

DD. SEARCHING AN EMPLOYEE'S DESK, LOCKER OR PERSONAL WORK

AREAS

The City reserves the absolute right to search for any legitimate business reason, an employee's desk, locker, and personal work area at any time. The City provides all necessary locks, combination locks, and/or keys, and maintains duplicate keys and/or combinations to all locks. Employees are not permitted to use their personal locks or combination locks.

The search can only be conducted with the Department Head or Assistant Director and one of the following officials: City Administrator; Assistant City Administrator; or Director of Human Resources. An attempt must be made to have the employee present to witness the search.