




# Clayton County Police Department PROCEDURES

Subject <b>EMPLOYEE SEPARATION</b>		Procedure # <b>C15</b>	
Authorizing Signature 	Effective <b>10-14-2022</b>	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinds	Total Pages <b>5</b>

## I. PURPOSE

The purpose of this policy is to establish procedures for employees who are separating from the Department. This policy will establish procedures for out-processing employees, maintaining accountability of Department property and equipment, and ensuring that all administrative obligations have been fulfilled by the Department and employee before separation.

## II. POLICY

It is the policy of the Clayton County Police Department to provide a process for the timely and efficient separation of employees from the Department. For the benefit of all parties involved this procedure must be followed.

## III. DEFINITIONS

For the purpose of this policy, the following definitions shall apply:

Good Standing: An employee separates from the Department in good standing, when the employee's separation is voluntary, their last annual Performance Evaluation Program (PEP) meets acceptable standards or higher, they do not have any open internal investigations with the Office of Professional Standards (OPS), they are not under investigation for any criminal act, they are not under investigation by the Georgia Peace Officer Standards & Training Council (POST), and they are not resigning in lieu of termination. The Chief of Police is the final authority in determining the standing of a separating employee.

Separation: It is an employee's secession of employment with the Clayton County Police Department, whether voluntary or involuntary, which may occur through resignation, retirement or termination.

Weapon: A County-owned handgun issued to the sworn officer by the Chief of Police for official use as a sworn officer.

#### IV. SEPARATION

Former employees who leave the Department in good standing are eligible for re-employment with Clayton County. It is the policy of this Department that an employee will only have the opportunity to return twice after leaving in good standing. The Chief of Police may decide otherwise when it is determined that unusual or extenuating circumstances exist.

##### A. Resignation

1. An employee who wishes to resign, must submit a written *Notice of Resignation*, to their immediate supervisor and the Chief of Police.
2. It is the employee's responsibility to deliver their *Notice of Resignation* to the Office Manager of the Chief of Police; in the absence of the Office Manager of the Chief of Police, the *Notice of Resignation* will be delivered to the Office of Professional Standards (OPS) Commander, or authorized designee. The date of receipt by the Office Manager of the Chief of Police, or authorized designee, is the official date of the *Notice of Resignation*.

##### 3. Notice of Resignation

*Clayton County Civil Service Rule 9.105*, requires all employees to submit a timely or reasonable resignation notice, two (2) weeks preferably, one (1) week minimum, to be considered as resigning "in good standing".

Failure to give the required timely "*Notice of Resignation*" will result in the resignation being deemed a "separation not in good standing". Anything less than one (1) week notice may be cleared through the Human Resources (HR) Director by the Chief of Police, or authorized designee, in case of unusual or extenuating circumstances.

- a. If unusual or extenuating circumstances exist, the employee shall make an appointment with the Chief of Police, or authorized designee, to provide information and/or documentation to support why they are unable to give the required timely *Notice of Resignation*.
- b. If the Chief of Police, or authorized designee, is satisfied with the information and/or documentation provided by such employee, they will seek clearance from the HR Director to permit the resignation in lieu of timely notice.
- c. Concurrence of both the HR Director and the Chief of Police are required; otherwise, the resignation will be marked as "resigned not in good standing".

##### B. Retirement

Employees who wish to retire must submit a written *Notice of Retirement* to the Chief of Police. Employees should provide an advance notice of at least thirty (30) days prior to the effective date of their retirement. It is the employee's responsibility to deliver their *Notice of Retirement* to the Office Manager of the Chief of Police; in the absence of the Office Manager of the Chief of Police, the

*Notice of Retirement* will be delivered to the OPS Commander, or authorized designee. The date of receipt by the Office Manager of the Chief of Police, or authorized designee, is the official date of the *Notice of Retirement*. It is recommended that employees should consult with the County Pension Manager and Human Resources before submitting their date for retirement to maximize their benefits.

1. Retention of Badge and Weapon

Sworn Officers who retire from this Department and choose to retain their badge and weapon may do so, pursuant to County Ordinance 54-4.

- a. Sworn officers who have served at least fifteen (15) years with the County and who retire and leave active duty under honorable conditions and in good standing, may retain their weapon and badge as part of their compensation. The retiring employee shall reimburse the County for the cost of the weapon pursuant to the reimbursement schedule, i.e., the dollar amount the retiring employee will reimburse the County for the cost of the weapon. For the purpose of this schedule, the age of the weapon is computed from the date the weapon was first put in service by the Department.
  - 1) For a weapon that is less than three (3) years old the retiring officer shall reimburse the County eighty percent (80%) of the County's cost of the weapon but not more than two hundred dollars (\$200).
  - 2) For a weapon that is three (3) years old but less than five (5) years old, the retiring officer shall reimburse the County fifty percent (50%) of the County's cost of the weapon but not more than one hundred dollars (\$100).
  - 3) For a weapon that is five (5) years or more in age, the retiring officer shall reimburse the County one dollar (\$1).
- b. When a sworn officer leaves active duty as a result of a disability arising from a line of duty injury, such employee shall be entitled as part of such officer's compensation to retain their weapon and badge. The County waives reimbursement in such cases and ownership of the weapon shall transfer to the officer and the weapon shall be removed from the County's inventory.
- c. The HR Director is designated by the Board of Commissioners to act on behalf of the County in determining an employee's qualifications.
  - 1) The HR Director will determine if the employee meets the fifteen (15) year requirement.
  - 2) In addition, the HR Director shall determine if the employee has met all other conditions of the County ordinance.
  - 3) The decision of the HR Director in these matters is final.

- 4) The Chief of Police, or authorized designee, shall notify the HR Director thirty (30) days prior to the employee's last working day before retirement or as close as possible thereto, to allow the HR Director sufficient time to make the determinations required by the County ordinance.

## 2. Reserve Officer Program

Any retiring sworn officer of the Clayton County Police Department who wishes to apply for a position with the Reserve Officer Program may do so using the procedures set forth in standard operating procedure: *G3: Reserve Officer Program*.

## C. Termination

Any employee who is terminated from the Clayton County Police Department will be deemed as "separated not in good standing" and they will not be considered for re-employment.

## V. PROCEDURES

- A. It is the responsibility of the employee to submit in writing a *Notice of Resignation* to the Office Manager of the Chief of Police. Once this is received by the Office Manager of the Chief of Police, or authorized designee, it will be considered the employee's official *Notice of Resignation*.
- B. The employee will scan and/or make a copy of their *Notice of Resignation* and email and/or deliver a copy to their direct chain of command, Logistics & Operations Unit Commander, Accreditation Manager and any Specialized Unit Commander they are assigned to, notating their expected last working day.
- C. The Office Manager of the Chief of Police will contact the departing employee via County email to schedule an exit interview with the Chief of Police, or authorized designee. This email will also be forwarded to the OPS Commander, Logistics & Operations Unit Commander, respective Division Commander and Accreditation Manager.
- D. The Accreditation Manager will assign the departing employee an *Employee Exit Interview Survey*, via PowerDMS, to complete before their exit interview. If the employee does not complete the survey, before the scheduled interview date, then the Office Manager of the Chief of Police, or authorized designee, shall complete the survey during the employee's exit interview with the Chief of Police.
- E. The OPS Commander, or authorized designee, will complete a Blue Team and IA Pro inquiry to see if the employee has an open investigation and will forward the findings directly to the Chief of Police, or authorized designee.
- F. Once a separation date has been determined, the Division Commander will schedule the last (2) two days as administrative duty days for the concerned employee. The employee will be assigned to the Logistics & Operations Unit. It is the employee's responsibility to review the *Clayton County Police Department On-Boarding/Off-Boarding Checklist*, and have all Department-issued equipment cleaned and prepared to be turned over to the Department.

1. The Logistics & Operations Quartermaster, or authorized designee, will complete the *Clayton County Police Department On-Boarding/Off-Boarding Checklist*, once the employee has returned all Department-Issued equipment.
2. The Logistics & Operations Quartermaster, or authorized designee, will forward an electronic copy of the *Clayton County Police Department On-Boarding/Off-Boarding Checklist*, via County email, to the GCIC Terminal Agency Coordinator (TAC) notating the last date of employment.
3. The employee will be given a copy of the *Clayton County Police Department On-Boarding/Off-Boarding Checklist* that was completed by the Logistics & Operations Quartermaster, or authorized designee. The completed *Clayton County Police Department On-Boarding/Off-Boarding Checklist* will be placed into the employee's personnel file.

See Appendix A of this procedure for the *Clayton County Police Department On-Boarding/Off-Boarding Checklist*.

4. Employees are required to surrender all Department property in their possession upon separation from the Department. Failure to return non-expendable items may obligate and cause the employee to reimburse the Department for the fair market or replacement value of the item(s).

For further information refer to standard operating procedure *B14: Agency Property Control*.

- G. Once the employee has completed the exit interview with the Chief of Police, the *Notice of Resignation* will be forwarded to the Administrative Front Office Staff.
1. The Principal Secretary, or authorized designee, will complete a *Separation Notice*, giving the original to the employee and placing a copy in the employee's personnel file and forwarding a copy to Human Resources.
  2. It shall also be the responsibility of the Principal Secretary, or authorized designee, to complete a *Request to Fill Vacancy Form* and *Personnel Action Form*. Upon completing the forms, the Chief of Police, or authorized designee, will review and sign them. The original will be forwarded to Human Resources and a copy will be placed into the employee's personnel file.
  3. If the departing employee is sworn, the Principal Secretary, or authorized designee, will change the employee's status with the Georgia Peace Officer Standards & Training Council (POST). The status change will be placed into the employee's personnel file.
- H. It is encouraged that the concerned employee keeps a copy of all separation paperwork that was filed on their behalf with Human Resources. It is also encouraged for the employee to contact Human Resources to prepare for their separation from Clayton County, and to ensure all information on file is up-to-date for future correspondence (e.g., taxes, insurance, retirement).

## **VI. CANCELLATION**

This procedure amends and supersedes the following standard operating procedure: *C15: Employee Separation*, dated September 27, 2019.