

**LCCS POLICY 437**  
**Securing Agency Equipment & Electronic Systems (when an Employee is Suspended, Terminated or on Extended Leave)**

<b>Original Issue Date:</b>	5/12/1995
<b>Revision Dates:</b>	11/09/1995, 1/27/1999, 4/2/2021
<b>Revision Number:</b>	3
<b>Current Effective Date:</b>	4/2/2021
<b>Obsolete/Combined Date:</b>	
<b>Reason for Obsoleting/Combining:</b>	
<b>See new Policy #:</b>	

<b>Scope:</b>	Human Resources and Security Unit
<b>Responsibility:</b>	Human Resources Manager, Support Services Manager, Information Services Manager and Facilities Manager
<b>Purpose:</b>	To ensure that all agency equipment/electronic systems are secured when employees are suspended, terminated (voluntary or involuntary) or on extended leave.
<b>Legal Cite:</b>	O.R.C. § 5153.11

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**POLICY STATEMENT**

All appropriate agency equipment and systems shall be secured.

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**PROCEDURE**

The Human Resources Department will notify the Security management when employees are suspended, terminated, or on extended leave for more than 6 months, and provide the following information:

- Name and Unit of Employee
- Date and Time of Suspension, Termination or Extended Leave
- Need for Assistance/Removal and Storage of personal items
- Phone Extension
- Supervisor's Name
- Date that electronic systems should be terminated (Phone, Passwords to Information Systems, Voice Mail, Electronic Mail, Key Cards - Parking and building entry)

The Security Department will route all relevant information to the appropriate parties (parking vendor, Information Systems, County-Facilities, etc.).

When employment is terminated, Human Resources will advise the Security Department as to the Date, and from whom, the employee signed out the following agency equipment

- Cellular phone
- Car seat
- Keys (office/work station, agency automobile, etc.)
- Computer Equipment

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## **CASE PRACTICE GUIDES**

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## **RELATED POLICIES and FORMS**