

BERLIN POLICE DEPARTMENT
BERLIN, MARYLAND

SUBJECT: USE OF DEPARTMENTAL PHYSICAL AND ELECTRONIC EQUIPMENT		NO: 800 U-1
APPROVED/EFFECTIVE DATE JULY 26, 2010	AMENDS	RESCINDS
DISTRIBUTION/DATE JULY 27, 2010	REFERENCES	

- .10 For the mutual convenience of personnel and the department, employees are assigned departmental equipment; such as vehicles, lockers, desks, cabinets, computers, pagers, voice and paper mail boxes, and cellular telephones. All employees are advised the retention of any personal items in such equipment is at his/her own risk, and the department is not responsible for any losses.
- .20 Any departmentally provided equipment is subject to entry, search, and inspection by supervisory personnel without notice. Any personally owned property contained in such equipment (including the contents of closed or sealed items/containers) also might be opened and examined without notice or without the permission of the employees assigned the equipment.
- .30 Departmental owned data files, voice and E-mail boxes may be "opened," "read," or inspected in the same manner as the contents of desks, lockers, and other departmental owned equipment.
- .40 Employees placing personally owned locks on departmental property (lockers, desk, etc.) do not preclude them from being inspected, searched or entered.
- .50 Employees DO NOT have an expectation of privacy when using departmentally provided equipment.