



**COUNTY OF CARROLL
OFFICE OF THE COMMISSIONERS**

Administration Building
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Department(s): Carroll County Administration Building,
Administration/Finance
Sheriff's Dept.
Attorney's Office
Registry of Deeds

Title: Assigned Keys/Badges

Date Revised: 4/1/2019

Policy: To ensure responsible custodianship of assigned keys/badges

Procedure: Upon initial hire, employees will be issued at no cost to the employee, one ID/time clock badge, and one key (if needed).

It is the responsibility of the employee to maintain assigned badges and keys.

If the assigned badge/key is damaged or worn out during normal use, upon return of the damaged badge or key, a replacement will be issued at no cost to the employee, unless it is determined that there is a pattern of neglect and/or abuse to the badge/key, at which point, the employee will be responsible for the cost of replacement.

If a badge and/or key is lost or stolen, the employee will be responsible for the cost of replacement. No badge or key replacement will be issued without evidence of a broken/worn badge or key, or a receipt from the Carroll County Finance Office that payment for replacement has been made.

Arrangements for replacement can be made M-F, 8am-4pm in the Finance Office, or by prior arrangement with the employee's supervisor.

*Keys will be secured and distributed by, and under the authority of, the Director of Maintenance, in cooperation with individual department heads.

*Badges will be distributed by the Carroll County Payroll Coordinator (or appointee) in cooperation with the individual department heads and the Director of Maintenance.

Replacement costs:

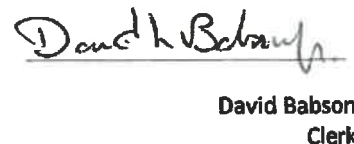
ID/Time Clock Badge: \$6.00

Key: \$5.00

Approved by Carroll County Commissioners April 10, 2019


Amanda Bevard
Chairman


Terry McCarthy
Vice Chairman


David Babson
Clerk