

**PINAL COUNTY POLICY AND PROCEDURE**

**2.20**

**SUBJECT: SEARCHES**

**DATE: May 17, 2017**

**PAGES: 1 of 1**

**REPLACES POLICY DATED: July 10, 1993**

**PURPOSE:** To establish guidelines covering the conduct and condition of workplace searches.

**STATEMENT OF POLICY:** Workspaces of Pinal County employees are considered an integral part of County property. Work areas including, but not limited to, offices, desks, lockers and files are not to be considered private areas of individual employees with an expectation of privacy.

**SCOPE:** Searches of work areas including, but not limited to, offices, desks, lockers and files may be conducted without notice only upon the specific authorization either written or verbal, of an Elected Official or the County Manager, and only for reasonable cause. Any such search must be conducted by at least two persons, one of whom must be at the level of Department Director or above.

Access to any material produced by County employees, and produced on or stored on computer media within County facilities is strictly controlled by security protocols established and promulgated by the Information Technology Department.