



ADMINISTRATIVE POLICIES

SECTION:	Property Management	POLICY #:	807
TITLE:	Issuing County Owned Property to Employees	PROCEDURE #:	
		ORDER #:	99-33
DEPT:	Business Services	DIVISION:	Human Resources
ADOPTED:	4/99	REVIEWED:	REVISED:

1.0 Purpose

This policy establishes procedures for issuing county owned property, keys and security system cards to employees so they can perform their duties and access county facilities.

2.0 General Policy

It is the responsibility of the department head, elected official or his/her designee to issue county property that is necessary for employees to perform their duties and have access to the appropriate facilities.

3.0 Policy Guidelines/Procedures

- a. Each department shall give notice of newly hired and departmental transfer of employees to departments and committees responsible for property and building security and safety on the first day the employee reports to work.
- b. The department designee will prepare an inventory using the attached form of all other county building keys, property and equipment to be issued to the employee. The inventory will include but will not be limited to:
 - 1) Department building keys
 - 2) Internal building keys
 - 3) Turnkeys
 - 4) Photo identification
 - 5) Desk/file drawer keys
 - 6) County vehicle keys
 - 7) Equipment keys
 - 8) Fuel cards
 - 9) Credit cards including purchase authorization and travel cards

- 10) Pagers
 - 11) Cellular Telephones
 - 12) Computers
 - 13) Equipment
 - 14) Other property
- c. The inventory will be dated and signed by the departmental designee and the employee. The department will retain the original inventory a copy will be given to the employee.
 - d. The department head or his/her designee shall determine the replacement cost of the county property at the time it is issued. If the property is lost, stolen or not returned to the county the department will determine if the employee will be responsible for reimbursing the county for the loss.
 - e. A review of issued inventory may be included in the employees annual performance review to update the record.
 - f. The inventory form will indicate if county owned property is to be returned to the department during extended absences.
 - g. The court security coordinator is granted authority to delete access authorization when the department cannot or does not verify possession of keys and security system access cards.
 - h. It is the department's responsibility to resolve inventory or security discrepancies.
 - i. Department heads and elected officials are to bring current the equipment inventory for all employees no later than June 30, 1999.

Adopted: 4/99

SAMPLE - ISSUING COUNTY OWNED PROPERTY INVENTORY

Indicate items not applicable

EMPLOYEE NAME

EMPLOYEE #

DEPARTMENT

DATE OF DEPARTURE

PHOTO &/OR IDENTIFICATION

BUILDING SECURITY CARD

KEYS

TURNKEYS

DESK/FILEDRAWER KEYS

COUNTY VEHICLE KEYS

PARKING PASSES

RECEIVED BY:

Signature

TITLE

DATE

BUDGET

CLASSIFICATION

POSITION #

CREDIT CARDS

GAS CARDS

TRAVEL CARD

EQUIPMENT KEYS

PAGER:

Replacement Cost _____

CELL PHONE:

Replacement Cost _____

COMPUTER:

Replacement Cost _____

**COMPUTER PASSWORD OR
CUSTODIAN**

**ACCOUNTS PAYABLE TO THE
COUNTY**

**OTHER PROPERTY &
REPLACEMENT COST**

RELEASED BY:

Signature

DATE

WITNESSED BY:

Signature

**SAMPLE - SUPPORT SERVICES
KEY AND CARD ISSUING INVENTORY**

Indicate items not applicable

EMPLOYEE NAME _____

BUDGET _____

EMPLOYEE # _____

CLASSIFICATION _____

DEPARTMENT _____

POSITION # _____

**DATE OF
DEPARTURE** _____

PARKING PASSES _____

BUILDING SECURITY CARD _____

SPACE NUMBER# _____

KEYS:

Replacement Cost _____

OTHER PROPERTY:

Replacement Cost _____

RECEIVED BY:

Signature

ISSUED BY:

Signature

TITLE

DATE _____

WITNESSED BY:

Signature