

	POLICY & PROCEDURE	SERIES # 542	PAGE 1 OF 4
	SUBJECT SEPARATION FROM EMPLOYMENT		EFFECTIVE DATE 09/05/2019
			OVERSIGHT Prof. Standards
DISTRIBUTION ALL MANUALS	AMENDS/SUPERSEDES/CANCELS P & P #542 dated 04/19/16.		

I. PURPOSE:

The purpose of this policy is to establish proper procedures for employees retiring or separating their employment with the Division.

II. POLICY:

It is the policy of the Hampton Police Division that all employees follow proper City personnel policy and Division procedures during the separation of employment/retirement process. Failure to comply with these requirements could have an adverse effect on the status of leaving in good standing.

III. PROCEDURE:

A. SEPARATION PROCEDURE:

1. The categories of separation of employment are defined in city personnel policies in Chapter Nine (9) "Separations". The city policies also list the proper procedures for ending employment with the City and for the rehiring of employees who have left.
2. Employee resignations will be submitted on a Special Report addressed to the Chief of Police and turned in to the member's immediate supervisor. The original will be immediately forwarded to the Office of the Chief of Police by the Unit Commander and a copy shall be forwarded through the member's chain of command. The Special Report shall include the effective date of departure. See City Policy Chapter 9 for additional information.
3. In addition to applicable city policies, the Division conducts the following:
 - a. The employee's Service Captain or Unit Commander/Manager will be responsible for conducting an exit interview prior to the employee's separation date. A form is available on the Division's

APPROVED:
CHIEF OF POLICE



Intranet page, under Forms. This report will have the details of the exit interview and provide a recommendation on the employee's eligibility for rehiring as defined in City personnel policies. Criteria for this recommendation will include the reason for leaving, employment record, results of the exit interview, and if the employee still resides locally.

- b. It will be the responsibility of the employee separating from employment to meet the requirements of this policy to include the return of all Division issued equipment. The Departure Checklist (available on the Division Intranet under Forms - Administrative) provides documentation of this process. Failure to complete the requirements and return all equipment can result in an employee being declared not in good standing upon separation of employment.
- c. It will be the employee's Unit Commanders responsibility to ensure that the Departure Checklist is provided to the employee, completed and forwarded to their Branch Commander for sign-off. The completed checklist will then be forwarded to the Personnel Unit to be placed in the Employee's File.

4. Annex A to Letter of Termination

- a. Whenever an employee is terminated from the Hampton Police Division, "Annex A to Termination Letter" will be attached to the letter of termination prepared by Professional Standards.
- b. This Annex, which meets Accreditation requirements, explains benefits and procedures for terminated employees.
- c. The termination letter and the Annex will be placed in the employee's Professional Standards file. The original letter of termination and Annex will be given to the employee.

B. RETIREMENT PROCEDURE (SWORN):

- 1. Only sworn employees in good standing with the Police Division and the City of Hampton will be eligible to receive their weapon and plaque upon retirement or pursuant to the terms outlined in Va. State Code § 59.1-148.3.

It will be the responsibility of the employee retiring from employment to meet the requirements of this policy which includes the return of Division issued equipment. The Departure Checklist provides documentation of this process. Failure to complete the requirements can result in an employee being declared not in good standing upon

retirement.

2. Specific procedures must be followed in order for the employee to obtain their weapon upon retirement.
 - a. The retiree must complete the appropriate Application to Purchase Service Weapon which may be obtained from the Division's Intranet or from the Chief's Office. The service weapon will be released to the Applicant (Retiree) or his/her supervisor once the application has been completed and the appropriate fee paid to the Fiscal Management Unit.
 - b. The weapon must be turned in to the Division Armorer no less than one week prior to the expected retirement date so that it may be cleaned and serviced.
 - c. The weapon, their rank badge and Division Plaque may only be presented to the retiree by the Chief of Police or his designee upon the employee's retirement.

C. TEMPORARY SEPARATION FROM EMPLOYMENT:

1. When an employee has reason to take a temporary separation from employment (i.e., military call-up exceeding 180 days, approved extended leave of absence as per City Policy) he/she will immediately notify their First Line Supervisor, who will be the employee's designated point of contact, and submit a Special Report with the details.
2. The First Line Supervisor will give the employee the "Temporary Separation from Employment", "Out Processing/Departure" checklist and review it with them. After completion, the form will be returned to the supervisor to be placed in the employee's shift personnel file.
3. An exit interview will be conducted with the employee by the Chief of Police or his designee (Service Captain or Unit Commander).
4. The employee will be allowed one "Permissive" workday to complete the tasks on the checklist.
5. During the employee's absence, it will be the responsibility of the member's First Line Supervisor to maintain a process for communication with the employee/employee's family.
6. The Human Resources Manager for the Police Division will be the point of contact for all temporary separations from employment.

7. All Division property will be returned to the issuing unit. Each item on the checklist **must** be completed and initialed by both the employee and the unit representative along with the date. This property will be reissued to the employee upon their return to work.
8. When the employee learns their expected return date, he/she will contact their previous shift/unit supervisor who will submit written documentation with the date of the employee's expected return to work. This documentation will be sent to the Chief of Police with copies to all four Branch Commanders and Fiscal Management.
9. The supervisor will give the employee the "In Processing/Return" to work form to be completed as above. Once complete, this form will also be filed in the employee's shift personnel file. At this time an in-processing/return to work interview will be conducted with the employee by the Chief of Police or his designee (Service Captain or Unit Commander).
10. Arrangements will be made with the Training Unit to conduct initial or refresher training, weapons requalification, and steps for reintegration as appropriate.
11. The Temporary Separation from Employment Forms, "Out Processing/Departure" and "In Processing/Return" can be found on the Division intranet under Division Forms in the Administrative section.

D. REIMBURSEMENT FOR COURT APPEARANCES:

1. Persons who are no longer employed by the Hampton Police Division will receive the current extra-duty rate for court appearances related to their duties while employed by the Police Division. After attending court, the ex-employee must submit to Fiscal Management a copy of the summons/subpoena and complete and sign a Payment for Court Time request.
2. Fiscal Management will submit the request on an Authorization for Payment voucher. When the check is issued it will be mailed by the Finance Department to the ex-employee.