

# ***KINGMAN COUNTY SHERIFF'S OFFICE***

POLICY AND PROCEDURE MANUAL

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## **SECTION 23.0 BUILDING SEARCH POLICY**

### **POLICY**

As a condition of employment, Kingman County Sheriff employees grant to Sheriff and supervisory personnel the authority to conduct random and unannounced inspections of employee lockers, desks, computers, county vehicles in order to insure compliance with all rules and laws. Kingman County Sheriff's Office may inspect any parcels left in the Kingman County buildings.

E-Mail or other electronic communications also are subject to inspection by the Sheriff or supervisory personnel at any time. Abuse of e-mail and/or networks may result in disciplinary action, including discharge. In addition, employees may be subject to criminal prosecution if inappropriate computer use includes criminal activity.

Except in matters in which there is reasonable cause to suspect criminal activity, employees may be given an opportunity to be present in any inspection of lockers, desks, computers, etc. Employees should leave at home possessions which they do not wish to have seen.

Disciplinary action, including discharge, may result from searches and inspections.