



**Chapter:** Personnel  
**Subject:** 03-33 – Separation of Service Records  
**Effective:** June 24, 2025  
**Supersedes:** Official Order 03-33, dated October 17, 2024  
**Distribution:** Department Members

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**PURPOSE:** This Order establishes procedures for the department's compliance with the [Law Enforcement Officer Separation of Service Record Act](#).

#### 03-33-1 POLICY

To ensure compliance with [MCL 28.563](#), a PD-053 Separation of Service Record shall be used to document the reasons for, and circumstances surrounding, the separation of service of members licensed as law enforcement officers by the Michigan Commission on Law Enforcement Standards (MCOLES).

#### 03-33-2 COMPLETION AND MAINTENANCE OF SEPARATION OF SERVICE RECORDS

- A. Upon separation from employment of an MCOLES licensed member, the Human Resources Division (HRD) shall complete the PD-053 Separation of Service Record.
- B. The PD-053 Separation of Service Record shall be maintained in the affected member's personnel file.

#### 03-33-3 MEMBER REVIEW OF SEPARATION OF SERVICE RECORDS

- A. Separated members may request a copy of their PD-053 Separation of Service Record by submitting a request to the HRD via email at [MSP-LaborRelations@michigan.gov](mailto:MSP-LaborRelations@michigan.gov). Upon receiving a request, the HRD shall provide the separated member with an unredacted copy of the PD-053 Separation of Service Record.
- B. In the event the separated member disagrees with the contents of the PD-053 Separation of Service Record, the member may provide a written request to correct or remove content from the record. The HRD Director shall make the final determination on any changes made to the content of the record.
- C. Should the HRD and the separating member not come to an agreement on the contents of the record, the member may provide a written statement on their separation from the department and the reason for their disagreement with the content provided. This statement shall be attached to the PD-053 Separation of Service Record and included with any disclosures of the record.

**03-33-4 RELEASE OF RECORDS**

- A. Any state of Michigan law enforcement agency requesting, for the purposes of employment, information on the circumstances and reason for the separation of an MCOLES licensed member shall be provided with an unredacted copy of the corresponding PD-053 Separation of Service Record by the HRD following the receipt of an [MCOLES Waiver and Authorization for Release of Information](#) with Section C completed.
- B. A PD-053 Separation of Service record shall be provided to MCOLES upon the receipt of a written request from the commission.

DIRECTOR

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**Annual Review Responsibility:** Human Resources Division

**Accreditation Standards:** N/A