

Charleston County Coroner's Office Policy #1

Title: Assigned County Property

Page: 1 of 1

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1.1 POLICY

Employees may be assigned county-owned property. Said property remains the property of Charleston County and must be returned to the Coroner's Office upon demand or termination of employment with the Coroner's Office. Any employee assigned county property is expected to maintain the property and report any loss, breakage, or other need for repair.

1.2 PROCEDURE

1. Employees may be required to reimburse the county or replace the property with equivalent property should the property become lost or inoperable by irresponsible behavior by the employee.
2. Employees who are assigned a county cell phone and/or tablet will only use the assigned passcode provided with the device to ensure continued usability upon the end of their employment. Employees shall not attempt to wipe all data from the cell phone or tablet at any time as this may cause the device to become inoperable.