



Property Separation Checklist

The following identifies the County's property that may be in the possession of an employee leaving County employment. The employee should check the boxes that apply to them. All items checked must be collected by the supervisor or designee and returned to the department at the time of the exit meeting or when requested. The employee and supervisor should both sign once all items are returned. The department should maintain a signed copy of this document.

Department Name _____

Division Name _____

Exiting Employee's Name _____

Supervisor or Designee _____

Items	
	County-issued ID card <i>Note: Departments are responsible for returning ID cards within five (5) business days of the employee's separation from County service. The Department must return the ID card to the Security Services Division at one of the following locations:</i>
	<ul style="list-style-type: none"> • Security Services Division EOB: 101 Monroe Street, T-level, Rockville, MD 20850 • Security Services Division PSHQ: 100 Edison Park Drive, Rm 1113, Gaithersburg, MD 20878
	Computer/laptop
	Cell phone/pager
	Office/Building Keys
	Credit card
	Keys to County vehicle
	Gas credit card
	Uniforms
	Equipment/Tools
	Firearms/Holster/Ammunition/Protective wear
	Other

Supervisor's Name _____

Date _____ Signature _____

Exiting Employee's Name _____

Date _____ Signature _____