

**MONROE COUNTY SHERIFF'S OFFICE
EMPLOYEE EXIT CHECKLIST**

Employee Name: _____ **Home Dept.:** _____

Employee's Id #: _____ **Future Contact Number:** _____

Home Department

_____ Keys Returned and all other issued property _____ Laptop/Radio (transfers only)

Home Department Approval to Release Funds _____ (Supervisor's Signature)

Human Resources Department

_____ Identification Cards Returned _____ Swipe Card(s) Returned

_____ Exit Interview/Forwarding Address Completed _____ Contractual Obligations Meet

Human Resources Department Approval to Release Funds _____
(Supervisor's Signature)

Professional Standards

_____ General Operations Manuel Returned

Professional Standards Department Approval to Release Funds _____
(Supervisor's Signature)

Finance Department

_____ Armory (i.e.; gun/shotgun Items Returned to Finance

_____ Fixed Assets Returned

_____ Inventory Items Returned (i.e.; laptop, radio, baton, beeper, etc.)

_____ Gas / Toll Credit Cards Returned _____ Cellular Phone/Pager

_____ Travel/Tuition/ A/P Funds Returned _____ Loans/Liens Satisfied

_____ Uniforms/Weapons Returns (i.e.; baton, pepper spray, handcuffs, etc.) SUPPLY ROOM

Finance Departments Approval to Release Funds _____ (Supervisor's Signature)

Risk Management Department

_____ AMEX Credit Card Returned _____ BellSouth Calling Card Returned

_____ Motor Vehicle Accident Liens Closed / Paperwork Signed Off On

_____ Miscellaneous Incident Liens Closed / Paperwork Signed Off On

Risk Management Department's Approval to Release Funds _____
(Supervisor's Signature)

Internal Affairs Department

_____ Compensatory/Discipline Satisfied

Internal Affairs Department's Approval to Release Funds _____
(Supervisor's Signature)

SWAT

_____ SWAT Equipment Turned In

SWAT Officer's Approval to Release Funds _____ (Supervisor's Signature)

DIVE

_____ DIVE Equipment Turned In

DIVE Officer's Approval to Release Funds _____ (Supervisor's Signature)

MOTORCYCLE OFFICER (SPECIAL EQUIPMENT)

_____ Special Motorcycle Equipment Turned In (i.e.; pants, etc.)

STEP Sergeant's Approval to Release Funds _____ (Supervisor's Signature)

PLANNING & RESEARCH

_____ Radio(s)

Planning & Research Department's Approval to Release Funds _____
(Supervisor's Signature)

**Payment to the Exiting Employee Will Be Held Until Approval From Each Department
is Received**