



Monterey County Behavioral Health Policy and Procedure

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| Policy Number | 106 |
| Policy Title | Employee/Volunteer Responsible For Supplies And Equipment |
| References | None |
| Form | None |
| Effective | September 8, 1986 Revised: July 31, 2001 Revised: January 11, 2008 |

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Policy

Employees shall be responsible and accountable for the location and condition of all items issued to them for their individual use as an employee/volunteer of the Behavioral Health Division.

Procedure

Employees shall be responsible and accountable for the location and condition of all items provided for their individual use. These items shall be returned to the appropriate Behavioral Health Service Manager I/II when no longer needed or upon termination of service.

It shall be the responsibility of each employee or volunteer to replace or pay for any items not returned.

It shall be the responsibility of each employee or volunteer to pay for any damages or losses where the damages or losses resulted from misuse or negligence.

In the event an item is stolen, the employee will file a fully documented report to the Behavioral Health Director who will determine whether or not the theft resulted from employee negligence. A copy of a police report should be included when appropriate.