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Employee Separation, Reemployment, and Reinstatement		



I. Introduction

The policies and procedures in this directive apply to the resignation, retirement, **and reinstatement** of all Division personnel and to the dismissal of non-probationary personnel. Specific information about resignation rights, privileges, and options can be obtained by contacting **Human Resources personnel or referencing the applicable Collective Bargaining Agreement (CBA)**.

II. Policy Statements

A. Personnel shall furnish notice at least two weeks in advance of their intention to resign or retire in order to leave in good standing.

Note: Recruits and officers on field training may request to waive their two week notice and resign immediately by noting their intent in the letter.

B. Personnel who are transferring employment to another division or department within the City of Columbus or to Franklin County Municipal Courts without a break in service shall furnish notice at least two weeks in advance of the transfer effective date in order to leave in good standing.

C. For sworn resignations, except for resignations in lieu of termination, the employee's deputy chief shall conduct an exit interview and submit a letter of information to the Chief of Police detailing the reason for the resignation.

D. All other resigning or retiring personnel may request an exit interview with the Public Accountability Subdivision Deputy Chief and/or the Director of Public Safety.

E. 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 **Human Resources**.

F. 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.

G. The Chief of Police shall determine whether good standing status shall be afforded to personnel who:

1. Resign or retire while under criminal or internal investigation which could result in termination or a suspension greater than 120 hours.

2. Resign or retire while facing criminal or departmental charges which could result in termination or a suspension greater than 120 hours.
- H. Division** personnel who resign or retire in good standing and with a good Division work record may be considered for **reemployment**.
- I. Reemployment of Former Personnel**
1. **All Reemployment**
 - a. Division personnel who voluntarily resign or retire in good standing and wish to be **reemployed** shall **inquire** with Civil Service. **Requirements for reemployment may vary depending on Civil Service rules.**
 - b. Depending upon an individual's circumstances, successful completion of medical, **polygraph, and psychological examinations; a background investigation;** and/or **a** stress test may be required prior to **reemployment**. The cost of these examinations and/or tests **may** be the responsibility of the **requestor**.
 - c. **Reemployed** personnel shall serve a probationary period pursuant to Civil Service rules.
 2. **Sworn Reemployment**
 - a. 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 **requestor**.
 - b. **The Advanced Training Operations Unit Sergeant shall determine the employee's training requirements prior to his or her return to duty.**
 - c. The **Probationary Training Unit Sergeant** shall **coordinate with Human Resources and the Headquarters Operations Section** to facilitate the Patrol assignment of **reemployed** officers and ensure probationary **evaluations** are completed in compliance with the Division's Probationary Officer Evaluation program.
- J. Reinstatement After Involuntary Separation**
1. The Chief of Police shall determine the assignment of reinstated employees unless a different course of action is required by an authority outside the Division of Police. The Discipline Grievance Section lieutenants shall coordinate with the employee's Deputy Chief and the Advanced Training Operations Unit Sergeant to ensure reinstatement paperwork is processed.
 2. **The Advanced Training Operations Unit Sergeant shall determine the employee's training requirements prior to his or her return to duty.**

III. Procedures

A. Resignation and Retirement

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; **include your full name, badge number, employee ID, and your current rank or job title. Email a copy of the letter to humanresources@columbuspolice.org when the letter is submitted through the chain of command.**
- b. Contact **Human Resources personnel** for information on completing required paperwork and returning Division property and equipment.

2. Sworn Personnel

In addition to the above procedures, contact Employee Benefits **personnel** for information concerning retirement benefits and to complete a Sworn Retired Benefit Form, A-31.130B.

3. **Human Resources**

- a. Explain the procedures for completing required paperwork and for returning Division property and equipment.
- b. Notify OPOTC of resignations and retirements **as necessary.**

4. Public Accountability Subdivision Deputy Chief

Schedule requested exit interviews for resigning or retiring personnel.

B. Dismissal of Non-Probationary Personnel

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

Contact the appropriate retirement system to obtain the status of any retirement benefits.

3. Human Resources Personnel

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

C. **Sworn Reinstatement After Involuntary Separation**

1. **Chief of Police or Designee**

- a. **Once notified of the reinstatement, ensure the employee is also notified.**
- b. **Ensure any outstanding investigations that were not completed/ investigated due to involuntary separation have been identified and resumed per the applicable CBA.**

2. Immediate Supervisor of Sworn Personnel

Instruct the employee to report to the Training Academy to complete his or her training requirements as directed by the Advanced Training Operations Unit Sergeant and Internal Wellness Unit Sergeant.

3. Advanced Training Operations Unit Sergeant

Notify OPOTC of reinstated sworn personnel.

D. Civilian Reinstatement After Involuntary Separation

1. Chief of Police or Designee

a. Once notified of the reinstatement, ensure the employee is also notified.

b. Ensure that any outstanding investigations that were not completed/investigated due to involuntary separation have been identified and resumed per the applicable CBA.

2. Bureau Commander/Manager of Civilian Personnel

Ensure the employee has completed all training requirements.