

**MONTGOMERY COUNTY, TEXAS
EMPLOYEE POLICY MANUAL
3. EMPLOYEE RESPONSIBILITIES**

3.8 PERSONAL PROPERTY

RESPONSIBILITY 3.8-1 Montgomery County assumes no responsibility or liability for the security of an employee's personal property even when brought to his work place or used by him or others in any way, including in the performance of his job.

EXCEPTION 3.8-2 Employees **may** be compensated by the County for loss of the following categories of personal property brought to the work place when it is required for the proper performance of job duties as determined by the elected official/department head:

A. Personal hand tools brought by:

1. Commissioners' precinct mechanics.
2. Maintenance Department personnel.
3. Sheriff's Department auto mechanics.

B. Personal equipment (firearms, restraint devices, and personal protective equipment) brought by commissioned peace officers.

PROCEDURE 3.8-3 The employee suffering the loss must make a written request to be reimbursed to his elected official/department head including documentation establishing the stolen property's value. It will be the elected official/department head's decision whether or not to request approval for reimbursement from Commissioners Court.

CASE BY CASE REVIEW 3.8-4 Reimbursement for loss of personal property listed in 3.8-2 shall be determined on a case by case basis, depending upon the facts surrounding each loss. This policy does not create an automatic right of reimbursement simply because a loss has occurred.