

12.5 USE OF TOOLS, EQUIPMENT, & PROPERTY

County property, materials, supplies, tools, and equipment are purchased with taxpayer funds and are intended for the maintenance and operations of the County. Employees who are assigned tools, equipment, or any other county property by his or her department are responsible for them and for their proper use and maintenance.

County property, including facilities, desks, files, lockers and computers, are subject to inspection and removal of illegal or unauthorized items. Employees have no reasonable expectation of privacy in any containers or other storage devices while on County property, in County buildings, or while operating machinery.

If any employee is in doubt about the use of tools or equipment (flash drives, personal laptops being connected to county network, etc.), they must check with the Elected Official before proceeding. Violations of this policy may result in termination and possible prosecution.