

Oklahoma County employees are prohibited from taking photographs, videos, or otherwise recording images of sensitive or confidential documents using smartphones, smart glasses, wearable cameras, or any other recording device while on County premises or while conducting County business off-site.

When working with confidential/sensitive information, employees must ensure devices that can record images are powered off and stored away. Employees should not place confidential/sensitive documents where they can be photographed from public spaces such as near or on public counters, shared workspaces, or windows.

Recording devices are not permitted in bathrooms, secure records rooms, legal and HR file areas, and any other area designated by the County as containing sensitive information. Signs or other notices may be posted to identify restricted zones.

Violation of this policy may result in disciplinary action up to and including termination and may expose the employee to civil or criminal liability if applicable.