

POLICY NAME WORKPLACE SEARCHES

POLICY NUMBER 2.2.6

CATEGORIES

DATE PROPOSED: 8/10/18

DATE OF VOTE: 8/22/18

ACCEPT (Y/N): Y

As a condition of employment, Municipal Ice Complex (MIC) employees grant to management and supervisory personnel the right and authority to conduct unannounced searches or inspections of employee offices, desks, lockers, file cabinets, computers and other items, equipment, vehicles, and spaces furnished by the City to the employee (and the contents of any of the foregoing), whether unlocked or locked with an MIC provided or employee-provided lock. These searches or inspections may occur for work-related purposes, including, without limitation, prompt, efficient and orderly performance of MIC business and services; health and safety in the workplace; compliance with all federal, state and local laws, ordinances, rules, regulations, policies and procedures; and, in addition, for the purpose of investigating work-related misconduct.

Employees should leave at home personal possessions they do not wish to be seen. Employees should not have any expectation of privacy with regard to their possessions brought into and stored in the workplace. Employees who choose to keep personal possessions in the workplace do so with an understanding that these items are subject to search and inspection, as provided in this section, and that the risk of any loss will be the employee's responsibility. The provisions of this section shall also apply to inspection of articles or packages entering or leaving MIC property, as deemed necessary by management.

Workplace searches that clearly include an employee's personal property and are not part of the typical routine review or inspection of the workplace shall include at least two supervisory personnel for the search or shall be approved in advance in writing by the Senior Facility Manager (SFM) or the SFM's designee.

Disciplinary action in accordance with facility policies and procedures may result from searches and inspections or from failure to comply with this policy.

COMMENTS: