

**GENERAL ORDERS MANUAL
WESTERN MICHIGAN UNIVERSITY
DEPARTMENT OF PUBLIC SAFETY**

I. PURPOSE

The purpose of this general order is to advise employees of the control and access the Department of Public Safety maintains over its property and workspaces. Employees are expected to assist in the maintenance of agency property and workspaces.

II. POLICY

- A. The Western Michigan University of Public Safety provides its employees with workspace in the form of offices, cars, desks, file cabinets, lockers, computers, etc. This workspace assists the employees in accomplishing the functions of their jobs. The department retains the right to enter, inspect, and/or search a workspace for the following reasons:
 - 1. The need for correspondence/file or a report available only in an employee's workspace while the employee is away from the office
 - 2. The need to safeguard or identify university property or records in an office in connection with a pending investigation into employee misfeasance
 - 3. The need to conduct a routine inventory of university property
 - 4. The need to secure department property or equipment in a workspace
- B. Personal items contained in a workspace are subject to inspection during an entry, inspection or search of a workspace for reasons stated above.
- C. Employees are to use only locks provided by this department on department workspaces. No personal locks shall be used to secure department property.
- D. All stored and assigned equipment must be maintained in a state of operational readiness in order to be deployed in short notice. Stored equipment such as firearms, civil disturbance gear, biohazard gear, and duty issued equipment should be inspected periodically to ensure operability.

III. STORAGE AND ACCOUNTABILITY OF AGENCY PROPERTY

- A. All law enforcement-related equipment shall be maintained in an operational state and the responsibility of the maintenance of the equipment is vested with the identified person or position responsible for the equipment. (1.6.1)
- B. Stored property and equipment responsibilities are assigned by the Director or Deputy Chief.
- C. Each employee shall be responsible for personally assigned equipment as well as shared equipment in possession of the employee, even though it may not specifically be assigned to the employee.

IV. LOSS OF UNIVERSITY EQUIPMENT OR PROPERTY

The loss, damage or misuse of any departmental property/equipment shall be reported to the Administration Operations Lieutenant or Deputy Chief via WMU email.

Issued Date: 11/14/95

Revised Date: 12/12/01, 4/06/16, 09/09/2020

Issued By:



Scott Merlo
Director of Public Safety