

A. D. No: 11.8
Effective Date: _____
Reviewed Date: 12/18/12
County Administrator
Approved: [Signature]
for RSL

**PINELLAS COUNTY
ADMINISTRATIVE DIRECTIVE**

DAMAGE TO EMPLOYEES' PROPERTY DIRECTIVE

SUMMARY:

The County is not responsible for loss or damage of employee's property. The County Risk Financing Fund is used to pay various claims, including claims from third parties, involving negligence on the part of the County. These public funds cannot be used to pay third party damages due to "Acts of God." Similarly, the County Risk Management Program includes the purchase of Property Insurance for risks such as windstorm, flood, fire and theft. This coverage is for County-owned property, not for property of others.

Employees are encouraged to take measures to protect their property on county property from perils such as windstorm, flood, fire and theft, including items used as part of their employment.

FORMS:

None

DOCUMENT:

None

Prepared by
Risk Management Department

DAMAGE TO EMPLOYEES' PROPERTY POLICY DIRECTIVE

SUPERSEDES:

New

DEFINITIONS:

Employees' Property - Personal assets including, but are not limited to: vehicles, tools, pictures, purses, clothing, jewelry, money, medications, decorative items and electronic equipment, including laptops, iPhones and iPads.

PROCEDURE:

Employees shall be responsible for their property and take appropriate risk management steps, including, but not limited to, not bringing personal items on to county property, insuring the property, securing the property and/or accepting the risk.

COMMENTS:

None

AUTHORITY:

Pinellas County Statement of Ethics – Use County funds and resources efficiently, including materials, equipment and our time