



VIDEO RECORDING AND PHOTOGRAPHY IN THE DISTRICT CLERK'S OFFICE



POLICY NOTICE

To protect sensitive and confidential data and the privacy of employees, photographing or video recording of any computer monitor is prohibited. Photographing and video recording is strictly prohibited in the following areas:

Secured areas of the District Clerk's Office

Behind service counters

Within two (2) feet of service counter or employee desk

Any conduct, including the photographing or video recording that unreasonably disrupts the routine operations of the District Clerk's Office or that unfairly limits and disrupts access to other citizens in need of services is prohibited. The District Clerk's Office may ask an individual who fails to follow these guidelines to turn off the recording device. If an individual refuses to comply with the request and continues to unreasonably disrupt the routine operations of the District Clerk's office by recording and filming in restricted areas, the individual may be instructed to leave the building.