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Employee Separation, Reemployment, and Reinstatement		



I. Introduction

The policies and procedures in this directive apply to the resignation, retirement, **reemployment**, 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 or referencing the applicable **collective bargaining agreement (CBA) or management compensation plan (MCP)**.

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 **by forwarding a completed Resignation and Retirement Form, form A-31.151, through the chain of command.**

Note: **At the discretion of the Director of Public Safety**, recruits and officers **who have not started** field training may **be permitted** to waive their two week notice and resign immediately **in good standing**.

- 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.
- 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. **Division supervisors may coordinate this process on behalf of separating personnel in exigent circumstances.**

Note: **The Police Reserve Program Transition Checklist, A-31.150, is used instead of the Separation Checklist when processing sworn personnel approved for membership in the Police Reserve Program as outlined in Section II,K.**

- F. Personnel who retire in good standing will be formally invited to attend the **annual recognition dinner** as guests of the Division of Police.
- G. The Chief of Police, ***in consultation with the Director of Public Safety***, shall determine whether good standing ***with the Division of Police*** 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 ***voluntarily*** resign or retire in good standing and with a good Division work record may be considered for reemployment. ***The Chief of Police shall recommend whether good standing shall be afforded to personnel who voluntarily resign or retire, and the final determination shall be made by the Director of Public Safety.***
- 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.

K. Membership in the Police Reserve Program

1. ***Sworn personnel who retire or resign from the Division of Police in good standing may apply for membership as an unpaid volunteer in the Police Reserve Program within 12 calendar months of the effective date. Exceptions may apply, and the final eligibility shall be determined by the Chief of Police or a designee.***
2. ***To qualify for program membership, applicants shall complete the following:***
 - a. ***The Police Reserve Program Volunteer Application and Liability Release, form A-31.149***
 - b. ***Any requisite training, as determined by the applicant's break in service***
 - c. ***All unpaid volunteer processing requirements established by the City of Columbus***
 - d. ***All other requirements outlined in the Police Reserve Program SOP***
3. ***The Special Services Branch Assistant Chief shall approve or disapprove all applications for program membership, and the Special Events Section shall notify applicants of the final decision.***
4. ***Sworn personnel planning to retire or resign from the Division who are considering program membership and meet the eligibility requirements should contact the Special Events Section for additional information.***
 - a. ***Sworn personnel applying for program membership while still employed by the Division shall complete all requirements outlined in Section II,K prior to their retirement or resignation effective date.***
 - b. ***If approved for program membership, sworn personnel shall complete and submit a Police Reserve Program Transition Checklist instead of a Separation Checklist in accordance with Section II,E.***

III. Procedures

A. Resignation and Retirement

1. All Personnel

- a. Forward a **fully completed Resignation and Retirement Form** through the chain of command to the Chief of Police **that includes** the date the resignation or retirement **is** effective **and** your full name, badge number, and current rank or job title. Email a copy of the **form** to humanresources@columbuspolice.org when **it** is submitted through the chain of command.
- b. Contact Human Resources for information on completing a **Separation Checklist and other** 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

- a. Schedule requested exit interviews for resigning or retiring personnel.
- b. **Make a recommendation of OPOTC resignation or retirement status for sworn personnel on the Resignation and Retirement Form and forward it to the Chief of Police.**

5. Chief of Police or Designee

- a. **Make a final determination of OPOTC resignation or retirement status for sworn personnel and recommend a final employment standing for all personnel on the Resignation and Retirement Form.**
- b. **Forward the form to Human Resources for processing.**

B. Dismissal of Non-Probationary Personnel

1. **Public Accountability Subdivision Deputy Chief or Designee**

Provide sworn personnel to be dismissed with a **written** statement citing all reasons for dismissal and the effective date.

2. Human Resources

- a. **Provide civilian personnel to be dismissed with a written statement citing all reasons for dismissal and the effective date.**

b. Provide ***civilian personnel to be dismissed*** with a statement ***regarding*** the content of the employment record as it relates to the dismissal and the status of the accrued employee benefits after ***dismissal***.

c. Notify OPOTC of the ***dismissal of sworn personnel***.

3. Dismissed *Personnel*

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

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 ***or MCP***.

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 *Personnel*

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 ***or MCP***.

2. Bureau Commander/Manager of Civilian Personnel

Ensure the employee has completed all training requirements.

E. Police Reserve Program

1. Sworn Personnel Applying for Membership

a. Complete the Police Reserve Program Volunteer Application and Liability Release and forward it to the Special Events Section.

b. If approved for program membership, coordinate with Special Events Section personnel to complete required paperwork and return Division property and equipment.

2. Special Events Section Personnel

Process membership applications, facilitate the approval and transition process, and manage the program as outlined in Section II,K and the Police Reserve Program SOP.