

RETIREMENTS AND RESIGNATIONS	Document Number	GO 404
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	Revisions	Underlined
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1. PURPOSE

The purpose of this policy is to outline the responsibilities and procedures of the department and employees in instances where employees desire to separate from service either through retirement or resignation.

2. PERSONS AFFECTED

All department personnel.

3. POLICY

Any employee may voluntarily withdraw from service at any time by tendering written notice of retirement or resignation to the Police Chief.

4. RESPONSIBILITIES

4.1. Employees shall submit notices of retirements or resignations at least fourteen calendar days before the date of separation, unless the department waives such time requirements.

4.2. The senior commander on duty is authorized to accept notices of retirement or resignation from any employee.

4.2.1. Whenever a commander accepts a notice of retirement or resignation from an employee, the commander shall immediately cause the Police Chief to be notified of such action.

4.2.2. The district or division commander of the employee retiring or resigning shall be responsible for obtaining all items of government property issued by the department and forwarding them to the business manager.

5. PROCEDURES

5.1. All notices of retirements or resignations shall be submitted to the Police Chief in memorandum form.

5.2. Commanders shall make arrangements to have a separation from service interview conducted with retiring or resigning employees assigned to their command prior to the effective date of such action.

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- 5.2.1. The interviews shall be conducted by the appropriate major of the retiring or resigning employee.
- 5.2.2. The results of such interviews shall be forwarded to the Police Chief via memorandum.