

RETIREMENT – PROCESSES AND CONSIDERATIONS

POLICY:

It is the policy of the Omaha Police Department (OPD) to require certain retirement-processing actions for retiring employees and to make formal and informal retirement ceremony options available. In addition to OPD processes and planning activities, the City of Omaha Human Resources (HR) Department provides pre-retirement seminars.

PROCEDURE:

I. Pre-retirement Seminars

- A. Employees considering retirement within the next five (5) years may register for and attend pre-retirement seminars when offered by City HR.

NOTE: Employees may contact City HR directly at any time with questions about retirement.

II. Retirement Processing

- A. Electronic Control Devices/Tasers are managed by the OPD Training Unit and shall be turned in to the OPD Taser Coordinator prior to retirement. The Taser Coordinator is assigned to the Training Unit.
- B. When a retiring OPD employee begins retirement processing at OPD Central Headquarters, they will proceed to the Police Supply Unit first. The Police Supply Unit will tell the employee what property must be turned in.
- C. After all necessary property has been received by the Police Supply Unit, the Returned Police Property Report ([OPD Form 141](#)) will be forwarded to OPD Police Personnel Unit.
- D. The Police Supply Unit will request contact information from retiring employees and provide it to the Public Information Office (PIO) so a listing of contact information can be maintained.

III. Badges and Plaques

- A. For sworn officers, the retiring officer will turn in their police badge to the Police Supply Unit. Their badge will be inspected by Police Supply and forwarded to the PIO.
 - 1. Retiring officers shall inform the PIO which of the following plaque options they prefer:
 - a. Turn in their badge and hat shield (optional) to the Police Supply Unit prior to retirement to be mounted onto a plaque. This option allows officers to utilize a loaner badge, provided by the Police Supply Unit, for the remainder of their employment.
 - b. Keep their badge and ask the PIO to make an engraved plaque without the badge. The badge will be documented by the Police Supply Unit.
 - c. No plaque will be requested.
- B. Non-sworn employees shall inform the PIO which of the following plaque options they prefer:
 - 1. Ask the PIO to make an engraved plaque.
 - 2. No plaque will be requested.

IV. Retirement Ceremonies

- A. The retiring employee will contact the PIO to inform them whether or not they want a formal retirement ceremony. Ceremony options include the following:
 - 1. A Department-wide ceremony in the OPD Headquarters auditorium.
 - 2. A ceremony at the retiree's current assignment location (i.e. precinct or other OPD facility). This can still be announced Department-wide, if the employee prefers.
 - 3. A ceremony at the retiree's current assignment location (i.e. precinct), not announced Department-wide.
 - 4. No ceremony is requested.
- B. The PIO will schedule the retirement ceremony, facilitate all necessary arrangements, and make the requested announcements.
 - 1. The PIO will coordinate with and/or assist the employee's respective command for ceremonies not held at OPD Headquarters.
- C. If the retiring employee does not want a formal ceremony, the employee will be notified when their retirement plaque is ready (if a plaque was requested) and arrange with the PIO for a time and location to pick up the plaque.

V. Law Enforcement Certification Upon Retirement

- A. Officers should be aware that in order to maintain their certification in good standing after retiring there may be actions required on their part such as completing any required continuing education hours (to include state mandated specific courses such as implicit bias, etc.), completing the state qualification/shoot before their retirement, etc.
 - 1. Retiring officers shall contact the OPD Training Unit to determine what requirements they may need to complete in this regard PRIOR to retirement.

NOTE: Some of the requirements may apply even if the officer separates under binding terms or if they have only worked one (1) day during that calendar year.
- B. Law enforcement certifications are issued by the State of Nebraska via the Nebraska Crime Commission (in coordination with the Nebraska Law Enforcement Training Center (NLETC)).
 - 1. In order to maintain an active certification upon retirement, officers must be employed as a sworn officer at a Nebraska law enforcement agency, working part-time or full-time for more than 100 hours per year (NRS §[81-1401](#)).
 - 2. When officers retire, if they are not employed by a law enforcement agency their certification will become inactive (i.e. no longer valid) after 30 days.
 - 3. Certifications that are inactive for a period of 31 days to two (2) years can be reactivated by completing the state firearms qualification course and possessing a valid CPR/First Aid certification.
 - 4. Certifications that are inactive for a period of two (2) years to ten (10) years may be reactivated by completing NCC/NLETC requirements (see the [NCC web site](#) for details).

5. Without an active certificate, retirees are NOT authorized to perform law enforcement duties.
 6. In order to maintain or reactivate a law enforcement certificate, the person must be employed by a law enforcement agency, must certify that no acts or events have transpired that would affect their certification, and must agree to the Code of Ethics. They also cannot have had their past/prior certification revoked or suspended or be under any current disciplinary suspension (see the [NCC web site](#) for details).
 7. Persons who have had their certificates suspended may possibly be able to reactivate the certificates by completing requirements of the NCC/NLETC (see the [NCC web site](#) for details).
 8. Any fees associated with reactivating a suspended certification are the responsibility of the officer, not the Department.
 9. Persons who have had their certificates revoked are NOT authorized to exercise law enforcement powers in Nebraska and are not eligible for reinstatement of their certificate.
- C. Officers who have questions regarding law enforcement certifications and qualifications upon/after retirement may contact the OPD Training Unit.

VI. OPD Uniform Wear Upon Retirement

- A. Retirees who retire from the Department in good standing and possess OPD Class “A” uniforms may wear these for ceremonial purposes such as funerals, promotions, memorials, or other OPD events, but NEVER in any non-OPD employment capacity.
1. The OPD uniform and OPD equipment items are property of the Department/City. To wear these items conveys to others that the wearer is an authorized and active officer of the OPD. As such, these items shall never be worn by retirees who are not current OPD sworn employees outside of these ceremonial/memorial contexts.

EXAMPLE: A retired OPD officer who works as a security guard for an entity other than OPD or the City of Omaha is NOT authorized to wear OPD uniforms/items in that employment, regardless of whether or not the retired officer has maintained their State of Nebraska law enforcement certification. To do so would be to misrepresent themselves as an active OPD officer.

VII. Additional Considerations

- A. Officers who retire are reminded they will need to complete the next upcoming Law Enforcement Officers Safety Acts (LEOSA) shoot in order to receive a LEOSA card and be qualified to possess and carry firearms concealed and/or while traveling, per the Acts.
1. The shoots are facilitated by the OPD Training Unit, but ammunition costs are the responsibility of the retired officer. See the OPD “[Law Enforcement Officers Safety Acts](#)” policy for additional details.

REFERENCES:

I. Laws/Legal References

- A. NRS [§81-1401](#) is relevant to this policy.

- B. Nebraska Secretary of State Rules and Regulations [Title 79](#) (Law Enforcement and Criminal Justice) are relevant to this policy.
- C. Law Enforcement Officers Safety Acts (LEOSA) are relevant to this policy.

II. Previous General Orders

- A. Previous General Orders: #12-88, 89-90, 117-17, 28-18, and 55-22.