



## **CITY OF NEW BRAUNFELS POLICIES AND PROCEDURES**

### **PROCEDURE(S): RECORDING CONVERSATIONS**

**EFFECTIVE DATE: MAY 20, 2019**

**REVISION DATE(S):**

## **RECORDING CONVERSATIONS**

Unauthorized secret recordings of conversations of employees is disruptive to employee morale and inconsistent with the respectful treatment the City of New Braunfels expects of our employees. Unless the employee is required as part of his or her job responsibilities, no employee may record, by any means, a conversation with another employee unless the following criteria are met:

1. A legitimate purpose for the recording, as determined by the Supervisor, Human Resources Department, or City Manager's Office as applicable.
2. Written authorization from the supervisor of the employee who wishes to record the conversation; or, if the employee does not feel comfortable requesting from their supervisor, is unable to request from their supervisor, or the situation has to do with their supervisor, written authorization from the Human Resources Department or the City Manager's Office. Individuals should not feel obligated to request written authorization from their immediate supervisor first before requesting from the Human Resources Department or City Manager's Office.

Secret recordings are strictly prohibited unless authorized in writing by the City Attorney's Office or in a situation in which prior approval is not possible, such as when someone is asking or ordering another person to engage in inappropriate or illegal conduct, or when the situation arises unexpectedly thereby not allowing the employee time to obtain prior approval as required above. These circumstances will be evaluated on a case-by-case basis. A violation of this provision may result in disciplinary action, up to and including termination.