

**PERSONAL PROPERTY IN THE WORKPLACE 707**

*Effective Date: 02/01/2016*

Any employee bringing personal property onto work premises—whether in a parking area, or in a building or workspace—is solely responsible for such property. Therefore, Cass County cannot be responsible for any damage to, theft, or loss of personal property, and does not have insurance to cover any such loss, damage, or theft. As a result, employees who are concerned about the safety of their personal items should leave them at home and not bring them to work.

Employees should report all thefts of personal belongs to their immediate supervisor, documenting the item taken, and location of the item before the theft, the approximate time of the theft and description of the item taken. The supervisor will report the theft to the Department Head. However, it is the employee’s responsibility to report the theft to the Sheriff’s Department or appropriate law enforcement agency.