


# Grant County Personnel Policy

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APPROVED:  Cindy Carter, Chair, Board of County Commissioners	10-09-17 Date Signed
LAST REVISED: 07/25/17	CONTACT: Human Resources

**511 – Security of Personal and County Property**

511.1 Grant County may issue property to an employee for his/her use to perform his/her job. These may include, but not be limited to, computers, lockers, vehicles, pagers and cellular telephones. Employees are solely responsible for property issued to them. Employees shall not allow use of issued property by other employees through sharing keys, access codes, passwords, combination lock information, etc. Employees are responsible to ensure access to such items is secure.

511.2 Grant County does not assume responsibility for loss, theft, or damage to personal property brought to the workplace. While the County cannot guarantee security of an employee's personal property, employees are asked to report any incidents immediately to their supervisors in the event of loss, theft, or damage to personal property brought to the workplace.

511.3 Grant County reserves the right to inspect and/or search any employee's personal property or vehicle brought to or taken from the premises based on reasonable suspicion or violation of alcohol and/or controlled substance policies or any other relative County policies.