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**NUMBER: 3.49**

**EFFECTIVE DATE:** August 2020

**REVISION DATE:** OCT 2024

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**SUBJECT: EMPLOYMENT SEPARATION**

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3.49.01 POLICY

Members of the Wheat Ridge Police Department wishing to resign shall submit a letter of resignation to the Chief through the chain of command no less than ten working days before resigning unless the member and Chief mutually agreed to less time. If a member wishes to rescind their letter of resignation, it must be retracted prior to the agreed-upon separation date and approved by the Chief.

If a member is absent without notice for five or more scheduled consecutive working days and has not contacted the supervisor or appointing authority to provide a reason for the absence, the appointing authority may construe the absence as resignation.

City Personnel Policy Section 10, Departures from Employment, may be referred to for further information.

3.49.02 DEFINITIONS

- A. Good standing is applicable for a member who is resigning or has resigned their employment with the agency and is not in violation of policy, is not under, or being investigated, or subject to any disciplinary action or criminal prosecution.
- B. Resignation is the voluntary separation of employment from the agency.
- C. Termination is the involuntary separation of employment from the agency.

3.49.03 DEPARTURE FROM EMPLOYMENT

A. Resignation

- 1. Officers may resign in good standing after giving at least ten (10) working days' notice before the effective date of resignation of his/her intentions to leave the Department in writing to their immediate supervisor.
- 2. The Chief of Police may authorize the resignation of an employee with fewer than ten (10) day notice if there are sufficient reasons to waive the requirement.
- 3. An employee who resigns is expected to provide assistance in the transition of uncompleted workload.
  - a. At the time of separation, the employees is expected to return all Department and City-owned property.
  - b. Employees who resign in good standing may be reinstated to their former or comparable class if a vacancy exists within one (1) year after resignation and approved by the Police Chief.
  - c. An employee may rescind their resignation if such a request for withdrawal is submitted before the effective date and approved by the Chief of Police.
  - d.

B. Retirement

1. Sworn members of the Department with less than ten (10) cumulative years of sworn law enforcement service shall be considered separated from the Department.
2. Sworn members of the Department with a cumulative total of more than ten years of sworn service, and minimum of five years having been employed by Wheat Ridge PD, shall be considered retired from the Department as well as retired under the Law Enforcement Officers Safety Act.

C. Termination Based on Position Requirements

1. An employee who becomes unable to meet the Colorado P.O.S.T requirements may be terminated within thirty (30) days of the date the employee is unable to meet the requirements.
2. The employee must meet with the Human Resources Office prior to termination.

D. Exit Interview

1. The employee may request an exit interview with the Chief of Police or the PSU Sergeant.
2. A member of the Human Resources Office shall attempt to conduct an exit interview with all employees who leave the Department employment.
3. If an employee refuses to participate at least in an exit interview with the Human Resources Office, this will be noted in the employee's personnel file.

E. Final Pay

1. Employees who resign or are dismissed from the Department must meet with the Human Resources Office to discuss the closing of all monetary accounts and benefits plans.

3.49.04 ADMINISTRATIVE PROCEDURES

A. Member

1. Forward resignation memorandum to the immediate supervisor at least ten working days prior to the effective date of resignation.
2. Turn in all issued equipment on the designated date and time.
3. Complete a voluntary Exit Interview with the Human Resources office.
4. Leave a forwarding address with the Human Resources office for any future correspondence.

B. Supervisor

1. Review resignation memorandum and forward to Commander or other immediate supervisor.
2. Complete final performance evaluation of separating member.
3. Ensure all issued equipment is returned.
4. Forward any issued credit cards to the Chief's office.

5. Ensure all database administrators are notified (CCIC, Lumen etc.) and IT Services to cancel network access.

C. Commander

1. Review resignation memorandum and forward to the appropriate Division Chief or other immediate supervisor.
2. Review final evaluation and forward to the appropriate Deputy Chief.

D. Division Chief

1. Conduct a voluntary exit interview, record the details of the conversation. The interview should include the reason for leaving, recommendation for re-employment, and any suggestions for improving the Department.
2. Refer the separating member to the Human Resources Office in order to complete final documents.

E. Support Staff

1. Access the P.O.S.T Portal and update the member's profile.

3.49.05

SEPERATION RECOGNITION

a. Departing Employee

1. The following guidelines are established to recognize employees who are separating service with the city in good standing.
2. Police department employees in good standing with more than three but less than five years of service will be allowed to keep their numbered police badge provided they reimburse the city for the cost of the badge.
3. Police department employees in good standing with more than five but less than 10 years of service shall be recognized for their service with the following:
  - a. Formal letter of appreciation from Chief of Police.
  - b. For sworn officers your numbered badge is a gift to you from the organization for your service to the city.
4. Police department employees in good standing with more than 10 but less than 20 years of service shall be recognized for their service with the following:
  - a. Formal letter of appreciation from Chief of Police.
  - b. Press release by PIO recognizing service (subject to employee permission).
  - c. Proclamation from Council.
  - d. Engraved plaque - with numbered badge affixed if sworn.
  - e. Name and service dates on the perpetual plaque.
  - f. Reception hosted by PD.
  - g. Retirement badge (sworn only).
5. Police department employees in good standing with more than 20 but less than 30 years of service shall be recognized for their service with the following:
  - a. Formal letter of appreciation from Chief of Police.
  - b. Press release by PIO recognizing service (subject to employee

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- permission).
  - c. Proclamation from Council.
  - d. Engraved plaque - with numbered badge affixed if sworn.
  - e. Name and service dates on the perpetual plaque.
  - f. Reception hosted by PD.
  - g. Retirement badge (sworn only).
6. Police department employees in good standing with more than 30 years of service shall be recognized for their service with the following:
- a. Formal letter of appreciation from Chief of Police.
  - b. Press release by PIO recognizing service (subject to employee permission).
  - c. Proclamation from Council.
  - d. Engraved plaque - with numbered badge affixed if sworn.
  - e. Name and service dates on the perpetual plaque.
  - f. Reception hosted by PD.
  - g. Retirement badge (sworn only).
  - 1. Flag ceremony with the honor guard.
- b. There are hereby established three perpetual plaques that shall contain the names of those employees who have served the city for the respective lengths of service listed above. These perpetual plaques will be kept on display in the police department and shall, from time to time as needed, have additional nameplates attached to honor the service of employees therein named.