

**GRAND FORKS COUNTY  
POLICY MANUAL**

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**POLICY NO. 105-20**

**Eff. 2/21/12**

**RETURN OF PROPERTY**

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**Employees are responsible for all property, materials, or written information issued to them or in their possession or control. Upon the request of the supervisor or Department Manager the employee must return all property, to include his or her county identification card. Employees are required to return all county property in their possession prior to the issuance of their final paycheck.**