



LARAMIE COUNTY GOVERNMENT

TITLE Workplace Privacy	APPROVAL DATE 12/20/2016
SECTION Workplace Expectations	REVISION DATE N/A

No employee shall have any expectation of privacy regarding any personal information, documents, materials, or other personal items kept in any County provided locker, vehicle, desk, file, computer, cellular telephone, or elsewhere in County-owned property. The County shall have the right to search and review any files, e-mails, web sites, etc., maintained or accessed by the employee on any computer provided by the County for the employee's use. The County shall have complete access to any telephone records, cellular telephone logs, or other information maintained on any County-provided cellular telephone. Any County-provided locker, desk, vehicle, or other equipment shall be subject to search at anytime by the County. Any common areas in County owned buildings, i.e. break rooms, employee lounges, hallways, conference rooms etc., may be subject to surveillance for security and safety purposes.