

607 Personal Property in the Workplace

Effective Date: 05/07/2018

If you bring personal property into the workplace—whether in a parking area, at a job or customer site, or in a building or workspace—you are solely responsible for such property. We are not responsible for any damage to, theft, or loss of personal property, and we do not have insurance to cover any such loss, damage, or theft. As a result, if you are concerned about the safety of your personal items you should leave them at home and not bring them to work.

Please report all theft of personal belongings to your supervisor, documenting the missing item, the last known location of the item, the approximate time the theft may have occurred, and the description of the item. The supervisor will report the possible theft to the Department Head. However, it is your responsibility to report the theft to the Sheriff's Office or appropriate law enforcement agency.