



Policy 1902

Subject

PROCEDURE FOR SEPARATION FROM SERVICE

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By Order of the Police Commissioner

7bPOLICY

1. **Honorable Service.** It is the policy of the Baltimore Police Department (BPD) to award retirement credentials to those members who separate employment with the BPD in Good Standing.
2. **Accountability.** The BPD shall facilitate, in a fair and consistent manner, the collection of all BPD property issued to a member prior to the member's separation from service. Separating members are required to close out all open administrative matters prior to receiving their final leave pay out.

DEFINITION

Good Standing – A status of a current law enforcement officer who does not have any open or unresolved administrative complaints or criminal charges relating to his/her police employment that likely would result in termination of employment. A status of a former law enforcement officer who was not dismissed from police employment for actions that violated the mission, vision and core values/code of ethics of the BPD, and/or who did not have any open or unresolved administrative complaints or criminal charges that likely would have resulted in termination of employment at the time of separation from BPD service.

NOTE: A member may appeal, in writing, to the Chief, Management Services Division to have their status changed if facts or circumstances dictate that such a change is warranted after separation from the BPD. Final authority for granting a change in standing rests with the Police Commissioner or designee.

GENERAL

Reimbursing the BPD for Lost/Damaged Equipment

1. Members must assume personal responsibility for all BPD issued equipment.
2. At the time of separation, the member shall be responsible for reimbursing the BPD for any issued equipment that has been lost or damaged.
3. When notified by Fiscal Services that reimbursement is due to the BPD for lost/damaged issued equipment, members may reimburse the BPD by:

- 3.1. Delivering a cashier's check or money order in the amount due to Fiscal Services, or
- 3.2. Authorizing Fiscal Services to deduct the amount due from the member's final payout/paycheck.

RETIREMENT: REQUIRED ACTION**Member**

1. Respond to the Fire and Police Employees' Retirement System (F&P) Office, 7 E. Redwood Street, 18th Floor, 410-497-7929, to notify the F&P of your intent to retire/sever employment with the BPD.
2. An advance notice of at least 30 days and no more than 90 days should be given to the Fire and Police Employees' Retirement System in order to avoid a delay in processing retirement and/or pension disbursements.
3. Upon deciding to retire from service, immediately notify the Human Resources Section (HRS). HRS will provide the appropriate forms (in accordance with the type of separation from service) to the employee.
4. Only members who retire in Good Standing with the BPD are eligible to obtain a retirement badge and identification card. The final approval for granting retired BPD credentials shall be given by the Police Commissioner or designee.

Complete the following:

1. Administrative Report, Form 95 (Appendix B): Deliver it to HRS during the business hours of Monday through Friday, 8:30 am to 4:30 pm. If you need to make alternate arrangements for delivery, contact HRS at (410) 396-2508.
2. Equipment/Uniform Return, Form 221 (Appendix C): Complete and submit this form to your Commanding Officer after returning all of your issued departmental equipment.
3. City of Baltimore Termination Checklist (Appendix E): Must be completed by a permanent-rank supervisor and submitted to the member's Commanding Officer.

NOTE: The City of Baltimore Termination Checklist is a Baltimore City Department of Human Resources form all City employees must complete at the time of separation from service with the City, regardless if the separation is through retirement, resignation, or termination of employment.

Disability Retirement (Line-of-Duty or Non-Line of Duty)

Upon filing for a medical retirement, the member should retire on the first eligible date given by the Fire and Police Employees' Retirement System. Once the member has received the date, he/she must not rescind or extend the retirement date.

Complete the following:

1. Equipment/Uniform Return, Form 221 (Appendix C): Complete and submit this form to your

Commanding Officer after returning all of your issued departmental equipment.

2. City of Baltimore Termination Checklist (Appendix E): Completed by a permanent-rank supervisor and submitted to the member's Commanding Officer.
3. Complete the appropriate forms supplied by the City of Baltimore Fire and Police Employees' Retirement System.

Retirement Badge, Identification Card and Certificate

Upon receipt of a Retired in Good Standing Notification, Form 127 (Appendix F) from the Director, Human Resources, members may request the following:

1. Retirement Badge — Provide the Quartermaster Unit with a copy of your Retired in Good Standing Notification, Form 127.
 - 1.1. Members who have completed 30 years of service or more, and who have retired in Good Standing, are eligible to keep their issued badge and cap device and to obtain a "Retired" badge (see Policy 1501, *Police Badges*).
 - 1.2. Members who have completed 45 years of service or more, and who have retired in Good Standing, are eligible to keep their issued badge and cap device and to obtain a "Retired" badge. Their badge number shall be taken out of service and never worn again by a member of the BPD (see Policy 1501, *Police Badges*).
2. Identification Card — Provide the Identification Card Office with a copy of your Retired in Good Standing Notification, Form 127.
3. Retirement Certificate — HRS shall provide all members who retire with a retirement certificate, regardless of standing.

RESIGNATION: REQUIRED ACTION

Member

1. Upon deciding to resign from service, immediately notify HRS. Notification shall be made at least two weeks in advance of the desired date of resignation. HRS will provide the appropriate forms (in accordance with the type of separation from service) to the employee.
2. Notify your supervisor of your upcoming resignation and comply with the directions of your Commanding Officer or designee to facilitate the separation process.
3. Schedule and attend an exit interview with the Director of HRS before your date of resignation.

NOTE: Members leaving the employment of the BPD within three years of completing Field Training are required to reimburse the City for training.

Complete the following:

1. Resignation, Form 48 (Appendix A): Complete and deliver to HRS at least two weeks in advance of

the desired date of resignation, Monday through Friday, 8:30 am to 4:30 pm. When delivering this form, schedule an exit interview with the Director of HRS. If you need to make alternate arrangements for delivery, contact HRS at (410) 396-2508.

2. Equipment/Uniform Return, Form 221 (Appendix C): Complete and submit this form to your Commanding Officer after returning all of your issued departmental equipment.
3. City of Baltimore Termination Checklist (Appendix E): Must be completed by a permanent-rank supervisor and submitted to the member's Commanding Officer.

NOTE: The City of Baltimore Termination Checklist is a Baltimore City Department of Human Resources form all City employees must complete at the time of separation from service with the City, regardless if the separation is through retirement, resignation, or termination of employment.

OTHER PERSONNEL RESPONSIBILITIES FOR SEPARATIONS OF SERVICE

Permanent-Rank Supervisor/Administrative Supervisor

1. Upon notification from HRS of a member's decision to resign or retire, contact the Staff Review Unit to determine if the separating member has any outstanding incident reports. If so, ensure the member completes all outstanding incident reports prior to proceeding with the separation process.
2. Contact Information Technology to ensure all access to BPD and State databases is removed.
3. Ensure the member proceeds to the Evidence Control Unit and disposes of all eligible evidence in accordance with Policy 1401, *Control of Property and Evidence*.

NOTE: If a member is being terminated or otherwise separating from the Department while not in Good Standing, a permanent-rank supervisor should accompany the separating member to the Evidence Control Unit in an effort to prevent the member from arbitrarily disposing of or holding all evidence.

4. When a member under your supervision has his/her service to the BPD terminated, attempt to solicit cooperation with that former member. If cooperation is received:
 - 4.1. Equipment/Uniform Return, Form 221 (Appendix C): Complete and submit this form to your Commanding Officer after collecting the terminated member's issued departmental equipment.
 - 4.2. City of Baltimore Termination Checklist (Appendix E): Complete and submit to the member's Commanding Officer.
 - 4.3. Contact the Baltimore Police Department's Employee/Retiree Affairs Unit at 410-396-2546 to obtain the packet that includes recommended contacts and notifications to be made.
 - 4.4. Direct the former member to comply with orders from his/her former Commanding Officer or designee to facilitate the separation process.

5. When it is apparent cooperation will not be received from the former member, immediately notify the Director, Human Resources Section, via official channels, so that appropriate action can be taken.

Office Supervisor / Payroll Clerk

Complete the Leave Balance Form (Appendix D).

Commanding Officer

1. Ensure that the Resignation Form, Form 48, has been signed by an HR representative prior to signing that the resignation has been accepted by your command.
2. If the member has not returned all issued BPD equipment, collect all of the separating member's BPD issued equipment and ensure the equipment is returned to the appropriate agency entity. Record collection of the equipment on Equipment/Uniform Return, Form 221 (Appendix C).

NOTE: Commanding Officers may designate a permanent-rank supervisor to collect and return issued equipment to the appropriate entities but the Commanding Officer is ultimately responsible for collection of all departmental property from separating members.

3. Consult with the Office of Professional Responsibility (OPR) and Legal Affairs on how to recover any departmental property issued to a former member who is not cooperating with the separation process.
4. Forward all paperwork to the Director, Human Resources Section.

Legal Affairs

Upon being notified that a terminated member of the agency refuses to cooperate with the separation process, consult with OPR for the best way to proceed with recovering BPD issued property.

Office of Professional Responsibility

Upon receipt of notification from a Commanding Officer or Legal Affairs that a member of the agency terminated his/her service with the BPD and refuses to cooperate with the separation process and/or return issued equipment that is due to the BPD:

1. Consult with Legal Affairs to determine how to recover the equipment.
2. If necessary, open a criminal case on the former member for theft and obtain an arrest warrant or criminal summons.

Director, Human Resources Section

1. Conduct exit interviews of BPD personnel and process the appropriate related forms. Track the responses employees give for separating from the BPD and be prepared to provide timely reporting to executive team members upon request.

2. Track the retirement status of personnel actively seeking a Non-Line-of-Duty/Line-of-Duty Disability retirement.
3. Promptly notify the Director, Fiscal Services, regarding a member's separation from service.
4. Contact the following units to determine if the member has any open or sustained matters which would disqualify the member from a Good Standing separation.
 - 4.1. OPR
 - 4.2. Equal Opportunity and Diversity Section
 - 4.3. Fiscal Services
 - 4.4. Evidence Control Unit
5. Issue a Retired in Good Standing Notification, Form 127 (Appendix F) to qualified members.
6. Provide a retirement certificate to members upon request.
7. Advise Fiscal Services to authorize disbursement of final leave payment to the member once he/she has returned all mandated issued equipment and all open administrative matters, including having attended an exit interview with the Director of HRS, are closed.
8. Notify the Maryland Police Training and Standards Commission (MPTSC) the circumstances of the officer's separation from the agency.

Quartermaster Unit

1. Upon being contacted by a Commanding Officer or designee for a list of property issued to a separating member of the agency, immediately provide it.
2. Promptly notify the Director, Fiscal Services of any unreturned BPD equipment assigned to a member who is separating from service.
3. Issue retirement badges only to those members in possession of a Retired in Good Standing Notification, Form 127.
4. Do not collect the badge or cap device for members who have completed 30 years of service or more, who have retired in Good Standing.

Information Technology

1. Provide a list of property issued to a separating member of the agency upon request by a Commanding Officer or designee.
2. Remove access to BPD and State databases upon being notified by a Commanding Officer or designee that a member is separating from the BPD.

Staff Review Unit/Records Management Section

Provide a list of all outstanding incident reports assigned to a separating member upon request by a Commanding Officer or designee.

Evidence Control Unit

Assist a separating member in order to properly dispose of all eligible evidence.

Director, Fiscal Services

Coordinate final leave payment with City Central Payroll upon notification from HRS that a separating member of the BPD has returned all equipment and all open administrative matters, including having attended an exit interview, have been closed.

Identification Card Office

1. Pursuant to Maryland Annotated Code, Public Safety Article 3-513, effective October 1, 2015, *"A law enforcement agency shall provide a retiring law enforcement officer with an identification card within 45 days after the officer's retirement from the agency if the officer meets the following requirements:*
 - 1.1. *Retired in good standing as a law enforcement officer for reasons other than mental instability; and*
 - 1.2. *Before retirement was:*
 - 1.2.1. *Certified by the Police Training Commission;*
 - 1.2.2. *Had statutory powers of arrest in the State; and*
 - 1.2.3. *Completed an applicable probationary period.*
2. If a law enforcement officer retired before October 1, 2015, on request of the retired officer, the law enforcement agency from which the officer retired shall provide the officer with an identification card under this section within 60 days after the officer makes the request, if the above conditions in 1.1. and 1.2. have been met.
3. Issue a retired BPD identification card only to those members in possession of a Retired in Good Standing Notification, Form 127.
4. Collect and dispose of the member's active duty identification card upon issuance of a retired identification card.
5. Issue a replacement retired BPD identification card to retired members when their issued card is lost, damaged or was issued more than 10 years prior.
6. Consult HRS if there is any question as to a retired member's Good Standing status prior to issuing a retired BPD identification card.

APPENDICES

- A. Resignation, Form 48
- B. Retirement Notification, Administrative Report, Form 95
- C. Equipment/Uniform Return, Form 221
- D. Leave Balance Form/Compensatory Leave
- E. City of Baltimore Termination Checklist
- F. Retired in Good Standing Notification, Form 127

ASSOCIATED POLICIES

Policy 1401, *Control of Property and Evidence*
Policy 1501, *Police Badges*

RESCISSION

Remove and destroy/recycle Policy 1902, *Procedure for Separation from Service*, dated 10 December 2017.

COMMUNICATION OF POLICY

This policy is effective on the date listed herein. Each employee is responsible for complying with the contents of this policy.

APPENDIX A**Resignation, Form 48**Resignation
Form 48**Police Department
Baltimore, Maryland**

Date: _____

Assignment: _____

TO: Director, Human Resources

VIA: Official Channels

FROM: _____

SUBJECT: **RESIGNATION FROM THE BALTIMORE POLICE DEPARTMENT**

SIR/MA'AM:

I, _____, hereby tender my resignation as a
(Print Name)_____
(Rank/Title) in the Police Department of the City of Baltimore to

take effect on the _____ day of _____, 20____.

Reason(s) for resignation (continue on reverse if necessary):

Furthermore, I have scheduled my exit interview with the Director of HR or her/his designee to take place on _____, 20____.

Name of HR representative: _____ Signature of HR representative: _____

Respectfully,

(Signature)_____
(Print Name & Seq #)

Witness, Printed Name:

Witness, Signature:

Currently on suspension?

☐

YES

☐

NO

Resignation Accepted (Commanding Officer Signature/Date):

APPENDIX B**Retirement Notification, Administrative Report, Form 95****POLICE DEPARTMENT
BALTIMORE, MARYLAND**

Retirement Notification
Report
Form 95/13

Date:

Assignment:

TO: Director, Human Resources Section
VIA: Official Channels
FROM: Retired Member's Name
SUBJECT: Retirement from the Baltimore Police Department

On this date, I respectfully report that I have applied for Retirement from the Baltimore Police Department. I have filed the appropriate application with the Fire and Police Employees' Retirement System and the effective date of my retirement will be this day _____ of _____, 20____.

Member's Name: D.O.B.

Rank: E.O.D.

Sequence #:

Locator #:

Respectfully,

APPENDIX C**Equipment/Uniform Return, Form 221, (Page 1)**Equipment/Uniform Return
Form 221

POLICE DEPARTMENT BALTIMORE, MARYLAND									
MEMBER'S LAST NAME: _____ FIRST: _____ M.I.: _____ SEQ: _____									
ASSIGNMENT: _____									
REASON FOR SEPARATION: <input type="checkbox"/> RETIREMENT <input type="checkbox"/> RESIGNATION <input type="checkbox"/> TERMINATION									
SEPARATION EFFECTIVE DATE: _____									
Return These Items to the QUARTERMASTER UNIT									
R/T or N/A	N/R	Item	R/T or N/A	N/R	Item	R/T or N/A	N/R	Item	Serial Number
		8 Point Hat			Dress Blouse			Magazine Pouch	
		Inner Belt			Sweater			Baton Holder	
		Duty Belt			S-Sleeve Shirt(s)			Expandable Baton	
		Belt Keeper(s)			L-Sleeve Shirt(s)			O.C Spray Case	
		Duty Holster			Class "B" Pants			Flashlight	
		Winter Coat			BDU Pants			Flashlight Charger	
		Winter Hat			BDU Shirt(s)			Flashlight Case	
		MD State Pins			Tac Vest Carrier			Badge	
		Assignment Pins			Riot Stick			Hat Device	
		Rain Coat			Riot Gloves			Body Armor (Front)	
		Rain Pants			Riot Shield			Body Armor (Rear)	
		Rain Gear Bag			Riot Suit			Handcuffs	
		Rain Cap Cover			Riot Bag			Handcuff Case	
		Traffic Safety Vest			Riot Helmet			Radio Holder	
								Attaché Case	
		Special Uniform (List Type): _____							
ALL EQUIPMENT HAS BEEN RETURNED									

Received By: (Printed Name)

Date:

Received By: (Signature)

Return These Items to the ARMORY UNIT						
R/T or N/A	N/R	Item	Serial Number	R/T or N/A	N/R	Item
		1 st Service Weapon Type:				T7 CEW Battery
		2 nd Service Weapon Type:				CEW Holster
		T7 CEW				CEW Cartridge Carrier
		12° CEW Cartridge				# Magazines
		12° CEW Cartridge				# Rounds (Duty)
		3.5° CEW Cartridge				# Rounds (Off-Duty)
		3.5° CEW Cartridge				Off Duty Holster
		OC Spray				Off Duty Magazine Pouch
		Other:				Gun Box
ALL EQUIPMENT HAS BEEN RETURNED						

Received By: (Printed Name)

Date:

Received By: (Signature)

APPENDIX C**Equipment/Uniform Return, Form 221, (Page 2)****Equipment/Uniform Return
Form 221**

MEMBER'S LAST NAME: _____ FIRST: _____ M.I.: _____ SEQ: _____

ASSIGNMENT:**Return These Items to the RADIO SHOP**

R/T or N/A	N/R	Item	Serial Number
		Radio	
		Radio Charger	
		Car Charger	
		Ear Piece	
		Microphone	
ALL EQUIPMENT HAS BEEN RETURNED			

Received By: (Printed Name) _____

Date: _____

Received By: (Signature) _____

Return These Items to PDTA

R/T or N/A	N/R	Item	Serial Number	R/T or N/A	N/R	Item
		CBRN Suit				COP Manual
		Gas Mask with Bag				CPR Mask
		Naloxone Kit				MPTC Card
		Tourniquet				Driving Permit
		Tourniquet Case				
ALL EQUIPMENT HAS BEEN RETURNED						

Received By: (Printed Name) _____

Date: _____

Received By: (Signature) _____

Return These Items to ITS

R/T or N/A	N/R	Item	Serial Number
		Laptop/Tablet/iPad	
		Laptop/Tablet/iPad Charger	
		Wall Mount/Cube	
		Case	
		Mobile Device	
		Mobile Device Charger	
		Mobile Device Case	
		Car Charger	
		Wall Mount/Cube	
		Token	
		Body Worn Camera (BWC)	
		Body Worn Camera Charger	
		BWC Magnet	
		BWC Zclip	
		BWC Wall Mount/Cube	
		MI-FI	
		Charging Cable	
		Wall Mount/Cube	
		USB Modem	
ALL EQUIPMENT HAS BEEN RETURNED			

Received By: (Printed Name) _____

Date: _____

Received By: (Signature) _____

APPENDIX D**Leave Balance Form/Compensatory Leave, Form 222**Leave Balance Status
Form 14/222**Police Department
Baltimore, Maryland**

Date: _____

TO: Director, Fiscal Services

FROM: Deputy Commissioner, _____
District/DivisionSUBJECT: **RESIGNATION / RETIREMENT / DEATH / DISMISSAL [Circle One]**EMPLOYEE NAME: _____
Last, First, M.I.

RANK: _____

EMPLOYEE IDENTIFICATION NO.: _____

LOCATOR NO.: _____

EFFECTIVE DATE: _____

In accordance with Police Commissioner's Memorandum 1-90 the leave record of the subject employee is as follows:

Vacation Days Accrued [Carried Over] _____

Vacation Days Earned [This Year] _____

TOTAL: _____

Vacation Days Used [This Year] _____

BALANCE: _____

Personal Leave Days Not Used _____

Holidays Not Used
[Do not include K-Days in total] _____**TOTAL:** _____


Comp Hours Not Used _____

EXCESS DAYS: _____
[Deduct from final check]UNUSED DAYS: _____
[Add to final check]

Prepared by: _____

Commanding Officer

APPENDIX E**City of Baltimore Termination Checklist (Page 1)**

 <h2 style="text-align: center;">Termination Checklist</h2> <p>Mayor Stephanie Rawlings-Blake Ronald L. Charles, Director of Human Resources</p> <p>INSTRUCTIONS: Please complete this form when an employee's employment with Baltimore City Government or an agency of Baltimore City Government has been terminated. Forward the completed and signed form to CENTRAL PAYROLL.</p>		
Last Name, First Name, Middle Initial	HRIS ID#	Department/Location
Work-Related Equipment	Serial # or Identifying Information	Date Received or Completed
Vehicle		
Communicative Equipment		
<input type="checkbox"/> Cell Phone		
<input type="checkbox"/> Pager		
<input type="checkbox"/> Blackberry		
<input type="checkbox"/> Other:		
Office Equipment (laptop, camera, etc.)		
Hand Tools		
Uniforms		
Parking Pass		
Other:		
Custodianship		
Funds (petty cash, etc.)		
Files and Records (including inspection reports)		
Other:		
Employee Access Privileges		
Keys and Key Cards		
Employee Identification		
City Driver's Permit		
Fuel Card		
Credit Cards		
Passwords for Voicemail and Computer		
Other:		

APPENDIX E**City of Baltimore Termination Checklist (Page 2)**

Action Items		
Call 311 to create Service Request (SR)	SR#	
HR Officer must complete form at: https://cob/moit/acct to disable employee's access to city accounts. Use your computer log-in and password to open this document		
Other:		

Employee Certification: I have turned in or properly transferred all equipment, funds and official records entrusted to my care. I have also turned in all official identification and other employee access items.

Employee Signature

Date

☐ Employee is unavailable for signature Reason: _____

Supervisor Certification: The employee is unavailable to sign the form. I have verified that the employee turned in or properly transferred all equipment, funds and official records entrusted to their care. He/she has also turned in all official identification and other employee access items.

Supervisor Signature

Date

Signature of Agency Head or Authorized Representative

Date

*** All funds must be reconciled upon transfer to new custodian.**

APPENDIX F**Retired In Good Standing Notification, Form 127**

BALTIMORE POLICE DEPARTMENT RETIRED IN GOOD STANDING FORM

FORM 127

DATE

RETIREE

Last Name of Retiree:		First Name:		MI:
Badge#	Seq.#	E.O.D.	D.O.R.	D.O.B.
Street Address:				
City:		State:		Zip:

CERTIFICATION

Public Integrity Bureau	I certify that the above individual has no open or unresolved matters.		
	Printed Name & Seq.#	Signature	Date
Fiscal Services	I certify that the above individual has no open or unresolved matters that likely would result in termination of employment.		
	Printed Name & Seq.#	Signature	Date
Additional Comments:			

HUMAN RESOURCES

I certify that the above listed retiree meets all the BPD qualifications outlined in Policy 1902, <i>Procedure for Separation from Service</i> , for being Retired in Good Standing.		
Director, Human Resources:		
& Seq.#	Signature	Printed Name Date