

CALHOUN COUNTY
BOARD OF COMMISSIONERS
POLICY STATEMENT

SUBJECT:	DATE APPROVED	EFFECTIVE Immediately	POLICY NO. 420
RETURN OF COUNTY EQUIPMENT WHEN LEAVING EMPLOY OF COUNTY	11/21/88	REPLACES 350.1	

Each department shall keep a listing of County-owned equipment which is issued to individual employees at time of hire or during employment. Items which are inventory tagged shall be listed along with the inventory tag number. Items which are not inventory tagged shall be listed with an adequate description of the item so issued.

Upon termination of employment, for whatever reason, it is the responsibility of each department to see that County-owned equipment is returned to the department of the County if applicable.

Employees who leave the employment of Calhoun County are responsible for any County-owned equipment and I.D. cards issued to the employee; said equipment must be returned to the department head.

Refusal or neglect of any department in complying with the terms of this policy shall be promptly reported to the Board of Commissioners.