
**STOREY COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER: 006
EFFECTIVE DATE: 10-6-09
REVISED: 02/20/18
AUTHORITY: BOC
COUNTY MANAGER: PAW

SUBJECT: USE OF EMPLOYER PROPERTY AND PREMISES

- I. PURPOSE:** To establish policy on employee use of county property.
- II. POLICY:** Employees will use Storey County's property, equipment and facilities only for work-related purposes as directed or approved by the department head and subject to approval by the County Manager or his/her designee. Exceptions to this policy will be granted in accordance with County Policy 005 Use of Public Buildings and Property or as provided for in any collective bargaining agreement.
- When using property, equipment and facilities employees are expected to exercise care, perform required maintenance, and follow all operating instructions as well as comply with safety standard and guidelines.
 - Employees will not misuse, destroy, or otherwise use in an improper or unsafe manner any property of Storey County.
 - Employees are prohibited from making unauthorized copies, any other unauthorized use of or allowing or facilitating the unauthorized possession by others of Storey County keys or other access devices.
 - The County Manager or his/her designee may authorize the examination of lockers, desks, vehicles, and all other property and spaces owned or controlled by Storey County to check for the presence of any unauthorized material, weapons of any type, or controlled substances including, but not limited to, alcohol and illegal drugs and prohibited substances. Prior notice to employees that Storey County owned property or space is to be searched is not required. A search may be conducted either in or outside the employee's presence.

RESPONSIBILITY FOR REVIEW: The County Manager or his/her Designee shall review this policy as needed or at least once every five years.