

USE OF DISTRICT PROPERTY ~~OR~~ /PREMISES AND SEARCHES

Employees will use the District's property and equipment including, but not limited to, monies and funds, communication equipment, vehicles, tools, equipment, and facilities (buildings, classrooms, etc.) only for work related purposes as directed or approved by their administrator or manager/supervisor. An employee's personal items may be approved for display in a classroom or office by the administrator/manager/supervisor if it does not violate any laws, District policies, support or promote a political/social agenda, etc. and does not cause an educational disruption. Employees are prohibited from bringing in personal furniture, appliances, equipment, etc. without prior written approval of their administrator/manager/supervisor. If approved in writing, the furniture, appliances, equipment, etc. must meet all health and safety standards established by law and the District. The District is not responsible for properly maintaining or replacing an employee's approved personal items.

When using District property and equipment, all employees are expected to exercise care, perform required maintenance, and follow all operating instructions, as well as and comply with safety standards and guidelines.

Employees will not misuse, destroy, or otherwise use in an improper or unsafe manner any property of the District. Employees are prohibited from making unauthorized copies, any other unauthorized use of, or and allowing or facilitating the unauthorized possession by others of District keys or other access devices used to access District property. Employees are strictly prohibited from allowing students to use their keys or other devices used to access District property. Employees are also prohibited from transporting non-employees in the District's vehicles unless specifically authorized to do so by their administrator or manager/supervisor in an emergency situation.

The District may authorize the examination of lockers, desks, vehicles, and all other property and spaces owned or controlled by the District to check for the presence of any unauthorized material, weapons of any type, or controlled/prohibited substances including, but not limited to, alcohol and illegal drugs. Prior notice to employees that District-owned property or space is to be searched is not required as entrance onto or use of District property is deemed consent. A search may be conducted either in or outside the employee's presence.

If an individual is asked to submit to a search and refuses, that individual will be considered insubordinate and will be escorted off the job site and disciplined, as appropriate. The District may take whatever legal means are necessary, consistent with this policy, to determine whether unauthorized material, weapons of any type, or controlled/prohibited substances are located or being used on District premises. The District may call upon law enforcement authorities to conduct an investigation if deemed necessary.

Searches will be conducted by management personnel or law enforcement authorities and may or may not be conducted in the presence of the person whose work area is searched. Any suspected contraband will be confiscated and may be turned over to law enforcement as appropriate. Any

person whose property is confiscated will be given a receipt for that property by the representative conducting the search.

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