

## **PROCEDURE 402-1**

### **MONITORING, SEARCHES, PHOTOGRAPHS AND RECORDINGS**

**Effective 05-01-2021, Resolution No. 014-21**

This procedure does not grant any employee a right to privacy greater than that stated in the Privacy Expectations Policy.

#### **County Property**

The County may search and monitor the use of County property, including information technology resources, as it deems necessary or appropriate for the conduct of County business. For example, during an employee's absence, the employee's workstation may be searched as necessary to ensure that work is completed and that services continue to be provided in a timely manner.

Other than as necessary for the ordinary operation of County business, searches of an employee's office, workstation, lockers, or use of computers and other electronic devices should be approved by the Department of Human Resources or the Legal Department. The employee is not entitled to notice or to be present during the search.

#### **Personal Property**

The County will not search any employee's personal property except where suspected criminal activity has been reported to the Johnson County Sheriff's Office and the Sheriff's Office conducts a search as part of a criminal investigation. Any exception must be approved by the Legal Department.

#### **Photographs and Recordings**

Employees may not photograph or make audio or video recordings of County operations, meetings, communications, or activities, whether conducted in person or electronically, except for public meetings and/or normal documentation of operations, without the prior written consent of the County Manager. Participants should be notified in advance when a meeting is being recorded.

Employees may not secretly photograph or make video or audio recordings of other employees except when authorized by the Sheriff's Office or the District Attorney's Office as part of an investigation.