monitoring
DATE ISSUED: August 24, 2015
DATE EFFECTIVE: August 24, 2015
APPROVED: 
Jim Bennett, City Manager

SECTION ONE: PURPOSE

The State of Idaho is a “one-party” consent state and therefore, generally permits individuals to record conversations so long as one party consents to the recording. However, the City of Lewiston has established that recording or monitoring employee conversations and/or actions has a chilling effect in the work place and causes discord and distrust among employees.

The purpose of this policy is to encourage and promote candid and honest communications. Unauthorized audio and/or video recording or monitoring of employees is disruptive to employee morale and inconsistent with the respectful treatment the City of Lewiston expects of all employees. For this reason, no employee may record or monitor the conversations and/or actions of another employee without his or her full knowledge and consent.

SECTION TWO: SCOPE

This policy applies to all City of Lewiston employees, elected officials, interns and volunteers. Questions relating to this policy may be directed to the City Attorney or Human Resources.

SECTION THREE: EXCLUSIONS

This policy does not apply to criminal investigations being conducted by the Lewiston Police Department.

SECTION FOUR: GENERAL PROVISIONS

No employee may record and/or monitor, by any means, the conversations and/or actions of another employee unless all of the following criteria are met:

1. There is a stated legitimate reason for the recording and/or monitoring,
2. The recording and/or monitoring device is in plain view of all parties, and
3. The employee is informed that their conversations and/or actions are being recorded and/or monitored and that the employee may request a copy of any recordings of said conversations and/or actions.

SECTION FOUR: VIOLATION OF POLICY

Violation of this policy may result in disciplinary action, up to and including termination.