



**CITY OF SANTA ANA  
ADMINISTRATIVE  
POLICIES AND PROCEDURES**

*[Signature]*  
CITY MANAGER'S AUTHORIZATION

SECTION

ACCESS TO WORKPLACE FACILITIES

DATE

January 28, 1994

NUMBER

PURPOSE

To provide guidelines for the use of various City-provided facilities.

DEFINITION

"Facilities" are defined as rooms, desks, credenzas, and similar furniture; any closet, filing cabinet, locker, and similar space, and City-owned property such as vehicles, etc.

POLICY

- It is the policy of the City of Santa Ana that all City-provided facilities as defined above are City property, and employees shall have no right to privacy related to these facilities.
- The department head of any agency may search or authorize a search of any facility under the department head's jurisdiction. In addition, the City Manager may authorize search of any facilities under the City jurisdiction.
- The facilities provided by the City must be used for City business only. The employee must obtain written permission from the department head or his or her designee in order to use these facilities for personal business.
- Employees may use their own locks to secure lockers, except a key or code must be provided to the supervisor or other City-designated party to facilitate access when required.
- Failure to adhere to the provisions of this policy may lead to disciplinary action.