



SECTION:	Property Management	POLICY #:	806
TITLE:	Check Out for Departing Employees	PROCEDURE #:	
		ORDER #:	99-12
DEPT:	Business Services	DIVISION:	Human Resources
ADOPTED:	2/99	REVIEWED:	REVISED:

**1.0 Purpose**

This policy establishes check out procedures for employees transferring between departments and leaving county service by termination, dismissal, resignation or retirement.

**2.0 General Policy**

It is the responsibility of the department head, elected official or his/her designee to take possession of all county property issued to an employee.

**3.0 Policy Guidelines/Procedures**

- a. Notice of departing or transferring employees shall be given to departments and committees responsible for property and building security and safety upon receipt of the notice to separate or the decision to transfer or terminate.
- b. On the last working day the employee will release building keys, security pass cards and parking passes issued by Support Services to Facilities Management. Support Services will retain the original receipt for the property and the employee will hand carry a copy to their supervisor.
- c. The department designee will prepare a check out inventory of all other county building keys, property and equipment to be returned by the employee. The inventory will include but is not limited to:
  - 1) Department building keys
  - 2) Internal building keys
  - 3) Turnkeys
  - 4) Photo identification
  - 5) Desk/file drawer keys
  - 6) County vehicle keys

## CHECK OUT FOR DEPARTING EMPLOYEES

- 7) Equipment keys
  - 8) Gas cards
  - 9) Credit cards including purchase authorization and travel cards
  - 10) Pagers
  - 11) Cellular Telephones
  - 12) Computers
  - 13) Equipment
  
  - 14) Other property
  - 15) Payment of accounts payable to the county
  - 16) Computer passwords used or identify the custodian of passwords
- d. The check out inventory will be dated and signed by the receiver, the employee and a witness. The original inventory will be retained by the department and a copy will be given to the employee.
  - e. The last day of work shall be reported to the Court Security coordinator as soon as it is determined. Building access codes will be deleted at the end of the last working day.
  - f. The last day of work shall be reported to the department computer systems manager and the Data Center department administrator. All computer access will be deleted at the end of the last working day. The department coordinator and/or supervisor will direct the storage of the employee's computer files and applications.
  - g. Employees returning to work as temporary employees shall have written authorization from the department head/elected official to retain property, building and computer access if appropriate.
  - h. Employees transferring between departments will complete the check out process from the departing department and initiate a new inventory from the arriving department. Notification of the transfer will be forwarded within twenty-four (24)hours to the Court Security coordinator and computer authority.
  - i. The Court Security coordinator is granted authority to delete access authorization when the department cannot or does not verify entry authorization.
  - j. It is the department's responsibility to resolve inventory or security discrepancies.

Adopted: 2/99

**SAMPLE - CHECK OUT INVENTORY**

Indicate items not applicable

**EMPLOYEE NAME**  
\_\_\_\_\_

**EMPLOYEE #** \_\_\_\_\_

**DEPARTMENT** \_\_\_\_\_

**DATE OF DEPARTURE**

**PHOTO &/OR IDENTIFICATION**  
\_\_\_\_\_  
\_\_\_\_\_

**BUILDING SECURITY CARD**  
\_\_\_\_\_

**KEYS**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TURNKEYS**  
\_\_\_\_\_  
\_\_\_\_\_

**DESK/FILEDRAWER KEYS**  
\_\_\_\_\_

**COUNTY VEHICLE KEYS**  
\_\_\_\_\_

**PARKING PASSES**  
\_\_\_\_\_

**RECEIVED BY:**  
\_\_\_\_\_  
*Signature*

**TITLE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**BUDGET** \_\_\_\_\_

**CLASSIFICATION** \_\_\_\_\_

**POSITION #** \_\_\_\_\_

**CREDIT CARDS**  
\_\_\_\_\_  
\_\_\_\_\_

**GAS CARDS**  
\_\_\_\_\_  
\_\_\_\_\_

**TRAVEL CARD** \_\_\_\_\_

**EQUIPMENT KEYS**  
\_\_\_\_\_  
\_\_\_\_\_

**PAGER** \_\_\_\_\_

**CELL PHONE** \_\_\_\_\_

**COMPUTER** \_\_\_\_\_

**COMPUTER PASSWORD OR CUSTODIAN**  
\_\_\_\_\_

**ACCOUNTS PAYABLE TO THE COUNTY**  
\_\_\_\_\_

**OTHER PROPERTY**  
\_\_\_\_\_

**RELEASED BY:**  
\_\_\_\_\_  
*Signature*

**WITNESSED BY:**  
\_\_\_\_\_  
*Signature*

**SAMPLE - SUPPORT SERVICES  
CHECK OUT INVENTORY**

Indicate items not applicable

**EMPLOYEE NAME** \_\_\_\_\_

**BUDGET** \_\_\_\_\_

\_\_\_\_\_

**CLASSIFICATION** \_\_\_\_\_

**EMPLOYEE #** \_\_\_\_\_

**POSITION #** \_\_\_\_\_

**DEPARTMENT** \_\_\_\_\_

**PARKING PASSES** \_\_\_\_\_

**DATE OF DEPARTURE** \_\_\_\_\_

**SPACE NUMBER#** \_\_\_\_\_

**BUILDING SECURITY CARD**  
\_\_\_\_\_

**OTHER PROPERTY**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**KEYS**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RECEIVED BY:**  
\_\_\_\_\_  
*Signature*

**RELEASED BY:**  
\_\_\_\_\_  
*Signature*

**WITNESSED BY:**  
\_\_\_\_\_  
*Signature*

**TITLE** \_\_\_\_\_

**DATE** \_\_\_\_\_