

	<b>City of Cedar Park</b> <b>Human Resources Policy Manual</b>		
	<b>Privacy Expectation</b>		
	Number: G-7	Revision: 1	Effective Date: 5/10/2018

## 1.0 Policy

It is the policy of the City that any City facility or office is provided to an employee for the sole purpose of facilitating the work of the City, and an employee should refrain from bringing unnecessary or inappropriate personal property to the workplace. As a public sector employee supported by public funds, an employee has a limited expectation of privacy in his/her work, workstation and/or anything that belongs to the City used to produce work.

## 2.0 Procedure/Rule

- 2.1 A work place or workspace is subject to random inspection or search for non-investigatory purposes, such as retrieving a file or other work product, as well as random investigative searches based on reasonable suspicion of wrongdoing or misconduct.
- 2.2 The term “work place” or “workspace” includes those areas and items related to work and generally within the City’s control, such as an office, desk, file cabinet, City vehicle, computer and locker. Bodily searches or searches of purely personal belongings shall be conducted only through official police actions as authorized by law.
- 2.3 Assignment of City Property. The City may assign a City-owned vehicle, locker, desk, and/or cabinet for the mutual convenience of a department and a City employee. Such an item is subject to entry and inspection without notice as provided in this policy, even if the employee has placed a personally owned lock on City property.
- 2.4 Personal Property. Retention of a personal item on or in City property is at the risk of the employee, and the City shall not be responsible for any losses.
- 2.5 Investigative Searches.
  - 2.5.1 An investigative search shall be based upon a reasonable suspicion of employee wrongdoing or misconduct. Reasonable suspicion is a belief based upon objective facts sufficient to lead a reasonably prudent person to suspect that an employee is guilty of wrongdoing.

- 2.5.2 Any Department Head or designee reasonably suspecting an employee of work-related wrongdoing or misconduct may authorize an investigatory search of the work place or workspace and shall notify the Human Resources Director of the search. The Department Head or designee, and whenever possible, the affected employee shall be present. If practical, a representative from the Human Resources Department shall be requested to be present during the search.
- 2.5.3 Should the search uncover wrongdoing or misconduct, the investigator shall inform the Department Head and Human Resources Director, who shall contact City Attorney's Office for consultation on how to handle the case as an administrative or criminal matter.