

Cocoa Beach Police Department

Standard Operating Procedure



Effective Date: December 20, 2020	Replaces: Amends: February 21, 2018	Number: 013.00
Subject: Retirements	Re-evaluation Date:	
Distribution: ALL PERSONNEL	Related:	

This order consists of the following numbered sections:

1. Purpose
2. Scope
3. Requirements
4. Administration
5. Other Effects
6. Reference

1. PURPOSE

The purpose of this policy is to establish clear requirements for attaining the status of “Retired Police Officer” or “Retired General Employee” and establish guidelines for a retirement ceremony.

2. SCOPE

The provisions set forth herein apply to all sworn and non-sworn employees of the Police Department.

3. REQUIREMENTS

A. Police Officer - To attain the status of “Retired Police Officer” a full-time police officer must retire from the Cocoa Beach Police Department as defined by City Ordinance in the City of Cocoa Beach Police Officers’ Retirement System, as follows:

1. Normal Retirement
 - a. Attainment of age fifty-five (55) and the completion at least ten (10) years of credited service
 - b. Attainment of age fifty-two (52) and the completion of twenty-five (25) years of credited service
 - c. Upon completion of thirty (30) years of credited service regardless of age
2. Early Retirement
 - a. Attainment of age fifty (50) and the completion at least ten (10) years of credited service

B. General Employee - To attain the status of “Retired General Employee” a full-time employee must retire from the Cocoa Beach Police Department as defined by City Ordinance in the City of Cocoa Beach General Employee Pension Trust Fund, as follows:

1. Normal Retirement
 - a. Attainment of age sixty-two (62) and the completion of five (5) years of credited service
2. Early Retirement
 - a. Attainment of age fifty-two (52) and the completion of five (5) years of credited service

4. ADMINISTRATION

A. Police Officer

1. Upon deciding to retire, the retiring officer will submit the proper notification through the chain of command to the Chief of Police.
2. The Chief of Police, or designee, upon being notified of a sworn employee’s pending retirement, will arrange for an official retirement identification card and retirement badge (if applicable) to be prepared.
3. The Chief of Police or designee will coordinate the date for a retirement ceremony, should one be held. Said date should fall within the employee’s final thirty (30) working days.
4. Announcements concerning the retirement ceremony will be disseminated by the Office of the Chief of Police.

5. The officer's personnel file should be reviewed to prepare a summary of the officer's accomplishments for use by the Chief of Police or designee during the retirement ceremony
 6. The retirement ceremony will be presided over by the Chief of Police or designee, who will present retiree with commemorative items.
- B. General Employee
1. Upon deciding to retire, the employee will submit the proper notification through the chain of command to the Chief of Police.
 2. The Chief of Police or designee will coordinate the date for a retirement ceremony to be held, should one be held. Said date should fall within the employee's final thirty (30) working days.
 3. Announcements concerning the retirement ceremony will be disseminated by the Office of the Chief of Police.
 4. The employee's personnel file should be reviewed to prepare a summary of the employee's accomplishments for use by the Chief of Police or designee during the retirement ceremony.
 5. The retirement ceremony will be presided over by the Chief of Police or designee, who will present retiree with commemorative items.
5. **OTHER EFFECTS**
- A. This policy shall have no effect on vested rights, benefits or any other provision of the City of Cocoa Beach Police Officers' Retirement System or the City of Cocoa Beach General Employees' Pension Trust Fund, the pension system, or the labor contract.
 - B. Officers and General Employees who retire while under investigation for acts of alleged misconduct will not be issued a retired ID card or retired police officer badge (if applicable) unless they are exonerated of all charges.
 - C. The Chief of Police or designee retains the right to modify or forgo the ceremony with or without cause.
 - D. Nothing in this policy precludes approved gatherings to recognize the contributions of employees and volunteers who do not meet the aforementioned requirements.
 - E. In the event changes are made to the City of Cocoa Beach Police Officers' Retirement System or the City of Cocoa Beach General Employee Pension Trust Fund, this Standard Operating Procedure will automatically convert to changes made until amended.
 - F. Those police officers and general employees who become vested in the retirement system but leave employment prior to being eligible to receive immediate retirement benefits will not be afforded the status of "Retired Police Officer" or "Retired General Employee".
6. **REFERENCE**
- City of Cocoa Beach Police Officers' Retirement System
City of Cocoa Beach General Employee Pension Trust Fund



Scott Rosenfeld
Chief of Police
City of Cocoa Beach

Date: 12/06/20