

Title: Cameras in the Workplace Policy  
Policy Number: 802  
Effective Date: July 1, 2009  
Review Date: October 8, 2019  
Revision Date:  
Authorized by: Board of Supervisors

Policy:

Pottawattamie County prohibits employee use of cameras in the workplace, including camera phones, as a preventative step believed necessary to secure employee privacy and other business information. However, the County reserves the right to install security cameras in work areas for specific business reasons, such as security, theft protection, protection of proprietary information, etc.

Comments:

- (1) Employees are prohibited from using cameras or other visual recording devices, including camera phones, into the workplace unless specific advance written authorization has been obtained from their department head.
- (2) Authorization will be granted by the Department Head when a specific business purpose will be served by the possession or use of such a device and when its use will not violate employee privacy.
- (3) Authorization may be granted in limited personal circumstances that will be reviewed on a case-by-case basis.
- (4) Authorization may be revoked at any time for any reason. In such cases, employees will be given a reasonable opportunity to remove the equipment from the premises.
- (5) Employees should be aware that the County may find it necessary to monitor work areas with security cameras when there is a specific job- or business-related reason to do so.
- (6) The County will only do so after first ensuring that such action is in compliance with state and federal laws.
- (7) Employees should not expect privacy in work-related areas.
- (8) Privacy of employees in non-work areas will be respected to the extent possible. Reasonable belief of on-site drug use, physical abuse, theft or similar circumstances would be possible exceptions.