



# California Health Sciences University

## CHSU SEARCHES AND INSPECTIONS

### I. POLICY STATEMENT

#### A. Searches and Inspections

1. In order to protect its property, employees and students, CHSU reserves the right to search office property including desks, computers, containers, storage areas and any other equipment without notice. CHSU also reserves the right to inspect personal property on the premises as warranted, including vehicles, clothing, packages, lunch boxes, purses and other containers for illegal drugs, alcohol, weapons, stolen property or evidence of a violation of University rules. Searches of personal property will only be conducted when there is reasonable suspicion to believe that an employee has illegal drugs, alcohol, weapons, stolen property or evidence of a violation of University rules in his/her possession.
2. CHSU property and premises may be monitored by means of audio, visual or electronic equipment at any time, without prior notice. Monitored information includes, but is not limited to, monitoring sites employees visit on the Internet, monitoring chat groups and news groups, reviewing downloaded or uploaded material, reviewing emails sent and received by employees, and reviewing telephone call and voicemail logs. CHSU will keep copies of all Internet and email passwords. System security features such as passwords and message delete functions, do not neutralize or inhibit CHSU's ability to access such materials. You should not expect privacy in any of the above mentioned areas of this policy.
3. An employee's refusal to cooperate in a search, inspection or related investigation may result in disciplinary action up to and including termination.

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- Policy Owner: Human Resource
  - Effective Date: 11/01/2017
  - President Approval Date: 11/01/2017
  - Provost Approval Date: 11/01/2017