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**PORT AUTHORITY OF GUAM
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PORT AUTHORITY OF GUAM

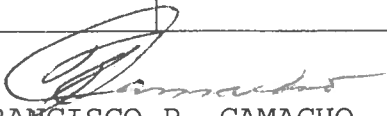
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POLICY MEMORANDUM NO. 2001-002

To:	Subject:
All Employees	Inspection of Port Properties
Effective Date:	Revision Date:
May 17, 2001	
Approved by:	
 FRANCISCO P. CAMACHO, General Manager	
All revisions are marked with asterisks (*)	

I. GENERAL POLICY:

- A. The Port Authority of Guam (Port) is committed to maintaining a safe and healthy work environment for its employees. We do not regulate what employees do on their own time, which may affect their health and safety. No one will be discriminated against or disciplined for using lawful substances outside of working hours and away from the Port premises, including tobacco or legal drug and alcohol products.
- B. If, however, use of lawful substances outside of working hours and away from the Port facilities affects employees' on-the-job performance, appropriate disciplinary action will be taken.
- C. Possession or use of intoxicating beverages, unauthorized medical drugs and controlled substances on the Port's premises or use of these substances on the Port's premises during work hours, or use of these substances in a manner that affects work will subject employees to disciplinary action, up to and including dismissal.



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Subject: Inspection of Port Properties

- D. The Port is additionally committed to preventing the loss of any property by theft or deception, as well as, prevent and prohibit the illegal possession, use or smuggling of contraband in addition to other drugs or controlled substances, which may disrupt Port operations and/or pose a risk of danger to the health, safety and welfare of the public and Port employees, tenants and visitors on the Port premises.
- E. The Port may therefore conduct health and safety inspections of any Port properties or personal property of employees on Port premises, but also recognizes that it has an equally important duty to protect employees from unwarranted invasions of their individual privacy.

II. ISSUANCE OF PORT PROPERTY

- A. The Port may provide a locker or desk to each employee to store work-related clothing, tools, office supplies, or equipment.
- B. Port employees should not bring to and store non-work related or personal items of value (e.g., jewelry, large sums of cash) on the Port premises.
- C. No locker or desk on Port premises shall be considered as a private locker or desk of the employee.
- D. An employee who wishes to place his own padlock or lock on a locker or desk assigned to him may do so only if he provides the division head with a duplicate key or access to a combination lock in order for the Port to conduct, if necessary, an inspection of the contents of the locker or desk.

III. INSPECTION OF PORT PROPERTY OR PERSONAL EFFECTS ON
PORT PROPERTY

- A. Entry onto the Port premises, including parking areas, is deemed consent to an inspection of person, vehicle, and personal effects at any time while entering, on or leaving Port premises.
- B. The Port may conduct unannounced and unconsented health and/or safety inspections of Port property including but not limited to lockers or desks of employees, which may also involve the assistance from other agencies in providing less intrusive or passive inspection or search devices (i.e., includes but is not limited to electronic, chemical, x-ray, canine detection, etc.)
- C. The General Manager shall select members for the Inspection Team, which shall include the Port Safety Administrator or whomever is designated by the General Manager to lead and coordinate the inspection.
- D. The Inspection Team may develop written operating procedures for the inspection.
- E. Failure by an employee to comply with any requirement of the Drug-Free Workplace Program or procedures may subject that employee's locker, desk or work area to a health and/or safety inspection for drugs or controlled substances.
- F. All employees shall cooperate with Inspection Team and failure to do so may result in disciplinary action.

IV. ACKNOWLEDGEMENT OF POLICY

- A. Each employee will be required to acknowledge in writing that he has received and read this policy, which places the employee on notice that his expectation of privacy in his work areas, including lockers and desks and/or other Port property is substantially diminished because these are not to be considered personal or private property and may therefore be subject to unannounced and unconsented inspections or searches by the Port.
- B. If an employee refuses to sign the acknowledgment, the employee's supervisor will note on the acknowledgment form that the employee received the notice and forward the form to the Personnel Office. An employee's failure to sign the notice will not preclude inspection of the employee's work areas and/or other Port property under the employee's control.

GENDER: Words used in the masculine gender include the feminine.