

COLORADO DEPARTMENT OF TRANSPORTATION
EXITING EMPLOYEE SECURITY CONTROL

Employee's Name		Personnel number
Employee's Organizational Unit	Supervisor's Name	

Instructions: Upon leaving employment at CDOT, exiting employees must return all of the items listed on this form and any other items of value issued to them by CDOT, and comply with these security control measures. The exiting employee's supervisor, or designee, is responsible for obtaining the items contained in this list or ensuring that the employee returns the items to the appropriate person. By signing this form, the supervisor or designee certifies that no item was issued to the employee or, that if issued, was returned to the proper office.

Computer Access: The supervisor is responsible for obtaining passwords and for the disposition of the departing employee's computer files. The supervisor, or designee, must either delete the files or transfer the files to another employee.

The following items shall be returned if they were issued to the employee. **Check the appropriate box below.**

Not Issued	Returned	Item
		Building key
		Camera/recorders/binoculars/eye level
		Card key (if different from ID Badge)
		Cell phone
		Desk/equipment keys
		Eco Pass
		Fuel PIN Action Request Form 1412
		ID Badge – return to authorized ID Badging Location for deactivation
		Personal computing devices/laptop/tablet
		Purchasing credit card
		Room key
		Tools
		Travel credit card
		Vehicle ID parking tag
		Vehicle key
		Other (list)

I certify that the employee returned the items listed in this form, if issued.

Form submitted by (print name)	Date
Signature	Phone number

I certify that I have returned all security items.

Exiting employee signature	Date
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The supervisor or supervisor's proxy must create the Separation PCR as soon as they are aware that an employee is leaving CDOT. He or she must submit the resignation letter, termination letter, or Acknowledgement of Resignation Form #561 to Human Resources dot_hq_pcr@state.co.us. These forms should also be completed:

- Enter final rating in the Performance Management Plan (PMP) – SAP ESS, Performance
- Account Request Form #984 – Email completed form to oit_servicedesk_cdot@state.co.us
- Exiting Employee Security Control Form #958 – **Keep completed form in the field**