



## Enriching Lives & Connecting Communities

### Lockers

Property Management  
Policy No. 12065

Revision Date: November 18, 2013  
Last Revised: January 24, 2011

#### Policy Statement

The Property Management will issue lockers to employees who wish to store personal items during the workday. The following rules apply to the use of these lockers.

1. Lockers are the property of Richland County Recreation Commission.
2. The lockers are to be used solely for the purpose of storing personal protective equipment (PPE), uniforms, and other supplies as issued by Richland County Recreation Commission.
3. **Lockers are subject to search at any time and for any reason by qualified personnel of Richland County Recreation Commission.**
4. Employees are only to use locks provided by Richland County Recreation Commission. Any lock not provided by Richland County Recreation Commission placed on the lockers may be removed.
5. Upon termination of employment (by resignation, termination, or otherwise), the lock must be returned or compensated.
6. Richland County Recreation Commission may take appropriate disciplinary action against any employee who violates these rules.

Richland County Recreation Commission expressly disclaims any liability from theft, vandalism, etc. of any item stored in lockers.

ADOPTED BY RICHLAND COUNTY RECREATION COMMISSION BOARD

BOARD MEETING DATE: November 18, 2013  
(Date Approved)

APPROVED: J. Marie Green  
J. Marie Green, Chair

For more information about this policy, contact the Executive Department