

	<b>Houston Independent School District Police Department Directives</b>	<b>DIRECTIVE: 430-005</b>
		<b>EFFECTIVE DATE: March 7, 2018</b>
	<b>SUBJECT: Recording Devices</b>	<b>REVISED DATE: January 27, 2022</b>

## **PURPOSE**

The purpose of this directive is to regulate the use of personal recording devices, departmental recording devices, and surveillance equipment that record public and private areas for safety, security, and privacy relating to the Houston Independent School District Police Department. This directive applies to all Houston Independent School District Police department personnel.

## **DEFINITIONS**

**Surveillance Equipment:** Any equipment designed for photographing recording can be used for covert photographs or surveillance. This term includes, without limitation:

- a) Audio or video recordings,
- b) Infrared or thermal imaging equipment,
- c) Photographic equipment; and
- d) Electronic tracking devices.

## **GENERAL CONDUCT**

It is the policy of the HISD Police Department that the use of surveillance equipment at the HISD Police department or while conducting work functions is prohibited unless prior written approval is obtained from the Chief of Police or designee.

Specifically prohibited is audio-taping or videotaping or another employee for personal reasons. The recording of another employee for any reason other than listed above prohibits unless prior approval from the Chief of Police. This policy is intended to prohibit employees from making recordings or photographs or doing surveillance using:

- a) Mobile phones,
- b) Personal Digital Assistants (PDA's), and
- c) Other personally owned electronic or recording devices.

This policy does not include:

- a) Department-provided radio equipment.
- b) Video/audio interview systems.
- c) Other Department-provided devices.
- d) Official Department Employee Conferences (i.e., Conference for The Record, Summary Conference).
- e) During an employees' IAD investigation.
- f) During a criminal investigation involving employees as witnesses, suspects, or complainants.

## **SECURITY/PRIVACY OF RECORDINGS**

The department must maintain audio and videos resulting from official police matters as a necessary part of police work. However, the use of personal or non-department-

issued audio, transmitting, or tracking devices negatively impacts law, privacy, and employee morale.

The department may be called on to provide investigatory or judicial proceedings the audio, video, or other surveillance records made during its operations. Personal or surreptitious recording devices create potential legal problems relating to unofficial or previous unknown recordings.

Personal, non-departmental recordings also violate laws governing the recording of electronic communications. They may also offend expectations of privacy. Department employees do not and should not expect to be secretly recorded or surveilled by individual co-workers. The department expects that its employees will not engage in such conduct.

### **DISCIPLINARY ACTION**

Failure to adhere to this policy may result in disciplinary action, up to and including termination.

Approved By



Pedro Lopez Jr., Chief of Police