

ADMINISTRATIVE ORDER 3:12
(Revised 11/1/77)

DEPARTMENT OF HUMAN SERVICES

EFFECTIVE DATE: 1 November 1977 DATE ISSUED: 15 October 1977

SUBJECT: Search of Privately Owned Vehicles

This Administrative Order revises the policies and procedures for the search of privately owned vehicles.

I. GENERAL POLICIES

- A. Employees of the several institutions and agencies coming within the jurisdiction of the Department shall be permitted access to institutional grounds and premises with their automotive vehicles, and shall be provided with adequate space for parking of such vehicles, subject to proper regulation by the Board of Institutional Trustees and Chief Executive Officers of such institutions and agencies.
- B. The use of vehicles by employees and the parking thereof on State property shall be upon condition that these vehicles at all times shall be subject to reasonable inspection, examination and search by appropriate law enforcement personnel, provided only that there be probable cause to believe that the vehicles are being used for illegal or unauthorized purposes.
- C. The Chief Executive Officer of each institution or agency shall provide notice to each of his or her respective employees of the content of this Administrative Order.



Ann Klein
Commissioner