

**MARION COUNTY
ADMINISTRATIVE POLICIES AND PROCEDURES**

Sponsoring Department:
Support Services

SUBJECT: ISSUING COUNTY OWNED PROPERTY TO EMPLOYEES

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

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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

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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:

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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 if applicable	OTHER PROPERTY _____ & Cost if _____ applicable
_____	_____
_____	_____
_____	_____
RECEIVED BY: _____ Signature TITLE _____	ISSUED BY: _____ Signature
DATE _____	WITNESSED BY: _____ Signature