

PERSONNEL POLICY AND PROCEDURES

POLICY TITLE	PERSONNEL POLICY #39
HEADER INFO - Adopted - Revised	Search Policy
RULE REFERENCE	
GLOBAL POLICY STATEMENT (what and why)	Choices In Community Living (“CICL” or “the company”) reserves the right to conduct searches of any person, vehicle or object that enters onto Company property and access to CICL premises is conditioned on this right. Pursuant to this provision, CICL or its designee is Authorized to search the following non-exhaustive list of places and items: lockers, packages, containers, desks, purses, briefcases, baggage, toolboxes, lunch sacks, clothing, vehicles parked on Company property, and any other item in which a weapon or illegal drugs may be hidden. Additionally, the Company or its designee may search a vehicle owned by it and used by the employee, and a vehicle owned by an employee that is being used to conduct business on behalf of the Company, regardless of whether the vehicle is located on Company property at the time.
GUIDELINES/PROCESS STATEMENTS (how)	<p>Company management or local authorities may conduct searches. To the extent Company management or its designee requests the search and the employee is present, the employee may refuse the search; provided, however, refusal to cooperate may result in discipline, up to and including termination of employment.</p> <p>The Company reserves the right to conduct searches on its property or authorize searches by law enforcement on its property without the employee being present.</p> <p>From time to time and without prior announcement, inspections or searches may be made of anyone entering, leaving, or on the premises of property of the Company (including alcohol and/or drug screens or other testing.)</p> <p>By continuing to work at the Company, an employee consents to these searches, including searches of all personal items brought onto the Company’s premises. Any inspection/search Conducted by the Company or its designees may occur at any time, with or without notice. Any employee may be subjected to a requested search, and being selected does not necessarily suggest violation of a Company policy. If an employee refuses to consent to a search (including alcohol and/or drug screens), he may be disciplined up to and including termination.</p> <p>Employees have no reasonable expectation of privacy while on Company owned or controlled premises or property. For purposes of this policy, the term “premises” is used in its broadest sense and includes all client homes, Company-owned or leased buildings, and Surrounding areas, such as sidewalks, walkways, parking lots and driveways under the Company’s ownership or control. Company-owned vehicles are covered by this policy at all Times regardless of whether they are on Company property. Private vehicles on Company premises are included within this definition.</p>

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	VIOLATIONS: Failure to abide by all terms and conditions of the policies described above may result in discipline, up to and including termination. If you become aware of anyone violating this policy, please report it to Human Resources immediately.
FORMS Titles of forms	
TRAINING Titles of training	