3-02/170.10 - Replacement/Restoration of County Uniforms, Equipment, and Badges, Etc.

In the event that all county property is not returned to the Logistics section and reserve coordinator during the termination clearance process, the employee shall be so advised and the Equipment Check-Off Sheet (SH-AD-362) shall indicate the replacement cost to be paid by the employee. Damaged or modified weapons shall be restored, in all cases, to reissue condition prior to the issuance of the Termination Clearance.

Coordinators will be advised of replacement costs by the Logistics section of Fiscal Administration.

Payment for items not returned shall be made only at Fiscal Administration and the report stapled to the Equipment Check-Off Sheet, thus absolving the employee of any indebtedness.

When a terminating employee refuses to pay the replacement cost or restore a weapon, Personnel Administration Bureau or the reserve coordinator shall provide a written document to be read and signed by the employee. This document shall inform the employee that he is liable for county-owned items not returned; and, unless the county is reimbursed, as agreed upon during the issuance of such items, a small claims action may result. If, at the end of ten days, the terminating employee has not satisfied the debt, Personnel Administration Bureau or the reserve coordinator shall notify the employee, by certified mail, that the county's intention is to seek civil remedies if the debt is not satisfied within thirty days. If satisfactory explanatory correspondence or remittance is not received, Personnel Administration Bureau or the reserve coordinator shall forward copies of all pertinent documents to Fiscal Administration for a collection referral to the Department of Treasurer and Tax Collections.