



Cochise County Judicial System

Policy Title: Property and Equipment

Policy Number: 3003

Effective: March 1, 2021

Last Reviewed/Updated: February 22, 2021

I. Equipment

Employees will be issued county, state, or department equipment necessary to perform their job duties. Depending on an employee's position, such equipment may include, but is not limited to: keys, building access cards, badges, computers, cell phones, identification cards, radios, firearms, and body armor. When using such equipment, employees are expected to exercise care and follow all operating instructions, safety standards and guidelines.

Upon separation of service, employees shall return all issued equipment to the Department Director, supervisor, or designee, on or before their last working day.

II. Lost, Damaged or Stolen Equipment

- A. Employees are required to report any damaged, lost or stolen equipment immediately to their supervisor and law enforcement, if applicable.
- B. If the Department Director determines the loss or damage of equipment was due to negligence, the employee will reimburse the equipment's value to the department. Reimbursement may be withheld from an employee's paycheck if he/she fails to make the agreed upon payments.

III. Property

Employees will take proper care of Cochise County Judicial System (CCJS) and/or Cochise County property. This includes, but is not limited to, personal office space, furniture, county and/or state vehicles, and buildings.