

1.03-1

**DAYTON POLICE DEPARTMENT
GENERAL ORDER
PROCEDURE FOR PERSONNEL
DISCONTINUING EMPLOYMENT**



RICHARD S. BIEHL – DIRECTOR AND CHIEF OF POLICE

Rev. 5/15

POLICY STATEMENT

It is the Policy of the Dayton Police Department that employees resigning or separating themselves for any reason from the Department take part in an exit interview. This is done to ensure the orderly departure of the employee from the organization's ranks and to assist them in the timely processing of separation documents.

I. RESIGNATION

A. Resigning Member

A Resignation Form, S-58, must be submitted by the employee to their immediate supervisor at least ten days prior to the last scheduled work day. The form is executed in three copies (original and two copies). The employee will obtain the Sworn or Non-Sworn Exit Interview Checklist off of the "P" drive for a list of property to be turned in.

B. Unit Commander

The Commander of the unit to which the Department member is assigned will notify Police Payroll via E-mail of the resignation and forward all copies of the resignation to the appropriate Division Commander. The Division Commander will promptly forward all copies to the Chief's office.

C. Personnel Records

Upon receipt of the resignation form from the Chief's office, the Personnel Clerk is to forward two copies of the P-I Form. One copy will remain in Personnel Records.

D. Division Commander

Upon receipt of the Special Order from the Chief's office, the Division Commander will compile an inventory of the City-owned property assigned to the resigning member, conduct the Exit Interview and ensure that all City-owned property has been turned in.

II. SEPARATION

The following procedures are to be followed when a member is leaving the Department for any reason.

A. The primary responsibility for turning in City-owned equipment rests with the employee leaving the Department. All equipment must be turned in to the Range/ Division Commander by the date of separation.

B. A "Terminate Access Form" must be completed and submitted with the Exit Interview Forms. The Terminate Access Form is located on the "P" drive along with the Exit Interview Forms. Once completed, the forms shall be submitted to the Chief's office through the employee's division office. This form will then be sent to IT to close out the employee's MIS and Citrix access.

C. Exit Interview Procedures:

1. Obtain copy of the Sworn or Non-Sworn Exit Interview Checklist from the P-drive or the Property Room.
2. Turn in all assigned firearms, TASERS, protective vests and all other related gear to the Academy. The range staff will sign page 2 of the Exit Interview indicating those items were turned in. (Sworn personnel only)



- a. Officers turning in firearms will do so at the Academy range during normal business hours, with an academy range officer in attendance.
 - b. In the event a range officer is not available, the firearm(s) may be turned in to the Academy Training Supervisor or the Academy Commander.
 - c. In the unlikely event none of the aforementioned officers are available then these officers will be paged to respond.
 - d. In the event an officer wishes to purchase one or more firearms, that request must be granted by the Chief of Police or his/her designee. The officer must make the request in the form of a Special Report no later than ten (10) working days prior to discontinuation of service. The purchase price of a firearm will be set by the Chief of Police and sent to the Academy Commander.
 - e. Until that authorization is granted, *in writing*, firearms will be kept by the range, **NO** exceptions.
3. Take the signed Page 2 of the Exit Interview from the range staff and all of their equipment to their Division Commander's office where the complete Exit Interview will be conducted.
 - The Division Commander or his/her designee will ensure that the Human Resources Form S-99 (Exit Interview and Attached Forms – located on the "P" drive and under HR Forms on the City Intranet Page) is completed in addition to the Dayton Police Department Exit Interview.
 4. The affected Division Commander's office will ensure that all equipment is accounted for (including Division and specialized unit equipment) and then forward the COMPLETED Exit Interview form(s) to Payroll. The Division Commander's staff will deposit a copy of the Exit Interview form(s) and all of the equipment into the Property Room including Personal Protective Equipment (PPE) gear - Kevlar helmets, riot face shields, WMD bags (boots, tape, chemical suit, chemical gloves, gas mask carrier, gas mask, and two gas mask filters. (All equipment must be turned in at the same time)

The Property Room supervisor will ensure all PPE gear is returned to the Strategic Planning Bureau, Homeland Security office.
 5. Equipment from Division Headquarters or other Bureaus will be turned in to the appropriate Commander and noted on the Exit Interview Form in the "Additional items/other items" Section.
 6. Except for weapons and firearms, all other equipment from specialized units, such as Special Weapons and Tactics, Hostage Negotiations Team, Honor Guard, etc. must be returned to the Commander of the affected unit and noted on the Exit Interview Form in the "Additional items/Other items" Section.
 7. If the employee is a sworn member with less than one-year tenure in the Department, all issued uniforms must also be returned to the Department.
 8. When personnel that have been assigned an unmarked City vehicle (except Drug Unit vehicles) leave employment, they are required to contact the motor vehicle coordinator to turn the vehicle and keys over to them at the City Garage. The motor vehicle coordinator will evaluate the vehicle and coordinate its return to the originating division.
 9. Police employees failing to return issued items are responsible for the replacement costs as listed in the Exit Interview Checklist.
 10. If all equipment is not turned in by the date of the Exit Interview, THE FINAL PAYCHECK MAY NOT BE ISSUED UNTIL ALL EQUIPMENT IS TURNED IN OR COMPENSATION IS MADE FOR LOST OR DAMAGED ITEMS

D. Retiree Identification

The Dayton Police Department shall comply with the Law Enforcement Officers Safety Act and Ohio Revised Code 2923.126 and will issue a "Retired" Dayton Police Identification to sworn officers that have retired in good standing.



The department will issue an officer a retirement photographic identification indicating the officer has "honorably retired" unless the Director and Chief of Police determines the officer is not honorably retiring. The request for "Retired" identification must be granted by the Chief of Police or his/her designee.

Honorably Retired means an employee of the Dayton Police Department who:

- Retired in good standing and the retirement was not for reasons of mental instability.
- Not the subject of any disciplinary action at the time of retirement.
- Not prohibited by Federal law from receiving a firearm.
- Was regularly employed as a law enforcement officer for an aggregate of 15 years or more: or
- Retired from service with the Dayton Police Department, after completing any applicable probationary period of service, due to a service-connected physical disability, as determined by the Dayton Police Department.
- The officer is eligible for retirement benefits.

1. Retirement of Active Officer

The officer must make the request in the form of a Special Report no later than ten (10) working days prior to discontinuation of service. Once approved, the special report will be returned to the officer to take to the Bureau of Identification for issuance of the identification.

2. Current Retired Officer Identification Request

The retiree must submit a completed Retiree Identification Request Form (see Appendix A) along with a copy of their retirement paperwork from the Police and Fire Pension Board to the Bureau of Identification Supervisor. The form can be obtained by contacting the Bureau of Identification Supervisor.

The Bureau of Identification Supervisor will conduct a background check insuring the requestor meets the same requirements as a retiring active officer. The completed package will be forwarded to the Director and Chief of Police for final determination. Once the request has been approved or denied, the package will be returned to the Bureau of Identification Supervisor who will contact the requestor and make arrangements for the issuance of the identification.

III. REINSTATEMENT

Should the employee return to employment with the Dayton Police Department, they will be required to undergo a background investigation including a polygraph examination prior to final approval by the Chief of Police.



Appendix A

Retirement Identification Card Request

Name: _____

Address: _____

Phone: _____

Second Phone: _____

DOB: ____/____/____ **SSN:** ____-____-____

****** Copy of OP&F Pension Paperwork MUST be attached******

I understand that by submitting this request a background check will be completed. Once completed this request along with the background check will be submitted to the Director and Chief of Police for final approval. Once the request is approved the Bureau of Identification Supervisor will contact you to make arrangements to have your retirement identification card issued.

Signed: _____ **Date:** _____

APPROVED/DENIED _____ **Date:** _____

Director and Chief of Police

Return completed form to:

**Dayton Police Department
Bureau of Identification
335 W. Third Street, Suite 130
Dayton, Ohio, 45402**