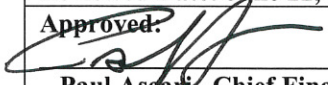
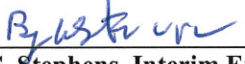




**COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD**

Policy # 2026	Issuance/Replacement of CSB Equipment (Cell Phones/Air Cards/Lap Tops/Tablets/Key Card)
Origination Date: February 1999	
Revision Date: March 2004; April 14, 2006; June 2011; July 2, 2012; October 7, 2014, October 17, 2016	
Reviewed Date: June 22, 2007; Sept 2008; Nov 19 2009; July 21, 2013	
Approved:	
 _____ Paul Ascarl, Chief Financial Officer	 _____ Bryan G. Stephens, Interim Executive Director

POLICY:

It is the policy of the Cobb County Community Services Board and the Douglas County Community Services Board to issue and replace equipment (cell phones/air cards/laptops/tablets/key cards) according to established procedures.

DEFINITION: For this policy equipment is defined as one or more of the following; cell phones, including two way radios, air cards, laptops, tablets and BHCC key cards.

PROCEDURE:

1. For issuance of equipment to an employee for the first time, a purchase order request must be completed with the employee's name and signed by the Site Supervisor, the Department Director, and the Chief Financial Officer.
2. Once completed, the request should be forwarded to the purchasing desk for processing. Upon receipt of the request, the equipment is given directly to the employee or if the employee is not available, the Site Supervisor will issue the equipment to the employee.
3. If an employee loses the equipment, he or she is responsible for the replacement cost. The Accounting department determines the cost and notifies the employee of that cost. Once payment is received, the replacement equipment is issued.
4. If the equipment is stolen, a police report must be completed and forwarded to the Accounting department before the replacement will be issued. If no police report is submitted, the equipment will be treated as lost.
5. For broken cell items a replacement is issued as soon as the Accounting department receives the damaged item.
6. Upon termination of employment, it is the Supervisor's responsibility to collect issued equipment and notify the Accounting department of the termination.
 - a. The Supervisor forwards collected equipment to the Accounting department. New items will issued when the position has been filled.
 - b. The final paycheck is held until all agency issued items are returned.
 - c. If the Agency's equipment is not returned, a charge equal to the cost of replacing the item(s), is deducted from the employee's last paycheck to cover the cost of the item or items not returned.