

County of Gloucester
Human Resources Manual

CHAPTER:	9 – GENERAL RULES AND REGULATIONS	ADOPTED: 3/7/06
SECTION:	8 – COUNTY PROPERTY, EQUIPMENT AND SUPPLIES	REVISED: 5/22/24

Employees use County property, equipment and supplies in the course of their work. Any property, equipment or supplies assigned to, or provided to, employees are the responsibility of those employees and are to be used for County business only. Unauthorized use or removal of County property, equipment or supplies shall be cause for disciplinary action and may include termination of employment.

Unauthorized personal use of County vehicles is prohibited and shall be cause for disciplinary action and/or termination of employment (4A:2-2.3 a (8)). Please refer to HR 9.9 for details on the use of County vehicles.

Employees may be liable for damages incurred to or caused by County property and equipment if such damage is the result of employee negligence. Please refer to HR 8.4 for information on incidents involving county property.