

**SANDUSKY COUNTY
PERSONNEL POLICY AND PROCEDURE MANUAL**

TOOLS, SUPPLIES, AND EQUIPMENT

**SECTION 5.07
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- A. Tools, supplies, and equipment needed to perform job duties may be provided by the County. It is the responsibility of supervisors and employees to see that the tools, supplies, and equipment provided are properly used and maintained.

- B. Intentional misuse, the neglect, theft, and abuse of tools, supplies, equipment, telephones, or computer equipment is prohibited. Accidents involving the intentional misuse of tools or equipment may be cause for disciplinary action. Loss of tools on more than one (1) occasion will require payment by the employee for the cost of the tools lost. Reckless and destructive operation of vehicles or equipment are grounds for disciplinary action. The use of tools, supplies, computers, equipment, or vehicles for personal purposes is strictly prohibited.