

Policy Title:

***Workplace Inspections***

Code No. **403.6**

Employees may be assigned desks, workspaces, lockers or other storage areas, computers and electronic communications devices in connection with the performance of their job duties. These desks, workspaces, lockers, storage areas, computers and electronic communications devices are District property. The District retains the right to inspect these areas and devices, including accessing, inspecting and reading anything stored in or on them, at any time and for any reason, without notice, including checking for damage or for a violation of a District policy or rule. Employees have no expectation of privacy in desks, workspaces, lockers, storage areas, computers and electronic communications devices or in any materials or data therein, including any personal property or information stored in such spaces or on such devices.

The District assumes no responsibility or liability for any items of employee personal property which are placed in or on desks, workspaces, lockers, storage areas, computers and electronic communications devices. Employees are not to store hazardous materials, weapons, controlled substances not validly prescribed for the employee, or alcoholic beverages on District property, except that a small container of spray commonly used for self-defense may be stored on District property if the facility in which it is stored is locked.

Except in cases of emergency, if the District conducts an inspection or examination under the terms of this policy, there will be at least two individuals present at the time of the inspection or examination. Similarly, except in cases of emergency, if it is reasonably believed that an employee has a prohibited item inside a personal belonging the employee will first be asked to open the personal belonging before the inspection proceeds.

**Date of Adoption:** October 13, 2008

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