CITY OF ORLANDO
POLICE DEPARTMENT

Policy: 1620.12, Sworn Retirement and Separation Procedures
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Chief of Police: Eric D. Smith

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I. PURPOSE

These procedures govern retirement and separation procedures for sworn employees. They include notification of retirement date, computation of unused personal leave or sick leave and compensatory time, the Department's checkout process, (to include completion of the Police Department sign-out form as directed by Civil Service); request for Department service weapon, identification card, service plaque, and retirement badge, and request for presentation ceremony.

II. POLICY

Issues regarding pension benefits are outlined in Chapter 12 of the Charter of the City Code, which is available on the City's Intranet.

III. DEFINITIONS

None

IV. PROCEDURES

1. MEMBER'S PROCEDURES

1.1 RETIREMENT PROCEDURES

Retirement means, per Chapter 185 of Florida Statutes, a police officer's separation from City employment as a police officer with immediate eligibility for receipt of benefits under the plan. When practical, sworn members shall notify the Chief of Police by submitting a memorandum via the chain of command, the Police Pension Board, and Employee Benefits in writing of their intention to retire and exercise the DROP option at least twelve weeks prior to the retirement date, except in cases of medical retirement. The application for service retirement benefits will be provided by Employee Benefits and shall be submitted with the employee's retirement memorandum.

If a medical retirement, line-of-duty or non-line-of-duty, is granted by the Police Pension Board, the retiree should immediately forward, in writing, via memorandum, notification of retirement as described in this directive through his/her chain of command.

A limited duty assignment with no reduction in pay or benefits will be offered to sworn members who file an application for a disability pension. Subsequent retirement will have no bearing upon the member's eligibility for a limited duty position. The Chief of Police has full discretion to revoke any offer of a limited duty position.

1.1.1 SWORN MEMBER'S NOTIFICATION REQUIREMENTS

The notification to the Chief of Police shall include:

a. The last active duty day and intended date of retirement based on unused personal leave;
b. Any authorization for deduction of insurance or credit union;
c. Request for service weapon, identification card, and retirement badge as outlined in Section 2; and
d. Request for a Department presentation ceremony, if desired.

Sworn members are required to contact Employee Benefits at extension 2244, at least sixty (60) days prior to their intended retirement date to schedule an appointment to process the necessary retirement paperwork. Employee Benefits will provide the officer with the Orlando Police Department Sworn Employee Sign-Out Form (Attachment A) and the Application for Service Retirement Benefits at the time of their scheduled appointment. The Application for Service Retirement Benefits shall be completed during the appointment scheduled with Employee Benefits. Sworn members shall refrain from completing this form themselves and submitting it directly to the Chief of Police as this will cause a delay in the processing of retirement benefits.

The Orlando Police Department Sign-Out Form must be completed and returned to the Police Service Coordinator. The Police Service Coordinator will then upload the sign-out form to Workday before a final paycheck can be issued.

The Application for Service Retirement Benefits must be returned to the Employee Benefits Office sixty (60) days prior to the employee's separation/termination date; otherwise, there will be a delay in receipt of benefits.

1.2 SEPARATION PROCEDURES FOR MEMBERS WITH LESS THAN 20 YEARS OF SERVICE

Active members separating with less than 20 years of service shall obtain an Orlando Police Department Sworn Employee Sign-Out Form from PowerDMS. The member shall then call Employee Benefits at extension 2244 to schedule an appointment. The Orlando Police Department Sworn Employee Sign-Out Form must be completed and returned to the Police Service Coordinator. The Police Service Coordinator will upload the sign-out form into Workday as part of the Workday separation process before a final paycheck can be issued.

1.3 SEPARATION PROCESS FOR RESERVE, TEMPORARY, AND SEASONAL OFFICERS

If the sworn member is a reserve officer, they do not need to schedule an appointment with Employee Benefits. The member shall obtain a copy of the Orlando Police Department Sworn Employee Sign-Out Form from PowerDMS. The completed form shall be returned to OPD's Professional Standards Division. The Police Service Coordinator will upload the sign-out form into Workday as part of the Workday separation process.

2. CHIEF'S PROCEDURES

The Chief's Staff or designee will:

a. Forward the original notification to the Civil Service Office, Police Pension Board, and Employee Benefits.
b. Conduct and organize the retirement ceremony, including setting the location, time, and agenda.
c. At a minimum, the appropriate notifications will include:
    1. Mayor's Office
    2. Quartermaster Unit
    3. Property and Evidence Section

2.1 SERVICE RECOGNITION FOR SWORN MEMBERS

Acknowledging the value and sentiment placed upon such personal-issued equipment, the Department intends to recognize and reward members who have provided valuable service and/or become disabled in the line of duty. The award of such articles of equipment is available to members in good standing who depart service under honorable conditions.

2.1.1 RETIRING WITH 20 OR MORE YEARS OF SERVICE

Members retiring with 20 or more years of service will be awarded a "retired" breast badge, "retired" identification card and folder, service weapon, and service plaque suitable to the occasion.

2.1.2 LINE OF DUTY DISABILITY

Members retiring under line-of-duty disability conditions will be awarded a "retired" breast badge, "retired" identification card and folder, and a service plaque suitable to the occasion. At the discretion of the Chief of Police, the service weapon may be awarded.

2.1.3 NON-LINE OF DUTY DISABILITY

Members retiring under non-line-of-duty disability conditions with 20 or more years of service will be awarded a "retired" breast badge, "retired" identification card and folder, service weapon, and a service plaque suitable to the occasion.

2.1.4 SEPARATING WITH 10-19 YEARS OF SERVICE

Members separating from the Department with 10 to 19 years of service will be awarded a service plaque suitable to the occasion and may purchase their service weapon at current replacement cost with approval of the Chief of Police. Members who separate in a non-line-of-duty disability status from the Department with 10-19 years of service are not entitled to a "retired" identification card or “retired” breast badge.

2.1.5 SEPARATING FROM THE DEPARTMENT WITH LESS THAN 10 YEARS OF SERVICE

Members leaving the Department with less than 10 years of service are not entitled to any articles of personal-issued equipment.

The Chief of Police may, under extraordinary circumstances, approve the awarding of a breast badge, identification card and folder, and/or service weapon to any officer.

3. PROPERTY AND EVIDENCE PURGING

Employees’ letters of resignation or retirement will be forwarded to the Property and Evidence section by the Chief’s office. The supervisor of the Reserve Unit will ensure that the Property and Evidence section is notified of the resignation/termination of these officers. The employee’s supervisor shall review the separating employee’s evidence purge print-out to ensure that purging is complete. When purging is complete, the employee must have his/her supervisor sign the Orlando Police Department Sign-Out Form under the Property and Evidence section. Before authorizing the purge of any evidence, the employee shall ensure the evidence is no longer needed for trial or codefendant trial and no appeals are pending (Appendix A – Purging Research Instructions).

Evidence that cannot be purged will be reassigned to:

a. Another employee who was a partner in the investigation of the case for which the evidence was submitted, or
b. The separating employee’s or reserve officer's supervisor for cases in which no partner is available. The supervisor shall, as soon as possible, review the evidence and purge any that will not be needed.

Employees or reserve officers who have been terminated will not purge evidence. The evidence will be reassigned to their supervisor.

4. QUARTERMASTER UNIT PROCEDURES

Retiring personnel should report to the gun range to have their weapon inspected by the Rangemaster or designee. Range staff will email the Quartermaster Unit confirming that the inspection was completed and the weapon is serviceable and authorized to be released to the officer. Quartermaster Unit shall also process requisitions initiated by the Community Relations Division for retirement badges and/or service plaques. Retirees must also complete an Incident Report at the Information Desk if any sensitive equipment is missing. All identifiable descriptions such as

serial numbers, asset numbers, badge numbers, and key numbers must be included in the report. The replacement value of missing items will be deducted from the retiree's final paycheck. Badges can be purchased by personal check, cashier's check, or money order if approved by the Chief of Police. Payment must be addressed to the City of Orlando. The Quartermaster Unit will sign off on the sworn retirement form when all equipment has been returned, and proper procedures have been followed.

5. PUBLIC INFORMATION UNIT PROCEDURES

The Public Information Unit shall provide videotaping and/or photographs at the office Department-sanctioned retirement ceremony.

6. INFORMAL RETIREMENT CEREMONIES

In the event an informal retirement ceremony is privately coordinated, a request for on-duty resources may be submitted to the Chief of Police for approval; otherwise, the use is prohibited.

7. PURCHASING EQUIPMENT

The purchase of other issued items and equipment at current replacement cost may be approved by the Chief of Police. Other issued items that cannot be reissued and would otherwise be destroyed may be awarded to the retiring sworn member with approval of the Chief of Police.

V. FORMS AND APPENDICES

ATTACHMENT A-Sign-Out Form
APPENDIX A-Purging Research Instructions

VI. REFERENCES

This policy rescinds Policy and Procedure 1620.11

Related Policies: Not Applicable

Related Laws: Not Applicable