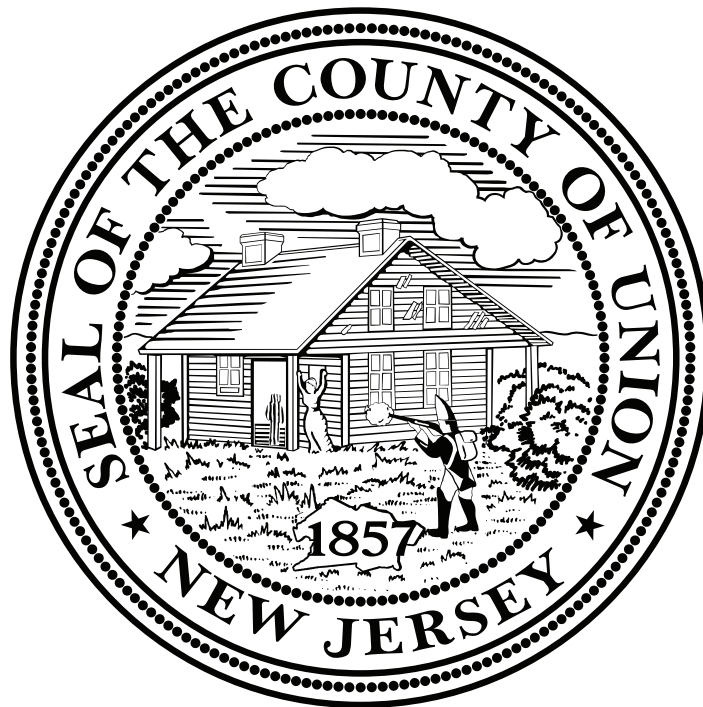


COUNTY OF UNION

Surrender of County Property



Union County

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UNION COUNTY BOARD OF
CHOSEN FREEHOLDERS

EXECUTIVE ORDER E.O. #1

FROM: County Manager **EO**
TO: All Directors and Division Heads
RE: Surrender of County Property during Suspension or Mandatory Leave
DATE: April 10, 2018

Effective Immediately

Upon the conclusion of a disciplinary action or notification to the Department of Administrative Services, Division of Personnel that results in any type of suspension or mandatory leave of an employee, the employee is to immediately do the following:

- Surrender their County issued identification/proxy card, if one tag, or both their County issued identification and proxy cards, if separate, to their immediate supervising Division Head. The Division Head shall then submit same to their Department Head which shall then notify the Sheriff's Department. The proxy and identification card will be deactivated during the length of the employee's suspension period.
- If the employee has control of any other County owned equipment including, but not limited to cell phones, tablets, computers, laptops, keys for access to buildings, vehicles, equipment, gas facilities or tags for parking areas, the employee shall also immediately surrender same to their supervising Division Head.