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|  | <h2>Search Policy</h2>                                                                                                                                     |                                                                                            |
|                                                                                   | <b>Section No: 1.10</b>                                                                                                                                    |                                                                                            |
|                                                                                   | <b>Category: Employment Policies</b>                                                                                                                       |                                                                                            |
|                                                                                   | <b>Resolution Number: 257-2026</b>                                                                                                                         |                                                                                            |
|                                                                                   | <b>Effective Date: September 1, 2026</b>                                                                                                                   |                                                                                            |
|                                                                                   | <b><i>Supersedes: former Section 21, Resolution 2009-125 – November 18, 2008</i></b>                                                                       |                                                                                            |
|                                                                                   | <b>Next Review Date: September 1, 2028</b>                                                                                                                 |                                                                                            |
| <b>Responsible Office: Human Resources</b>                                        |                                                                                                                                                            |                                                                                            |
| <b>Policy Applies to:</b>                                                         | <input checked="" type="checkbox"/> All City employees (Full-time, Part-time, LSEs, temps, etc.)<br><input type="checkbox"/> All City and School Employees | <input type="checkbox"/> Full-Time employees only<br><input type="checkbox"/> Other: _____ |

## Relevant Definitions

N/A

## Policy

All property owned, operated or controlled by the City of Kingsport is subject to search. Searches may be conducted at any time without notice as there is **NO EXPECTATION OF PRIVACY**. This may include, but not be limited to, an employee's office or individual work area, desk, file cabinet and files, closet, containers, city vehicle, lockers, **city issued cell phone, laptop, computer, tablet, ipad, any storage devices, or any such technology devices provided by the city**. Such equipment is subject to entry and search without notice, even if the employee has placed a personally owned lock on the city's property.

Because even a routine inspection or search may result in the viewing of an employee's personal possessions, employees are encouraged not to bring any item of personal property into the workplace that they do not want revealed to the city. The retention of personal items is at the risk of the employee and the city will not be responsible for any losses. Employees assigned lockers, whether such lockers are kept locked by employees or not, are also subject to searches by management in the presence of the employee, if the employee is reasonably available.

Law enforcement will be notified, as appropriate, where criminal activity is suspected.

## Authorized Searches

Searches conducted under this policy shall be authorized by the City Manager, the Human Resources Director, the applicable Department Head, or their designated representative, except in situations involving an immediate threat to the safety of individuals, the security of City property, or the preservation of evidence, where prompt action is necessary. Whenever

practicable, all searches shall be conducted in the presence of at least two authorized City representatives, one of whom should be the employee's supervisor or a Human Resources representative. The purpose of requiring two authorized individuals is to ensure the integrity of the search process, provide an impartial witness, and protect both the employee and the City from allegations of misconduct or impropriety. Employees may be asked to be present during the search when appropriate; however, the City's authority to conduct a search is not dependent upon the employee's presence or consent.

### Consequences of Policy Violation

Employees are expected to cooperate with authorized searches and inspections conducted in accordance with this policy. Refusal to cooperate with a search or inspection, interfering with the search process, providing false or misleading information, or attempting to conceal, remove, or destroy property or evidence may result in corrective action, up to and including termination of employment.

The discovery of illegal, stolen, or prohibited items during a search may result in disciplinary action, up to and including termination of employment. When appropriate, the City will notify law enforcement or other governmental authorities and cooperate with any resulting investigation.

### Related Information or Procedures:

N/A

### Other Provisions:

Nothing in this policy should be construed to conflict with or supersede state or federal law, or as interfering with the constitutional rights of employees.

While the city is committed to the principles embodied in this policy, the policy itself is not intended to state contractual terms and does not constitute a contract between the city and its employees. Furthermore, this statement constitutes ONLY the policy of the city. A finding of a violation of this policy does not mean that the conduct violates state and/or federal laws.

## Contacts

The Human Resources Office can address questions regarding this Policy: phone: (423) 229-9401, email: [HROffice@kingsporttn.gov](mailto:HROffice@kingsporttn.gov)