



SEARCHES OF EMPLOYEE PERSONAL PROPERTY AND SOUTHEAST TECHNICAL COLLEGE OWNED/PROVIDED PROPERTY

Southeast Technical College Policy STC 715

1. Purpose

The purpose of the policy is to clarify who is responsible for personal property that is brought on campus or to a campus sponsored event and to set expectations regarding Southeast Technical College provided property.

2. General Statement of Policy

Southeast Technical College (STC) administrators are authorized to make searches of employees' personal property and vehicles located on STC premises. Additionally, administrators are authorized to search STC owned/provided property under the conditions outlined below.

Employee Personal Property Searches

When an STC administrator has reasonable suspicion to believe that an employee is in possession of items that are, or may contain items that are, unauthorized according to STC policy, South Dakota Codified Law, or federal law related to public schools, the administrator may take possession of and hold an employee's personal property (e.g. purse, wallet, book bag, cell phone, electronic devices) brought onto STC premises, for processing by the appropriate entity. In emergency situations an administrator may take possession of and hold an employee's personal property without the employee's knowledge.

Any search of the employee's personal property shall be determined and conducted by STC administration and witnessed by another adult,

STC Owned/Provided Property Inspections and Searches

STC owned/provided property is temporarily assigned to employees and remains the property of STC at all times. Employees are expected to assume full responsibility for the security of STC owned/provided property. Employees have no expectation of privacy or confidentiality when using STC owned/provided property.

Maintenance Inspections – STC has a reasonable and valid interest in ensuring STC owned/property provided to employees is properly maintained. For this reason, periodic inspection of STC owned/provided property is permissible. An employee may request an inspection or STC may conduct a maintenance inspection at any time without notice and without the employee's consent.

Any items discovered during such inspections that are or may contain items in violation of STC policy, South Dakota Codified Law, or federal law related to public schools will be confiscated by administration and the employee may face disciplinary action

Vehicle Searches

Employees are permitted to park on STC premises as a matter of privilege, not a right. STC retains authority to conduct routine patrols of parking lots and inspections of the exterior of vehicles parked on those lots. The interior of an employee's vehicle on STC premises may be searched by an STC administrator if administration has reasonable suspicion to believe items that are unauthorized according to STC policy, South Dakota Codified Law, or federal law related to public schools are contained inside. Whenever possible, the employee shall be informed of the search. The employee has the right to representation. However, emergency situations may necessitate a search with or without the employee's knowledge or representation. All searches shall be conducted in the presence of another adult witness.

Law Enforcement Involvement

Any search and /or seizure by law enforcement officials will occur only when law enforcement officials properly advise STC administration and provide documentation of the lawful authority to conduct the search and/or seizure.

Informing Employees

Every new employee will be provided a copy of this policy. Annually thereafter, employees will receive an overview, along with instructions to access the full policy on the STC website and will sign an acknowledgement form indicating they have received the information. Acknowledgements will be signed electronically and kept in the Human Resources Information System.

3. Definitions

STC owned/provided property includes, but is not limited to, real estate, buildings, parking lots, offices, desks, instruments, storage containers, storage areas, lockers, computer systems and equipment, voicemail, electronic devices and vehicles. This property is intended for use for educational purposes and STC business only.

Reasonable suspicion means a determination based on objective facts and inferences drawn from those facts as well as personal observations that suggest there has been a violation of STC policy, South Dakota Codified Law, or federal law related to public schools.

4. Reporting Procedures

Employees may report any suspicious activity by contacting STC Security, the Human Resources Department, or by completing the Concerning Behavior Form online.

5. Related Policies

STC 841 – STC 841.1 – Acceptable and Ethical Use of Technology Resources
STC 709 – Code of Conduct

6. Dissemination of Policy and Training

The policy is located on STC's website under Consumer Information – Southeast Tech Policies

Legal References:

SDCL 13-5-1 school districts defined – general corporate and proprietary powers
SDCL 13-8-39 management of schools – general powers

Board Approved:

Policy		Board Action:	
Adopted:	04-23-12	36350	(formerly GBEG/STC 07-01-25)
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