


PINE BLUFF POLICE DEPARTMENT POLICY & PROCEDURES MANUAL

	SUBJECT:	POLICY NUMBER 1115
	EMPLOYER'S RIGHT OF INSPECTION	ISSUE DATE 02/19/2008
	CHAPTER: ETHICS	EFFECTIVE DATE 02/19/2008
	ISSUED By: Chief of Police John E. Howell	TOTAL PAGES 1

I. PURPOSE

This policy is issued to provide guidelines in reference to the employer's right of inspection.

II. POLICY

- A.** For the mutual convenience of the employee and the department the employee may be assigned department provided equipment. This includes, but is not limited to, vehicles, lockers, desks, cabinets, telephones, file cabinets, office space, computers, pagers, voice and paper mailboxes, cellular telephones, briefcases, etc...
- B.** All employees are hereby notified that the retention of any personal items in such equipment, including but not limited to, gym bags, notebooks, clothing, papers, effects, computer media, and the like is at your own risk and the agency and its employees will not be held responsible for any losses.
- C.** Moreover, any department provided equipment is subject to entry, search, and inspection by other members of the department or city administrators without further notice. Any privately owned property contained in such equipment, including the contents of any closed or sealed items or containers may be opened without the employee's permission.
- D.** Computer media or data, voice or electronic mail, pager memory banks and other electronic storage systems may be "opened", "read", or inspected in the same manner as the contents of vehicles, lockers, desks, cabinets, telephones, file cabinets, office space, computers, pagers, voice and paper mailboxes, cellular telephones, briefcases, and other such equipment
- E.** This provision includes any department provided equipment or property, even such property that may be secured by a personally owned lock or password protection that may be placed on such property.
- F.** As a result all employees of the Pine Bluff Police Department have no reasonable expectation of privacy when using agency provided equipment as set forth herein.