

City of Johns Creek Police Department

<i>Subject:</i> Administrative Searches	<i>Number:</i> 01-13
<i>Reference:</i> See also "Internal Affairs"	<i>Amends:</i>
<i>Effective:</i> 04/08	<i>Review Date:</i> Annually
	<i># of Pages:</i> 1

PURPOSE:

Provide for reasonable searches of department owned and employee owned items brought into Department facilities while protecting employee rights.

DEFINITIONS:

Administrative Order: Direct order of the Chief of Police.

Reasonable Suspicion: Specific, objective facts and rational inferences that may be drawn in light of experience.

POLICY: (01-13)

The Department may conduct reasonable searches of any Department owned building, locker, vehicle, package, electronic messaging or mailing conducted through any City owned telephone, computer, blackberry or other device and/or any other items delivered or brought onto Department property. This policy shall suffice as notice to all employees regarding expectations of privacy.

PROCEDURES:

Privacy (01-13-01)

All employees of the Department are advised they have no right to and should not expect privacy in any Department owned buildings, lockers, vehicles, equipment or devices or in any packages or other items brought onto Department property. Any search of these areas, items, or packages will be conducted in a reasonable manner and only upon reasonable suspicion for investigative purposes. A search will be made only for contraband or for evidence of employee misconduct. All searches will be by administrative order only.

Employee Vehicles (01-13-02)

Private vehicles, which are owned or being operated by an employee but are parked on Department property are exempt from an administrative search.

Findings of Search (01-13-03)

In all cases where an administrative search is to be conducted, a Standardized Complaint Form will be completed per standard investigative procedures and the employee will be notified of the search and the finding of any subsequent internal affairs investigation.