
**DOUGLAS COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

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AUTHORITY: BOC
COUNTY MANAGER: *Don Heller*
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SUBJECT: PERSONAL PROPERTY REPLACEMENT

- I. PURPOSE:** To establish guidelines for an employee to request reimbursement or replacement of personal property damaged or destroyed on-the-job and not covered by SIIS or an employee contract.
- II. PROCEDURE/POLICY:**
- A. Employee must notify his/her supervisor immediately when personal property has been damaged or destroyed and state when, where and how said property became damaged or destroyed.
 - B. The employee must then complete a Personal Property Damage/Destruction Report and submit it to the Personnel Office within 24 hours of the incident.
 - C. The Personnel Director will review the report, investigate the incident and make recommendations as to whether or not reimbursement should be made.
 - D. The employee and supervisor shall be notified in writing as to the recommended action.
- III. RESPONSIBILITY FOR REVIEW:** This policy will be reviewed on an annual basis by the Personnel Director.

6/12/03