

Board Policy P-7: Searches and Inspections



REFERENCES

[New Jersey v. T.L.O., 469 U.S. 328 \(1985\)](#)
[O'Connor v. Ortega, 480 U.S. 709 \(1987\)](#)
[City of Ontario v. Quon, 130 S.Ct. 2619 \(2010\)](#)

THE POLICY

The Salt Lake City School District Board of Education intends to protect against the unauthorized use and removal of district property, and to maintain safe working environments for employees where their civil rights are respected and protected.

The purpose of this policy is to notify employees that the district reserves the right to conduct searches to ensure compliance with all laws and policies concerning employee safety, security of district and individual property, drugs and alcohol, and other prohibited items.

To that end, the board authorizes its supervisors to search and/or inspect at any time any district property on district-owned or leased premises, including district vehicles, computers, mobile devices, the contents of district-owned lockers, storage areas, file cabinets, desks, and workstations. Personal furniture such as a filing cabinet or mini refrigerator brought by an employee will be treated as district property when located on district property.

In addition, supervisors may search and/or inspect an employee's personal property that has been brought onto district property, such as vehicles, packages, briefcases, backpacks, electronic devices, and other containers, given reasonable suspicion that evidence of work-related misconduct would be found and assuming the specific search is reasonable and limited in scope.

District employees should understand that they have no reasonable expectation of privacy at work and should conduct themselves accordingly. In particular, district employees have no reasonable expectation of privacy in their rooms or offices, or the contents of those rooms or offices. Employees should assume that what they do while on duty or district property is not private.

District personnel will generally notify an employee before searching work areas or personal belongings but may not always be able to do so. Any search or inspection made pursuant to this policy will be done in a manner that protects the employee's privacy, confidentiality, and personal dignity to the greatest extent possible.

Employees are required to cooperate fully with and assist in such investigations if requested to do so. If an employee refuses to promptly permit a search under this policy, or if unauthorized items or those prohibited by board policy are found in a search, the employee may be subject to discipline, up to and including termination.

No district employee or student shall be subjected to discrimination in employment or any district program or activity on the basis of age, color, disability, gender, gender identity, genetic information, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status. The district is committed to providing equal access and equal opportunity in its programs, services and employment including its policies, complaint processes, program accessibility, district facility use, accommodations and other Equal Employment Opportunity matters. The district also provides equal access to district facilities for all youth groups listed in Title 36 of the United States Code, including scouting groups. The following person has been designated to handle inquiries and complaints regarding unlawful discrimination, harassment, and retaliation: Tina Hatch, Compliance and Investigations/Title IX Coordinator, 440 East 100 South, Salt Lake City, Utah 84111, (801) 578-8388. You may also contact the Office for Civil Rights, Denver, CO, (303) 844-5695.