

Title: Personal Property  
Policy Number: 502  
Effective Date: July 1, 2009  
Revision Date:  
Authorized by: Board of Supervisors

Policy:

It is the policy of Pottawattamie County to ask employees to refrain from bringing unnecessary or inappropriate personal property to work.

Comments:

- (1) The County recognizes that employees may need to bring certain personal items to work. However, personal property that is not related to the employee's job performance may disrupt work or pose a safety risk to other employees. Weapons are prohibited in the workplace. (see *Weapons Free Workplace Policy #801*)
- (2) Employees are expected to exercise reasonable care to safeguard personal items brought to work. The County is not responsible for the loss, damage, or theft of personal belongings, and employees are advised not to carry unnecessary amounts of cash or other valuables with them when they come to work.
- (3) Designated employees may be assigned an office desk, locker, or storage area for the safekeeping of small personal effects during working hours. In addition, closets or designated areas may be available for the storage of outdoor clothing. Employees are responsible for maintaining their office desks, lockers or storage areas in a clean and sanitary manner. Employees may lock their assigned desk or locker during their work shift only unless prior approval is received from their supervisor.
- (4) Employees may be entitled to have a reasonable expectation of privacy when dealing with personal property, possessions, or workspace. However, in order to maintain a safe and secure workplace or to investigate allegations of workplace misconduct, including criminal misconduct, the County reserves the right to inspect all personal property brought onto County's premises, including vehicles, packages, briefcases, backpacks, purses, bags, and wallets. In addition, the County may inspect the contents of lockers, storage areas, file cabinets, desks, and work stations. These inspections may occur at any time, with or without notice as law allows.

- (5) Articles of personal property belonging to another individual found on the premises should be returned to the owner, if known, or turned into your Department Head or designee. If the property does not belong to a departmental employee, it should be turned into the Board of Supervisor's Office.