

#### **4.32 WORKPLACE SECURITY AND INSPECTIONS**

To: 1) safeguard the property of employees, patrons, and the Library District; 2) help prevent the possession, sale, and use of illegal drugs on the Library District's premises and keep with the spirit and intent of the Library District's drug-free and alcohol-free workplace policy; and 3) help prevent the possession of illegal weapons on the Library District's premises, the Library District reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunchboxes, or any other possessions or articles carried to and from the Library District's property. In addition, the Library District reserves the right to search any employee's office, desk, files, locker, or any other area or article on our premises. In this connection, it should be noted that all offices, desks, files, lockers, and so forth, are the property of the Library District and are issued for the use of employees only during their employment with the Library District. Inspections may be conducted at any time at the discretion of the Library District.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy will not be permitted to enter the premises. Employees working on or entering or leaving the premises who refuse to cooperate in an inspection will be subject to disciplinary action, up to and including termination.

*Adopted by the Niles Public Library District Board of Trustees 1.18.2017*