

## WORKPLACE SEARCHES

### I. PURPOSE

This procedure describes the City of Harlingen's policy regarding workplace searches.

### II. POLICIES AND PROCEDURES

It is the City's policy, when deemed necessary by management, for authorized persons to conduct unannounced searches and inspections of both City property and personal items including vehicles, brought onto City property or used to conduct City business. Refusal to cooperate in a search, inspection, or investigation will likely result in disciplinary action up to and including termination.

A minimum of three management personnel are required to conduct a search; all searches must be authorized in advance by the City Manager and conducted under the direction of the Department Director or the Manager's designee. One of the persons observing the search must be of the same gender as the person whose belongings are being searched.

The following may be searched:

- City property including, for example, offices, file cabinets, lockers, computers or other spaces individually assigned, whether secured, unsecured or secured by a lock provided by the employee.
- Personal property brought onto City of Harlingen property or used to conduct City business including,

for example vehicles, briefcases, purses or wallets, bags, removable clothing.

Employees are not entitled to any expectation of privacy with respect to such items.

Any search under this policy will be done in a manner protecting employee's privacy, confidentiality, and personal dignity to the greatest extent possible.