

College Procedure: 400.5 – Recording Devices

Policy Reference:	400 – Employee Ethics and Conduct
Responsible Department:	Human Resources
Approval Authority:	Cabinet
Procedure Owner:	Vice President, Human Resources and Institutional Effectiveness
Effective Date:	05/30/2014

Version Number:	3
Legal Counsel Reviewed (yes/no):	No
Scope:	College-wide

Reason for Procedure

This procedure prohibits undisclosed taping/recording of conversations among employees or with students regardless of state law and prohibits using mobile communications devices or other cameras/video to take unauthorized photographs or video.

Recordings required for legal purposes or College and/or student policies are exempt from the provisions of this procedure. Campus security cameras are exempt from the provisions of this procedure.

The Procedure

Employees shall not use the picture-taking functionality of mobile communication devices in the workplace or educational setting, except for educational, marketing, accident reporting or security photos/videos unless expressly authorized. Unauthorized use of cameras/video-cameras at any College-owned or operated facility, including designated research areas, restrooms or exercise areas without the express written consent of Human Resources and a Cabinet member is not allowed.

Recording Conversations

It is expected that faculty and staff will respect the privacy of other individuals in the workplace and educational setting. Undisclosed recording of individuals without their knowledge is not compatible with the mission of Kirkwood to foster an open exchange of ideas. While realizing that recordings may serve many legitimate academic and workplace purposes, the College prohibits recording of conversations involving individuals who are unaware that such recordings are being made. In order to promote an environment of trust and collegial academic sharing, Kirkwood requires any recording will be done only with the prior consent of the parties involved. Covert/secret recordings of any conversation or meeting occurring at the workplace or educational setting, including any classroom or other educational experience, conversations or meetings onsite or offsite that deal with workplace or educational matters of official concerns are prohibited.

Employees are also prohibited from arranging for others to do any recording of conversations, phone calls or other work or educational activities, unless specifically permitted by a Cabinet member.

Failure to comply with the provisions of this procedure will result in disciplinary action up to and including termination of employment.

Definitions

Mobile Device: CELL PHONE, PAGER, PERSONAL DIGITAL ASSISTANT (PDA), MP3 PLAYER, HEADPHONE, BLUETOOTH DEVICE OR ANY OTHER WIRELESS DEVICE THAT COULD BE USED TO RECORD A CONVERSATION OR INTERACTION.

Recording Device: DEVICE USED TO RECORD OR INTERCEPT ANY WIRE, ELECTRONIC, ORAL OR VISUAL COMMUNICATION, TO INCLUDE BUT NOT LIMITED TO, MOBILE COMMUNICATION DEVICES, INCLUDING THOSE WITH PICTURE MESSAGING, TAPE RECORDINGS OR OTHER PHOTO/VIDEO DEVICES.

Revision Log

Table 1 Revision Log

Version Number	Date Approved	Approved by	Description of Change
1	05/30/2014	Jim Choate, Vice President, Finance	New template
2	05/15/2017	Mick Starcevich, President	New template
3	07/09/2019	Cabinet	Procedure template