

1.03-1

**DAYTON POLICE DEPARTMENT
GENERAL ORDER
PROCEDURE FOR PERSONNEL
DISCONTINUING EMPLOYMENT**



KAMRAN AFZAL – DIRECTOR AND CHIEF OF POLICE

Rev. 05/25

POLICY STATEMENT

It is the policy of the Dayton Police Department that employees resigning or separating themselves for any reason from the Department take part in an exit interview. This is done to ensure the orderly departure of the employee from the organization's ranks and to assist them in the timely processing of separation documents.

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I. PROCEDURES FOR SEPARATION

The following procedures are to be followed when a member is leaving the Department for any reason.

- A. The employee completes Resignation Form P-6 / S-58 and submits the form to their immediate supervisor at least ten (10) calendar days prior to the last scheduled workday.
 - 1. The form may be executed in at least one original and additional copies, if necessary.
 - 2. The employee will obtain the Exit Interview Checklist from PowerDMS for a list of property to be turned in. (PowerDMS / Documents / References / Forms / Exit)
 - a. The primary responsibility for turning in City-owned equipment rests with the employee leaving the Department. (See Section I.G.)
 - b. The Patrol Division Administrative Sergeant, or their designee, may be utilized to assist the employee in completing the Exit Interview Checklist, any other necessary forms, and returning City-owned equipment.
 - 3. For retiree identification, see Section I.H.1.
 - 4. For purchase of department-owned firearms, see Section I.G.2.f.4).
- B. The immediate supervisor receives the P-6 / S-58.
 - 1. The supervisor completes and signs a Terminate Security Access form for the employee.
 - a. Fill in:
 - Employee / User Name,
 - Employee ID# (PDA),
 - Organization (Police),
 - "Terminating City employment" box,
 - When to Terminate Security Access (Last date of employment at 5:00PM),
 - Login information for Police and Domain, along with any other computer applications the employee possesses,
 - who to reroute the email to (immediate supervisor),
 - H drive access (immediate supervisor),
 - if the employee has a phone extension, list the number and where to forward the calls to that extension to (immediate supervisor).



- b. Leave the entirety of the bottom lines blank.
- 2. The supervisor submits the P-6 / S-58 original and copies along with the Terminate Security Access form to the termination of employment email group.
- C. The District / Bureau Commander reviews and forwards the two forms and attached copies to the Division Commander's office.
- D. The Division Commander's office reviews the forms.
 - 1. The Division Commander is to sign the P-6 / S-58.
 - 2. The office will promptly send an email to Police Payroll informing them of the resignation.
 - 3. The office will forward the forms to the Chief's Office.
- E. The Chief's Office staff reviews the two forms
 - 1. If the P-6 / S-58 is a retirement, the Administrative Aide to the Deputy Director and Assistant Chief of Police will place the order for a police retirement plaque and will notify Human Resources so they may order the city retirement plaque.
 - 2. The office staff will obtain necessary signatures on the Terminate Security Access form and forward all forms to Police Payroll for processing.
- F. Police Payroll:
 - 1. Submits the Terminate Security Access form to the City's Information Technology Department to disable the employee's computer, network, and remote access.
 - 2. Processes the P-6 / S-58 for a P-1 form to be generated to be electronically signed by the employee's Division Commander and the Deputy Director and Assistant Chief of Police.
 - a. One copy of the P-1 will remain in Police Payroll.
 - 3. Will generate a Special Order addressing the separation and forward the order to the Deputy Director and Assistant Chief of Police for signature.
 - a. Upon receiving the signed Special Order, Police Payroll will ensure a copy of the order is forwarded to the Policy and Planning Unit for departmental distribution and inclusion in PowerDMS.
 - 4. Will complete Ohio Peace Officer Training Commission (OPOTC) Form SF401 to be forwarded via OneSpan for approval by the Professional Standards Bureau Commander and Deputy Director/Assistant Chief. Once approved, Payroll will send the completed form to OPOTC and forward a copy to the Academy to be retained in the former employee's training record.
- G. The employee will attend an exit interview prior to or on the last day of employment.
 - 1. The separating employee shall obtain a copy of the Exit Interview Checklist S-99 from PowerDMS (Documents / References / Forms / Exit)
 - a. If the separating employee is sworn, they shall also obtain a copy of the Sworn Exit Interview Checklist.
 - 2. For sworn personnel:
 - a. Retiring or resigning personnel should be scheduled for the day shift on their final day of employment. Supervisors must adjust their schedules accordingly to ensure attendance during this shift. This allows the Patrol Division Administrative Sergeant to escort them to the Academy and Property Room for the return of issued equipment.



- b. In cases of employee termination, the Patrol Division Administrative Sergeant and an additional supervisor may need to visit the employee's residence or another location to retrieve issued equipment. After all equipment is recovered or accounted for as missing per S-99 Checklist, the supervisor will transport the equipment to the Academy and Property Room the next duty day, Monday – Friday, 0800-1600 hours. In instances of extended leave, with or without benefits, all equipment may be gathered and stored at the Academy pending reinstatement or termination.
- c. Personnel assigned an unmarked City vehicle (except Special Investigations Bureau vehicles) are required to contact the Motor Vehicle Coordinator to turn the vehicle and keys over to them at the City Garage. The Motor Vehicle Coordinator will evaluate the vehicle and coordinate its return to the originating division.
- d. Equipment from a Division Headquarters or other districts / bureaus will be turned in to the appropriate Commander and noted on the Exit Interview Checklist in the "Additional Item / Other Items or Notes" section on page 1.
- e. Except for weapons and firearms, all other equipment from specialized units (i.e., Special Weapons and Tactics, Hostage Negotiations Team, Honor Guard, etc.) must be returned to the Commander of the affected unit and noted on the Exit Interview Checklist in the "Additional Item / Other Items or Notes" section on page 1.
- f. The employee will turn in all assigned items listed on page 2 of the Exit Interview Checklist to the Training Bureau. The Training Bureau staff will sign page 2 of the Exit Interview Checklist, indicating whether each item was or was not turned in.
 - 1) All department-owned weapons and firearms are to be presented at the Training Bureau for return.
 - 2) Sworn employees who leave employment within one year of graduating from the Academy must return their issued Class A and Class B uniforms.
 - 3) A Training Bureau range officer, the Training Bureau supervisor, or the Training Bureau Commander must be in attendance. In the unlikely event none of the aforementioned officers are available, then one of the above listed personnel officers will be paged to respond.
 - 4) The Training Bureau officer will make a copy of page 2 of the Exit Interview Form and file it for their records.
 - In the event an officer wishes to purchase one or more firearms, that request must be granted in advance by the Chief of Police or their designee. The officer must make the request in the form of a Special Report no later than ten (10) working days prior to discontinuation of service. The purchase price of a firearm will be set by the Chief of Police. Notification of purchase will be sent to Police Payroll, who will disseminate copies to the Training Bureau Commander, the Property Room supervisor, and to the Fiscal Office.
 - Until that authorization is granted, **in writing**, firearms will be kept by the range. **NO** exceptions.
- g. The employee will turn in all assigned items listed on page 1 of the Exit Interview Checklist to the Property Room. The Property Room supervisor will sign page 1 of the Exit Interview indicating whether each item was or was not turned in.
 - 1) The Property Room supervisor will make a copy of the entire Exit Interview Checklist and file for their records.
 - 2) If the employee has less than one-year tenure in the Department, all issued uniforms must be returned to the Department via the Property Room.
- h. The entire and completed Exit Interview form will be taken by the employee and their escort to the affected Division Commander's office for review and signature by the Division Commander, ensuring that all equipment is accounted for (including Division and specialized unit equipment).



- i. The Division Commander's office will complete the Exit Interview, consisting of the Human Resources Exit Interview (Form S-99a), the Exit Interview Checklist (Form S-99), and the issuing of the Continuation of Insurance letter.
 - j. The Division Commander's office will then forward the COMPLETED Exit Interview forms to Police Payroll.
 - k. Sworn employees who fail to return issued equipment as outlined in the Exit Interview Checklist or separate from employment within 36 months of graduating from the Academy may be required to reimburse the City for associated costs.
 - l. If all equipment is not turned in by the date of the Exit Interview, THE FINAL PAYCHECK MAY NOT BE ISSUED UNTIL EITHER ALL EQUIPMENT IS TURNED IN OR COMPENSATION IS MADE FOR LOST OR DAMAGED ITEMS.
3. For professional staff personnel, during normal business hours:
- a. The employee's Division Commander will complete the Exit Interview, consisting of the Human Resources Exit Interview (Form S-99a), the Exit Interview Checklist (Form S-99), and the issuing of the Continuation of Insurance letter
 - b. The Division Commander's office will then forward the COMPLETED Exit Interview forms to Police Payroll.
 - c. Police employees failing to return issued items are responsible for the replacement costs as listed in the Exit Interview Checklist.
 - d. If all equipment is not turned in by the date of the Exit Interview, THE FINAL PAYCHECK MAY NOT BE ISSUED UNTIL EITHER ALL EQUIPMENT IS TURNED IN OR COMPENSATION IS MADE FOR LOST OR DAMAGED ITEMS.

H. Retiree Identification

The Dayton Police Department shall comply with the Law Enforcement Officers Safety Act and Ohio Revised Code §2923.126 and will issue a "Retired" Dayton Police Identification to sworn officers that have retired in good standing.

The department will issue an officer a retirement photographic identification indicating the officer has "honorably retired" unless the Director and Chief of Police determines the officer is not honorably retiring. The request for "Retired" identification must be granted by the Director and Chief of Police or their designee.

"Honorably retired" means an employee of the Dayton Police Department who:

- Retired in good standing and the retirement was not for reasons of mental instability.
- Not the subject of any disciplinary action at the time of retirement.
- Not prohibited by federal law from receiving a firearm.
- Was regularly employed as a law enforcement officer for an aggregate of 15 years or more, **or** retired from service with the Dayton Police Department, after completing any applicable probationary period of service, due to a service-connected physical disability, as determined by the Dayton Police Department.
- The officer is eligible for retirement benefits.

1. Retirement of Active Officer

The officer must make the request in the form of a Special Report no later than ten (10) working days prior to discontinuation of service. Once approved, the special report will be returned to the officer to take to the Bureau of Identification for issuance of the identification.

2. Current Retired Officer Identification Request



The retiree must submit a completed Retiree Identification Request Form (see Appendix A) along with a copy of their retirement paperwork from the Police and Fire Pension Board to the Forensic Services supervisor. The form can be obtained by contacting the Forensic Services supervisor.

The Forensic Services supervisor will conduct a background check ensuring the requestor meets the same requirements as a retiring active officer. The completed package will be forwarded to the Director and Chief of Police for final determination. Once the request has been approved or denied, the package will be returned to the Forensic Services supervisor who will contact the requestor and make arrangements for the issuance of the identification.

II. REINSTATEMENT

Should an employee express a desire to return to employment with the Dayton Police Department, they will be required to undergo a background investigation, including a polygraph examination, prior to final approval by the Director and Chief of Police. An employee that is approved to be reinstated will complete any and all forms, requalification courses, and continuing education training required by the Dayton Police Department, Ohio Peace Officer Training Commission, and/or another State of Ohio agency. The Patrol Division Administrative Sergeant or their designee may be utilized to assist the employee in completing any necessary forms and obtaining needed equipment.



Appendix A

Retirement Identification Card Request

Name: _____

Address: _____

Phone: _____

Second Phone: _____

DOB: ____/____/____ SSN: ____-____-____

****** Copy of OP&F Pension Paperwork MUST be attached******

I understand that by submitting this request a background check will be completed. Once completed this request along with the background check will be submitted to the Director and Chief of Police for final approval. Once the request is approved the Bureau of Identification Supervisor will contact you to make arrangements to have your retirement identification card issued.

Signed: _____ Date: _____

APPROVED/DENIED _____ Date: _____

Director and Chief of Police

Return completed form to:

**Dayton Police Department
Bureau of Identification
335 W. Third Street, Suite 130
Dayton, Ohio, 45402**