

RULE 11 – Work Place Searches

This policy covers all employees in the classified and unclassified service as defined in the Gila County Merit System Rules and Policies Manual without regard to regular, temporary, part-time, probationary or emergency status, although nothing in this policy waives the at will status of an unclassified employee.

- 11.1 For the mutual convenience of employees and Gila County, employees may be assigned county-provided equipment such as vehicles, lockers, desks, cabinets, and brief cases. Employees are hereby advised that the retention of any personal items in such equipment is at the employee's own risk, and Gila County and any supervisors will not be responsible for any losses.
- 11.2 Any county-provided equipment is subject to entry, search, and inspection by authorized personnel without prior notice. Any privately owned property contained in such equipment (including the contents of sealed items/containers) may also be opened and examined without prior notice and without permission to investigate work-related misconduct. This includes any county-provided equipment that is protected by a personally owned lock that an employee may place on that equipment. Therefore, employees have no expectation of privacy when using county-provided equipment.
- 11.3 Work place searches must be authorized by the County Administrator, the Personnel Director, or designee of same.