Clayton County Police Department

PROCEDURES

Subject			Procedure #
EMPLOYEE SEPARATION			**C15**
Authorizing Signature	Effective	☐ New ☒ Amended ☐ Rescinds	Total Pages
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I. PURPOSE

The purpose of this policy is to establish procedures for employees who are separating from the Clayton County Police Department (CCPD). This policy also establishes procedures for out-processing, maintaining accountability of Department property and equipment, and ensuring all administrative obligations have been fulfilled.

II. POLICY

It is the policy of the Clayton County Police Department (CCPD) to provide a process for the timely and efficient separation of employees. For the benefit of all parties involved, the procedures in this policy must be followed.

III. DEFINITIONS

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

Good Standing: An employee separates from the Clayton County Police Department (CCPD) 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 (CCPD), 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 on a *CCPD Memorandum* (*Memo*) form to their immediate supervisor and the Chief of Police.
2. It is the employee's responsibility to deliver a copy of their Notice of Resignation to the Office Manager for the Chief of Police. In the absence of the Office Manager, the notice will be delivered to the Office of Professional Standards (OPS) Commander or an authorized designee. The date of receipt by either official 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, 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 (hereinafter referred to as the Chief of Police), 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 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 is required; otherwise, the resignation will be marked as "resigned not in good standing".

B. Resignation While Under Investigation

A voluntary separation from the Department by an employee while the employee is the subject of an open administrative or criminal investigation concerning alleged misconduct.

An investigation is considered open when the Office of Professional Standards, Internal Affairs, or other authorized investigative authority has received an allegation or information concerning potential employee misconduct and has taken an affirmative investigative action to evaluate, verify, or investigate the allegation. Such action may include preliminary fact-finding, review or preservation of records or evidence, interviews, database inquiries, or other investigative activity undertaken to determine the validity, nature, or scope of the alleged misconduct.

An investigation may be considered open regardless of whether a formal case number has been assigned or the employee has been interviewed, served with notice, or otherwise informed of the investigation.

The mere receipt of a complaint or allegation, without further review or investigative action, shall not by itself constitute an open investigation.

C. Retirement

1. Employees who wish to retire must submit a written Notice of Retirement on a *CCPD Memorandum* (*Memo*) form to their immediate supervisor and the Chief of Police.

Employees should provide an advance notice of at least thirty (30) days prior to the effective date of their retirement.

2. It is the employee's responsibility to deliver a copy of their Notice of Retirement to the Office Manager for the Chief of Police. In the absence of the Office Manager, the notice will be delivered to the OPS Commander or an authorized designee. The date of receipt by either official is the official date of the Notice of Retirement.
3. 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.
4. 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 officer shall reimburse the county for the cost of the weapon pursuant to the reimbursement schedule. 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).

      Once the county receives payment, ownership of the weapon shall transfer to the retiring officer and the weapon will be removed from the county's inventory.

   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 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.

5. Reserve Officer Program

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

D. Termination

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

V. PROCEDURES

A. Resigning or retiring employees are responsible for submitting written notice on a *CCPD Memorandum* (*Memo*) form to their immediate supervisor and the Chief of Police. Additionally, employees must deliver a copy of this notice to the Office Manager for the Chief of Police (or an authorized designee) as outlined earlier in this policy (i.e., Section IV. A. and B.). Once received by the Office Manager or their designee, it will be considered the employee's official notice.

B. The departing employee will also scan and/or make a copy of their written notice and email and/or deliver a copy of it to their direct chain of command, the Logistics & Operations Unit Commander, and any Specialized Unit Commander they are assigned to, notating their expected last working day.

C. The Office Manager for the Chief of Police (or an authorized designee) will contact the departing employee via County email to schedule an exit interview with the Chief of Police. This email will also be forwarded to the OPS Commander, Logistics & Operations Unit Commander, respective Division Commander and Accreditation Manager.

D. The Accreditation Manager (or an authorized designee) will assign the departing employee an *Employee Exit Interview Survey* via PowerDMS to complete before their exit interview with the Chief of Police. If the employee does not complete the survey before the scheduled interview date, then the Office Manager for the Chief of Police (or an authorized designee) shall complete the survey during the employee's exit interview with the Chief of Police.

E. The OPS Commander (or an authorized designee) will complete a Blue Team and IA Pro inquiry to determine if the departing employee has an open investigation and will forward the findings directly to the Chief of Police.

When a separating employee is determined to be the subject of an open investigation, the Office of Professional Standards shall document the status of the investigation and, when practicable, provide the employee written notice that the employee's separation will be recorded as a resignation while under investigation and may be reported to the Georgia Peace Officer Standards and Training Council (POST), as applicable. This notice can be satisfied with a memo, "*Acknowledgement of Resignation While Under Investigation*".

An employee's lack of notice or acknowledgment shall not, by itself, alter the status of an investigation that was open prior to the Department's receipt of the employee's Notice of Resignation.

F. Once a separation date has been determined, the Division/Unit Commander will schedule the last two (2) days as administrative duty days for the employee. The employee will be assigned to the Logistics & Operations Unit and is responsible for reviewing the *Clayton County Police Department On-Boarding/Off-Boarding Checklist* (refer to Appendix A of this policy) and ensuring all Department-issued equipment is cleaned, and turned over to the Department.

1. The Logistics & Operations Commander, or authorized designee, will:

   a. Complete the *Off-Boarding Checklist*, once the employee has returned all Department-Issued equipment;

b. Forward an electronic copy of the checklist, via County email, to the GCIC Terminal Agency Coordinator (TAC) notating the last date of employment;
c. Provide a copy of the completed checklist to the employee; and
d. File the completed checklist in the employee's personnel file.

2. Employees must return all Department property upon separation. Failure to return non-expendable items may require the employee to reimburse the Department for the fair market or replacement value of the item(s). See also CCPD SOP: *B14: Agency Property Control*.

G. Once the employee completes the exit interview with the Chief of Police, the written notice will be forwarded to the Administrative Front Office Staff.

1. The Principal Secretary (or an authorized designee) will complete a *Separation Notice*, giving the original to the employee, 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 an authorized designee) to complete a *Request to Fill Vacancy* form and *Personnel Action* form. Once completed, the Chief of Police will review and sign them. The originals 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 an authorized designee) will update the employee's status with the Georgia Peace Officer Standards & Training Council (POST) and file documentation of this change in the employee's personnel file.

H. The Department encourages its employees to keep copies of all separation paperwork filed with Human Resources. Employees are also encouraged to contact Human Resources prior to their separation from Clayton County to ensure all contact information is up-to-date for future correspondence regarding taxes, insurance, and retirement.

VI. CANCELLATION

This procedure amends and supersedes the following standard operating procedure: *C15: Employee Separation*, dated March 2, 2026.