



Medina County Policy Manual



Policy: County Equipment - Personal Property	Section: Work Rules	Number: 7.020
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- A. Use of County property for personal applications is strictly prohibited.
- B. When tools, supplies, and equipment needed to perform job duties are provided by the County, including computer hardware and software, it is the responsibility of supervisors to see that they are properly used and maintained.
- C. Misuse, neglect, loss, theft, or abuse of tools, supplies, and equipment, including computer hardware and software, is prohibited. Accidents involving misuse of tools or equipment will be cause for disciplinary action. Loss of tools or equipment may require payment by the employee for those items lost, at the discretion of the County.
- D. All tools, supplies, and equipment utilized by the employee in the performance of his/her job, including computer hardware and software, are subject to the prior approval of the County.
- E. The County is not responsible for any personal property that an employee elects to have in or on county property.