



**Cochise College
District Board Policy**

Category: All Employee Groups

Policy Number: 609

Title: Return of Property

Employees are responsible for all property, equipment, materials, or written information belonging to the college, which is issued to them or in their possession or control. Employees must return all property of the college that is in their possession or control immediately upon request and/or in the event of termination of employment for any reason.

Employees shall be responsible for all legal fees associated with recovery of items not returned as directed by the college. The college may also take all action deemed appropriate to recover or protect its property when not appropriately cared for or returned by the employee as directed by the college.