Board Policy P-7: Searches and Inspections

REFERENCES


THE POLICY

The Salt Lake City School District Board of Education protects against loss of district and personal property and maintains safe, healthy working and learning environments for employees and students.

The purpose of this policy is to notify employees that the district reserves the right to conduct searches to ensure compliance with all laws and policies concerning safety of employees, security of district and individual property, drugs and alcohol, and other prohibited items.

To that end, the board authorizes its supervisors to search and/or inspect at any time any district property on district owned or leased premises, including district vehicles, computers, mobile devices, the contents of district owned lockers, storage areas, file cabinets, desks, and workstations. Personal furniture such as a filing cabinet or mini refrigerator brought by an employee will be treated as district property when located on district property.

In addition, supervisors may search and/or inspect an employee’s personal property which has been brought onto district property, such as vehicles, packages, briefcases, backpacks, electronic devices and other containers, given reasonable suspicion that evidence of work-related misconduct would be found and assuming the specific search is reasonable and limited in scope.

District employees should understand that they have no reasonable expectation of privacy at work and should conduct themselves accordingly. In particular, district employees have no expectation of privacy in their rooms or offices, or in the contents of those rooms or offices. Employees should assume that what they do while on duty or on district property is not private.

District personnel will generally notify an employee before conducting a search of work areas or personal belongings but may not always be able to do so. Any search or inspection made pursuant to this policy will be done in a manner which protects the employee’s privacy, confidentiality, and personal dignity to the greatest extent possible.

Employees are required to cooperate fully with and assist in such investigations, if requested to do so. If an employee refuses to promptly permit a search under this policy, or if unauthorized items or those prohibited by board policy are found in a search, the employee may be subject to discipline, up to and including termination.