



Luke A. Bronin
Mayor

POLICY NO: 011

DATE: February 1, 2018

DISTRIBUTION: Affected Personnel

SUBJECT: Electronic Monitoring

I. PURPOSE:

The purpose of this policy memorandum is to establish the City of Hartford's policy regarding electronic monitoring of its employees. Pursuant to Public Act. No. 98-142, the City of Hartford may engage in the electronic monitoring of some of its employees' activities.

II. RESPONSIBILITY:

It shall be the responsibility of all City personnel to comply with these provisions.

II. IT IS THE POLICY OF THE CITY OF HARTFORD:

- i. That the following types of electronic monitoring of City employees may occur:
 - i. The content of the radio conversations between employees.
 - ii. The content of all electronic mail ("E-Mails").
 - iii. The use of "card keys" to enter City offices (record the number of times a person goes into a building).
 - iv. The filming of employees in public places by security cameras.
 - v. The maintenance of a record of the telephone numbers contacted by employees in all in-coming and out-going telephone calls, and a record of the duration of these calls.
 - vi. The tracking of dates and times when authorized City employees activate and deactivate the Security Management System ("SMS") Access Control Motion Detectors.