



Community Colleges  
of Spokane

# Spokane Community College SECURITY DETACHMENT FORM

Date \_\_\_\_\_

Employee last name \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_

## SEPARATION PROCESS

\_\_\_\_\_ has met with the security office as part of their separation process.

The following were returned or deactivated:

- 1. Keys - see attached
- 2. Proximity card
- 3. Alarm codes

The following keys have not been returned or accounted for:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_

Cleared by SCC/SFCC security for separation? Yes  No

Campus Security \_\_\_\_\_ Date \_\_\_\_\_

cc: Dean/Supervisor  
Employee  
President