

606 Return of Property & ID Badges

Effective Date: 05/07/2018

You are responsible for the safety and security of items that we issue to you or that are in your possession or control, including, but not limited to, the following:

- Cell phones
- Computers/laptops
- Credit cards
- Customer data and information
- Equipment
- Identification badges
- Keys
- Manuals
- Protective equipment
- Security passes
- Tools
- Uniforms
- Written materials

You must return all of our property immediately upon request or upon termination of employment. Department Heads will report terminations to the Information Technology service desk and the Sheriff's Office.

You must wear your identification badge when inside any County building during business hours or elsewhere in the County while County duties are being performed. If you forget your identification badge during non-business hours, you will not be allowed in County buildings. You must retrieve your own badge to gain entrance.

Please report your lost or stolen keys or badges to your Department Head, the Sheriff's Office, and the Information Technology service desk immediately upon learning of the fact.