



**PARADISE VALLEY POLICE
GENERAL ORDER**

Separation from Employment

Order Number

22.5

Date

08-21-15

22.5 Separation from Employment

- A. An *employee* who wishes to resign or retire *shall* submit a memo indicating the resignation or retirement, including the final date of service, through the *employee's* chain of command to the *Chief*. The resignation or retirement is effective upon the signature of the *Chief*, or *Chief's* designee. The memo *shall* then be processed in accordance with *Town* procedures.
- B. Terminations of employees shall be handled in accordance with the procedures set forth in G.O. #26.5.3. Terminated employees shall be referred to the Human Resources Department for an explanation of any fringe or retirement benefits following dismissal.

