

RETURN OF PROPERTY & ID BADGES 706

Effective Date: 02/01/2016

Employees are responsible for items issued to them by Cass County or in their possession or control, including, but not limited to, the following:

- Cell phones
- Computers / laptops
- Credit cards
- Customer data & information
- Equipment
- Identification badges
- Keys
- Manuals
- Protective equipment
- Security passes
- Tools
- Uniforms
- Written materials

Employees must return all Cass County property immediately upon request or upon termination of employment. Department Heads will report terminations to the Information Technology service desk and the Sheriff's Office.

It is mandatory that all Cass County employees wear their identification badge when in any county buildings during business hours or elsewhere in the county while county duties are being performed. If employees forget their identification badges during non-business hours, no entrance to county buildings shall be allowed. Employees must retrieve their own card to gain access to county buildings

Employees must report lost or stolen keys and badges to their Department Head, the Sheriff's Office, and the Information Technology service desk immediately.