

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Corporate Services	Policy No.	57
Section:	Human Resources	Issued:	June 24, 2013
Subject:	Utilization of Electronic Devices with Monitoring Capabilities Policy	Policy Effective:	June 24, 2013
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Issued by:	Corporate Services Department	Dated:	
Approved by:	Chris Cvik, Director of Corporate Services	Procedure Amendment:	

1. POLICY

- 1.01 The City of Prince Albert reserves the right to install and utilize a variety of electronic devices in and around City owned property, vehicles and equipment for the primary purpose of enhanced work efficiency and the safety and security of staff and City owned property. Many of these devices will have monitoring, data collection and tracking capabilities.
 - 1.02 City administration will inform the respective Unions of all electronic devices with monitoring capabilities, their intended purpose, the monitoring capacity and capability of the device, types of data to be collected and how the resulting data is to be stored and utilized.
 - 1.03 City administration will inform all staff in the affected Work Unit(s) and work area(s) of the installation of all electronic devices with monitoring capabilities, their intended purpose, the monitoring capacity and capability of the device, types of data to be collected and how the resulting data is to be stored and utilized.
 - 1.04 City administration will inform all staff in the affected Work Unit(s) and work area(s) as to the specific monitoring capabilities of the device that will be activated prior to implementation. However, in situations where Human Resources and Management have identified strong evidence of serious misconduct, certain monitoring capabilities may be activated without providing prior notice to the employee(s) under surveillance.
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1.05 Access to data collected will be limited to an employee's manager, Department Head, and Human Resources if the data is used for coaching or discipline. Information Technology could be used to generate or compile the data. In the case of GPS data, the Fleet Manager could also be involved.

1.06 Data collected will not be released or disclosed outside of the organization except if required by law or with the permission of any employee involved.

1.07 The length of time that collected data will be retained will vary based on the equipment involved. The Department Head and Manager will establish a reasonable length of time that data will be retained for each device with monitoring capabilities that is put in place. Staff using the equipment will be notified on the length of time the information collected will be retained.

2. PURPOSE

2.01 Electronic devices with monitoring capabilities will be installed and utilized to serve the primary purposes of safety and security of City staff and resources, enhanced work efficiencies and public safety. Data collected from such devices may also be used in the investigation and determination of disciplinary actions as deemed appropriate.

3. SCOPE

3.01 This policy will apply to the installation and utilization of all electronic devices with the capacity to monitor activity in and around City owned property and equipment and to all staff who may be working within the scope of the devices capacity to monitor and record data.

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4. RESPONSIBILITY

- 4.01 Departments and respective Work Unit Managers are responsible to ensure compliance with this policy whenever any form of electronic device with monitoring capabilities is to be installed and/or utilized within the jurisdiction of their work unit.

5. DEFINITIONS

- 5.01 "City" means City of Prince Albert
- 5.02 "Administration" means City of Prince Albert out-of-scope management.
- 5.03 "Electronic Device with monitoring capability" means any electronic or telecommunications device that has the capacity to track and record the actions of staff and equipment as it relates to the performance of required duties.
- 5.04 "Union(s)" means any or all of the following unions CUPE Local 160, CUPE Local 882, and IAFF Local 510. As a result of their unique work environment, the Prince Albert Police Service has its own industry specific process surrounding employee expectations of privacy.

6. REFERENCES & RELATED STATEMENTS OF POLICY & PROCEDURE

- 6.01 Electronics Communications Policy

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7. PROCEDURE

- 7.01 City administration will make the decision to install and utilize electronic devices with monitoring capabilities based on the need to enhance security of the public, City staff and/or City property and to improve work efficiencies.
- 7.02 Once the decision is made to install such devices the Union(s) will be informed as to the device(s) to be installed, the intended duration of its use, the intended purpose of the device(s), the monitoring capacity and capability of the device, the types of data that will be collected and how that data will be utilized and stored.
- 7.03 Once the device(s) have been installed the respective Department will inform the workers in the affected Work Unit(s) and work area(s) as to the device(s) installed, the intended purpose of the device(s), the intended duration of its use, the monitoring capacity and capability of the device, the types of data that will be collected and how that data will be utilized and stored.
- 7.04 When the information and/or data collected is to be used for the purposes of workplace efficiency the staff in the respective Work Unit(s) will be informed as to the specific data collected and what changes, if any, may result in work processes or priorities as a result of the data collected.
- 7.05 When the information and/or data collected is to be used for the purposes of discipline investigation the Union and the employee(s) in question will be fully informed as to the nature of the data collected and how it is to be used.
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- 7.06 City administration will inform all staff in the affected Work Unit(s) and work area(s) as to the specific monitoring capabilities of the device that will be activated prior to activation. However, in situations where Human resources and Management have identified strong evidence of serious misconduct, certain monitoring capabilities may be activated without providing prior notice to the employee(s) under surveillance.
- 7.07 Managers and/or Departments Heads where equipment with monitoring capability will be used, will receive instructions on the equipment and its' appropriate use.
- 7.08 No employee shall tamper with, modify or adjust any settings or otherwise cause any interference with the operation of the device or its' monitoring capabilities unless authorized to do so by City administration. To do so could result in disciplinary action up to and including discharge for cause.
- 7.09 Appropriate signage will be placed in all locations where electronic devices with monitoring capabilities are installed.
- 7.10 City Manager approval is required prior to the collection of information and/or data if that information and/or data is to be used as part of an investigation into an employee's workplace activities.
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