

S P O K A N E C O U N T Y L I B R A R Y D I S T R I C T

Policy Title	HR12 – Searches & Inspections		
Approval Date	May 15, 2018	Revision Date	January 1, 2025
Related Policies	HR02 Hiring and Employment HR06 Employee Conduct		
Purpose	To set forth the Spokane County Library District (District)'s policies for searches and inspections.		
Scope	Applies to all District employees.		

The Board reserves the right to change and/or modify this policy at any time, as circumstances dictate and in accordance with applicable law.

Failure to follow policy and meet District expectations may result in disciplinary action, up to and including termination.

12.1 Property

The District provides property including, but not limited to, workstations (desks, files, lockers, closets, equipment and vehicles) to carry out District business. Employees are expected to act lawfully, ethically, and professionally, to follow all District policies and procedures, and to exercise common sense when using District property.

There is no right to privacy in the use of District-owned vehicles, workstations, desks, files, lockers, closets, or other containers provided by the District. An employee consents to reasonable search of the same. There is no right to privacy in the use of these.

In order to maintain a safe workplace, employees of the District are advised that upon reasonable suspicion, the District reserves the right to inspect or search, without advance notice, any District-owned vehicle, workstation, desk, file, locker, closet, or other container provided by the District. The District may also, upon reasonable suspicion, inspect or search employee possessions present on District property, with advance notice to the employee.

Where applicable, the District will provide locks for employee use and shall retain a key or combination to all locks provided for use by employees in the workplace. Employees may not use a personal lock on District property.

Employees who do not permit the searches described above may be subject to disciplinary action up to and including termination.

12.2 Computers and Communications Systems

The District provides network, communications systems, equipment and devices (“technology resources”) to carry out District business. Employees are expected to act lawfully, ethically, and professionally, to follow all District policies and procedures, and to exercise common sense when using District technology resources.

By using the District’s technology resources, an employee consents to disclosing the contents of any data files, information, and communications created on, stored on, transmitted, received, or exchanged via its network, communications systems, equipment, or devices. There is no right to

privacy in the use of District's technology resources. By using the District's technology resources, an employee consents to monitoring, recording, and reviewing the use of that technology resource.

The District reserves the right to monitor, review, audit, intercept, access, and disclose all messages and/or data created, received, or sent over any of its electronic systems for any purpose at any time. All messages or data created, sent, or received using any of the District's electronic communication or computer systems are considered property of the District. Only employees authorized by the Executive Director may research, retrieve, read, or copy messages and/or data stored on any of the District's electronic systems by another user.

Unethical, inappropriate, or illegal use of District computer or communication systems, equipment, or network is prohibited and may lead to disciplinary action up to and including termination.

The Executive Director will establish administrative procedures necessary to implement this policy. Any appeal of an administrative action under this policy will first be made in writing to the Executive Director.

Any subsequent appeal of Executive Director action and/or decision will be made in writing to the Board of Trustees.

The District will make a good faith effort to implement this policy in a fair and consistent manner.

In the event of the amendment of any law, regulation, or ordinance incorporated into these policies or upon which these policies rely, these policies shall be deemed amended in conformance with those changes. In cases where these policies conflict with any local ordinance, state or federal law, the terms of that law, and its underlying rules or regulations shall prevail. In all other cases, these personnel policies and practices prevail.