

|  |               |             |
|--|---------------|-------------|
| <b>Columbus Police<br/>Division Directive</b>    | EFFECTIVE     | NUMBER      |
|  | Aug. 01, 1987 | 8.05        |
|  | REVISED       | TOTAL PAGES |
|  | Mar. 15, 2008 | 3           |
| <b>Resignations, Retirements, and Dismissals</b> |               |             |



## I. Introduction

The policies and procedures in this directive apply to the resignation and retirement of all Division personnel and to the dismissal of non-probationary personnel. Specific information on resignation rights, privileges, and options can be obtained by contacting the Employee Benefits Unit (EBU).

## II. Policy Statements

- A. Personnel shall furnish two weeks notice of their intention to resign or retire in order to leave in good standing.
- B. Resigning or retiring personnel may request an exit interview with the Administrative Subdivision Deputy Chief and/or the Director of Public Safety.
- C. Personnel **separating from Division employment** shall return all issued Division property and equipment, pay for lost/damaged items, and **complete and submit the Separation Checklist, form A-31.138, to the Personnel Unit** before their final payroll check is released by the Division.
- D. Personnel who retire in good standing will be formally invited to attend the Annual Retirement and Recognition Dinner as guests of the Division of Police.
- E. Personnel who resign or retire while under criminal or departmental investigation, or who are facing criminal or departmental charges, shall not be afforded good standing status.
- F. Sworn personnel who retire or resign **in good standing and with a good Division work record may be considered for rehire.**
- G. Division Reinstatements
  1. Division employees who voluntarily resign or retire in good standing and wish to be reinstated shall file a written request with Civil Service within three years from the employee's date of separation.
  2. If the Division employee is rehired, the employee shall be reinstated within that three year period.
- H. Sworn Reinstatements
  1. Sworn personnel who have been gone longer than one year, but who have maintained continuous employment by a law enforcement agency, may be reinstated to the eligibility list at the discretion of the Director of Public Safety.

2. Depending upon an individual's circumstances, successful completion of a medical examination and/or stress test may be required prior to reinstatement. The cost of these examinations and/or tests shall be the responsibility of the person requesting reinstatement.
3. The cost of any required Ohio Peace Officer Training Commission (OPOTC) refresher training, not currently offered by the Division of Police, shall be the responsibility of the person requesting reinstatement.
4. Reinstated personnel shall serve a 180-day probationary period pursuant to Civil Service rules.
5. The Field Training Officer (FTO) Coordinator shall facilitate the Patrol assignment of reappointed officers and ensure probationary reports are completed in compliance with the Division's Probationary Officer Evaluation program.

### III. Procedures

#### A. Resignations and Retirements

1. All Personnel
  - a. Forward a letter of resignation or retirement through the chain of command to the Chief of Police stating the date the resignation or retirement shall be effective.
  - b. Contact the Personnel Unit for information on completing required paperwork and returning Division property and equipment.
2. Sworn Personnel

In addition to the above procedures, contact the Employee Benefits Unit for information concerning retirement benefits and to complete a Sworn Retired Benefit Form, A-31.130B.
3. Personnel Unit
  - a. Explain the procedures for completing required paperwork and for returning Division property and equipment.
  - b. Notify OPOTC of resignations and retirements.
4. Administrative Deputy Chief

Schedule requested exit interviews for resigning or retiring personnel.

#### B. Dismissals of Non-Probationary Employees

1. Chain of Command

Furnish the employee to be dismissed with a copy of the statement citing all reasons for dismissal and the effective date.
2. Dismissed Employee
  - a. **Contact EBU to discuss the status of benefit options.**
  - b. **Contact the appropriate retirement system to obtain the status of any retirement benefits.**

3. Personnel Unit

- a. Provide the dismissed employee with a statement as to the content of the employee's employment record as it relates to the dismissal.
- b. Notify OPOTC of termination.