



Chapter: Personnel
Subject: 03-06 – Leave of Absence, Resignation, Transfer
Effective: April 19, 2022
Supersedes: Official Order 47, Section 47.11.19, dated September 14, 2021
Distribution: Department Members

PURPOSE: This Order establishes department policy for members who request leave of absence, resignation, and transfer.

03-06-1 LEAVE OF ABSENCE, RESIGNATION, AND TRANSFER

- A. Members who request a leave of absence shall submit the request in writing through channels to the Director. The request shall contain necessary information to explain the reason for the leave and the length of time for which it is desired.
- B. A member who wishes to resign or transfer to another state department may do so by submitting a resignation memo in writing, through channels, to the Director stating therein the reason and the effective date.
- C. When an enforcement member retires, resigns, transfers, or is placed on an authorized leave of absence, the commander shall fill out the Employee Departure Checklist, PD-056, secure keys and identification cards, and assure that the member:
 - (1) Turns in issued equipment,
 - (2) Signs necessary separation papers,
 - (3) Pays outstanding liabilities, and
 - (4) Turns in procurement card(s).
- D. Suspensions shall be treated as outlined in pertinent written directives.

DIRECTOR

Annual Review Responsibility: Human Resources Division

Accreditation Standards: CALEA 22.1.2