

# STATE OF COLORADO

## DEPARTMENT OF MILITARY AND VETERANS AFFAIRS

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John W. Hickenlooper  
Governor

Major General Michael A. Loh  
The Adjutant General  
Executive Director

**Policy Title:** Employee Use of Recording Devices in the Workplace

**Effective Date:** 01 June 2018

**Summary:** Provides Policy and Guidance for Use of Recording Devices

**Applicability:** All State Personnel and Division Directors of State Personnel

**Staff Proponent:** Human Resources

**Supersedes:** New

### A. Purpose:

The purpose of this policy is to ensure the safety, privacy, and integrity of all employees within the Department of Military and Veterans Affairs (DMVA) by prohibiting the inappropriate use of recording devices. DMVA strives to endorse the principles of decency, courtesy, professionalism, and fairness, and exemplify the way we should behave in the workplace. A secretive or non-consensual recording is not in keeping with these principles.

### B. Definitions:

1. **Covert:** To use a recording device that is hidden or disguised or to otherwise deceive another by using, hiding, or disguising any recording device.
2. **Overt:** To use a recording device that is both in plain view and authorized by each person being recorded.
3. **Recording Device:** Any device used to record, photograph, or film the voice, movements, actions of anyone or papers or other property in an electronic, magnetic, digital, or other format. Recording device does not include fax or copy machines used in the normal course of business.

### C. Policy:

DMVA employees are prohibited from using any covert recording device to record, photograph, or film the voice, movements, actions or property of any persons, or papers in an electronic, magnetic, digital or other format without authorization to do so from each person recorded. The use of any recording device will only be allowed when done so in an overt manner.

This policy does not prohibit the unannounced and/or covert use of recording devices in connection with any lawful investigation which occurs during the normal course of business and in connection with an employee's job duties.

Violation of this policy may result in corrective or disciplinary action.

**Official:**

Major General Michael A. Loh  
The Adjutant General of Colorado  
Executive Director

Distribution: DMVA Employees and Division Directors/Managers/Supervisors  
DMVA Website