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|  | STANDARD OPERATING PROCEDURE <small>State Form 39870 (R/ S- 06)</small> | Reference Number HMR-004 |
| | Subject Out-processing of Employees Separating from the Department | |
| | Special Instructions Replaces HMR-004 dated April 24, 2024 | Effective Date February 3, 2026 |

I. PURPOSE

Establish requirements for out-processing of employees separating from the Department.

II. POLICY

Employees separating employment with the Department shall submit a written notice of intent to the Superintendent at least three (3) weeks prior to the last regular duty workday. An out- processing day shall then occur no later than 21 days after the last regular duty workday; provided, that in no circumstance shall out-processing occur after the employee's last day on the payroll.

III. PROCEDURE

A. Out-processing day is a workday designated for equipment turn-in and the completion of administrative functions associated with the termination of employment. Out-processing day shall not be construed to be the last regular duty workday.

B. Employees separating employment with the Department shall:

1. Contact the Human Resources Division for assistance in determining the last regular duty workday, out-processing day and the effective date of separation;
2. Notify the Superintendent, through channels, utilizing the [Separation of Employment Template](#), a minimum of three (3) weeks prior to the last regular duty workday.;
3. The notice shall indicate if any vacation and unused compensatory days are to be taken following the three (3) week notice period (see D below) or submitted for pay (maximum of 30 vacation days) pursuant to [Civilian Rule 4](#) and [Police Rule 6](#), Sections 6-2 and 6-3; and the last regular duty workday and effective date of separation;
4. On the notice, the employee may request an exit interview with the Superintendent or his staff designee if he is not available; and
5. The employee's commander shall forward the notice to the Human Resources Division.

C. Any sick leave utilized after submitting a notice of separation shall require written evidence of the legitimacy of such leave from a physician.

D. Vacation, personal leave or compensatory time shall not be taken during the three (3) weeks prior to the last regular duty workday.

E. The Human Resources Division shall:

1. Provide the scheduled date for out-processing and a copy of the [Out-Processing Form \(Stock #398\)](#) to the employee prior to the employee's last regular duty workday;
2. Notify Criminal Justice Data Division (CJDD), Logistics, Training or other applicable divisions of the employee separation and out-processing date for their respective actions; and
3. Direct a review of all separation of employment templates to determine retirement eligibility, in good standing status and any awards or certificates the employee may be afforded.

F. Employees shall turn in all files related to Department investigations, personally held at home or on any non-Department storage device, to their commander prior to the conclusion of their last regular duty workday. This includes but is not limited to photographs, notes, case reports, crash reports, and any other records related to crash reports, police dispatches, or incident reports. No Department files or personal notes related to Department files shall be retained by employees separating from employment.

G. Out-Processing Employees

1. All issued equipment, when turned in, shall be clean and serviceable. Financial responsibility shall rest with the separating employee for all lost, missing or damaged items or equipment.
2. Employees who are assigned commissions and/or issued uniforms shall contact the Logistics Division to schedule an appointment to turn in their equipment, on or prior to their out-processing date.
3. Employees not assigned to general headquarters and neither assigned commissions nor issued uniforms, shall out-process at the Department component to which they are assigned.
4. All employees assigned to general headquarters, who work in the Indiana Government Center and who are neither assigned commissions nor issued uniforms, shall out-process through CJDD, the Human Resources Division, and the Department component to which they are assigned.
5. Employees having items and/or equipment issued/assigned to them by the Logistics Division and/or CJDD shall report to those entities during out-processing.
6. Retiring police employees (as defined in Regulation 3):
 - a. May be processed to obtain a lifetime personal protection permit at the Firearms License Unit; and
 - b. May be afforded retirement awards as outlined in [PRO-001](#).
7. Employees shall report to the Human Resources Division during out-processing to receive pertinent information and explanation relative to:
 - a. Pension benefits, calculations and options for monthly pension amount;
 - b. Deferred Retirement Option Plan benefits (DROP), Paid Lump Sum Option benefits (PLSO) and Retiree Leave Conversion (if applicable);
 - c. Health, Vision, Dental and Life Insurance benefits;
 - d. Final pay summary; and
 - e. Participate in an exit interview (optional).

8. If applicable, employees shall bring with them a copy of their marriage certificate, spouse's birth certificate, and social security card when reporting to the Human Resources Division for out-processing.

9. After all applicable Department components have been cleared, the Out-Processing Form shall be signed by the Human Resources Director or a designee and placed in the employee's respective permanent personnel file. A copy of the completed Out- Processing Form may be provided to each employee upon request.

10. Failure to comply with this procedure, without good cause, will constitute grounds for the immediate removal from police status and/or discharge from the Department.

H. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies and procedures.