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# Butte County Mosquito and Vector Control District

## POLICY MANUAL

**POLICY TITLE:** Care of Property

**POLICY NUMBER:** 7010

**7010.1** All employees are expected to exercise reasonable care of District property.

**7010.2** All employees are expected to report to a supervisor and/or member of management any District property that is damaged, not working properly, or suspect a problem could arise. Employee safety and public safety are our utmost concern.

**7010.3** Theft and deliberate or gross negligent damage or destruction of any District property, or the property of any member of the public or customer will be grounds for discipline and/or termination.

**7010.4** Removing or borrowing District property without prior authorization is prohibited.

**7010.5** In the case of damage or destruction of any District property, or the property of any member of the public or customer happens, the employee is required to immediately notify a supervisor and/or member of management.