

Procedure Title:

EMPLOYEE CONDUCT & DISCIPLINARY ACTION

PROCEDURE NUMBER: 7-1-0

Policy Title:

Security Inspections

Effective Date:

2/1/2003

Revision Date:

1/15/2003

**APPLIES TO:**

- Chapter 2380 – Adult Training Facilities
- Chapter 2390 – Vocational Facilities
- Chapter 3800 – Child Residential and Day Treatment Facilities
- Chapter 6400 – Community Homes For Individuals With Mental Retardation
- Chapter 6500 – Family Living Homes
- Supported Living Program

PROCEDURE:

1. Keystone wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, Keystone prohibits the possession, transfer, sale, or use of such materials on its premises. Keystone requires the cooperation of all employees in administering this policy.
2. Desk, lockers and other storage devices may be provided for the convenience of employees but remains the sole property of Keystone. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of Keystone at any time, either with or without prior notice.
3. Keystone likewise wishes to discourage theft or unauthorized possession of the property of employees, Keystone, visitors, and customers. To facilitate enforcement of this policy, Keystone or its representative may inspect not only desks and lockers but also persons entering and/or leaving the premises and any packages or other belongings. Any employee who wishes to avoid inspection of any articles or materials should not bring such items onto Keystone's premises

NOTES:

