

Iowa County, Iowa
Policy Manual

Title: Monitoring of County Property	Reference #: HR022
Section: Human Resources	Date Effective/Revised: 7/1/2016
Department (s): All	Approved By: Board of Supervisors

Inspection and Monitoring of County Property

The County attempts to maintain equipment and supplies which permit work to be accomplished in the most efficient and effective manner possible. While employees are encouraged to use these items, it is important to understand that they are County property and are only to be used for conducting County business.

As a part of employment, a desk, or work space, locker, or vehicle may be made available to employees. These items are County property. Because they are County property, not employees' personal property, they are subject to being inspected by the County at any time, with or without notice to employees.

The County assumes no responsibility or liability for any items of personal property which are placed in the desk, work space, locker, or vehicle which is assigned to you.

The County may also provide a telephone and/or a computer for employees to perform their jobs. These items are also County property and should only be used to conduct County business. If it is necessary to conduct personal business on the telephone or by using the computer, the County expects that this personal use will be kept to a minimum and will not interfere with the County's business. Naturally, the County insists that all personal business conducted on the telephone and the computer be legally proper and that communications not be offensive or harassing. In order to insure that the County's property is not being misused, the County may monitor communications and examine any computer information. To the extent that any computer or telecommunication activities are regulated by state or federal law, the County will observe all such regulations imposed upon it.

If the County conducts an examination or inspection under the terms of this policy, there will be at least two individuals present at the time of the examination or inspection