

Department of Public Works and Engineering

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| Subject: TAPE RECORDING MEETINGS | Departmental Policy 1-9 |
| | Effective Date: Upon Approval |

I. Purpose

To advise employees under what conditions they may tape record a meeting.

II. Scope

This policy applies to all Department of Public Works and Engineering employees and supersedes any other former Departmental policy, procedure or directive.

III. Policy

Employees who wish to tape record meetings or conversations involving other departmental personnel must advise the other parties of their intent to record. All parties must agree to be taped, and the agreement should be a part of the actual recording. During the recording, the tape player must be visible to all parties.

Taping of interviews of employees involved in an internal investigation is exempt from this policy.

IV. Compliance

Adherence to the above is mandatory. Any employee who violates this policy may be subject to disciplinary action.

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