



Policy: **Keys, ~~and~~ Security, and Monitoring of City Facilities**
Adopted: M2007-0143
Effective: 10/1/2007
Revised: 9/6/2016

Purpose

Security of City buildings, offices, vaults, computers and files is of such extreme importance that special efforts must be made to protect this property from unauthorized theft or vandalism.

Policy

Keys and badges identification cards for City facilities and vehicles are issued only to employees with an absolute need.

Keys and badges identification cards are the responsibility of the employee and should not be shared with anyone.

Opening and allowing individuals without keys into the building or office areas is prohibited.

Computer passwords should not be shared with other employees or individuals outside of the City.

Employees entrusted with the custody of safes, vaults, or confidential files are expected to maintain security and securely lock before leaving at the end of the shift.

Procedures

If you misplace keys or badges identification card, report it immediately to the Communications & Human Resources Director and Department Director/Supervisor.

~~Misplacing keys or badges requires reimbursement of the cost of re-keying a building and changing keys.~~

Resulting damage from loss or sharing of keys, passwords, or badges identification card is the responsibility of the employee violating this policy.

Monitoring and Inspection

Because City employees are employed by a public entity, perform services for the public, utilize public resources to perform these services, are compensated from public money, and primarily work in public facilities, and as established in state and federal law, the City feels it is important to clarify and establish City employees' expectation of privacy in the workplace and parameters under which the City may monitor and inspect actions and items in the workplace.

To ensure compliance with rules concerning safety of employees, security of the City and individual property, drugs and alcohol, and possession of other prohibited items, the City may find it necessary to monitor and inspect actions and items in the workplace consistent with the parameters below. When the City takes these actions, the City is not automatically accusing anyone of theft, some other crime, or any other variety of improper conduct or expressing any general distrust of employees. Instead, the City is ensuring a safe, secure, and healthy workplace.

There is no general or specific expectation of privacy in the workplace, either on the premises of the City or while on duty. In general, employees should assume that what



Policy:	Keys, and Security, <u>and Monitoring of City Facilities</u>
Adopted:	M2007-0143
Effective:	10/1/2007
Revised:	<u>9/6/2016</u>

they do while on duty or on the City premises is not private.

In public spaces and where the City assigns offices, vehicles, cubicles, desks, file cabinets, drawers, lockers, or other work spaces and storage areas to an employee, those public spaces, work spaces and storage areas continue at all times to belong to the City and may be monitored and inspected at any time without the consent or knowledge of the employee in a public space or to whom the work spaces and storage areas may be assigned. Monitoring of these spaces and areas may include video or electronic surveillance. The contents of such surveillance is intended to and may be used for, among other things, determining whether a workplace standard has been violated and in disciplinary proceedings and may be disclosed to appropriate individuals and entities involved in making such a determination and disciplinary proceedings.

No employee should consider any of these areas, or any compartment within these areas, as belonging to the employee or otherwise to be areas private to the employee, even if the employee uses his own lock or other security device.

Employees who bring personal property into or onto the facilities or vehicles of the City should understand that such personal property may also become the subject of a workplace inspection.

Because employees are presumed to use the facilities of the City to conduct the business of the City, employees should be aware that personal storage or conveyance items such as briefcases and file folders owned by the employee may be deemed to contain the property of the City and may be included in routine or focused workplace inspections.

The City reserves the right to conduct inspections to monitor compliance with rules concerning safety of employees, security of the City and individual property, drugs and alcohol, and possession of other prohibited items. "Prohibited items" includes illegal drugs, alcoholic beverages, prescription drugs or medications not used or possessed in compliance with a current valid prescription, weapons, any items of an obscene, harassing, demeaning, or violent nature, and any property in the possession or control of an employee who does not have authorization from the owner of such property to possess or control the property. "Control" means knowing where a particular item is, having placed an item where it is currently located, of having influence over its continued placement. In addition to the City premises, the City may search employees, their work areas, lockers, personal vehicles if driven or parked on City property, and other personal items such as bags, purses, briefcases, backpacks, lunch boxes, and other containers. In requesting a search, the City is by no means accusing anyone of theft, some other crime, or any other variety of improper conduct.

All employees of the City are subject to this policy. However, any given search may be restricted to one or more specific individuals, depending upon the situation. Searches may be done on a random basis or based upon reasonable suspicion.



Policy:	Keys, and Security, <u>and Monitoring of City Facilities</u>
Adopted:	M2007-0143
Effective:	10/1/2007
Revised:	<u>9/6/2016</u>

“Reasonable suspicion” means circumstances suggesting to a reasonable person that there is a possibility that one or more individuals may be in possession of a prohibited item as defined above. Any search under this policy will be done in a manner protecting employees’ privacy, confidentiality, and personal dignity to the greatest extent possible. The City will respond severely to any unauthorized release of information concerning individual employees.

No employee will ever be physically forced to submit to a search. However, an employee who refuses to submit to a search will face disciplinary action, up to and possibly including immediate termination of employment.

Termination of Employment

All keys, passwords and badges must be turned in-to ~~the~~ Communications & Human Resources ~~department~~ upon termination of employment. Final paycheck or severance pay will be held until all keys, passwords, and badges are turned in.

Violation

Violation of this policy will be subject to discipline up to and including discharge.