

**SANDUSKY COUNTY
PERSONNEL POLICY AND PROCEDURE MANUAL**

NO EXPECTATION OF PRIVACY POLICY

**SECTION 5.22
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- A. No employee shall have any expectation of privacy regarding any personal information, documents, materials, or other personal items kept in any Employer-provided locker, vehicle, desk, file, computer, cellular telephone, or elsewhere in Employer-owned property.
- B. The Employer shall have the right to search and review any files, e-mails, web sites, etc., maintained or accessed by the employee on any computer provided by the Employer for the employee's use. The Employer shall have complete access to any telephone records, cellular telephone logs, or other information maintained on any Employer-provided cellular telephone.
- C. Any Employer-provided locker, desk, vehicle, or other equipment shall be subject to search at anytime by the Employer.
- D. Any common areas in county owned buildings, i.e. break rooms, employee lounges, hallways, conference rooms etc., may be subject to surveillance for security and safety purposes. Employees will be notified by the SCAA or designee of areas under surveillance.

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