



# SACRAMENTO POLICE DEPARTMENT

## GENERAL ORDERS



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### 255.05 RETIRING, RESIGNING, RE-EMPLOYMENT 1-02-01

#### **PURPOSE**

To define procedures for the confidential documentation of employee retirements, resignations, and re-employment evaluations.

#### **POLICY**

That an employee leaving the Department completes necessary documentation to provide sufficient time for processing exit information, to preserve the integrity and confidentiality of the decision, and to ensure that information necessary in the event of re-employment has been properly documented.

#### **PROCEDURE**

##### **A. GENERAL**

1. Employees seeking retirement or resignation shall contact the Police Department Personnel Services Division (PSD).
2. Employees leaving the Department shall forward a completed Retirement/ Resignation Form (SPD 004) to PSD regarding their intention to retire or resign. The form should be forwarded to PSD at least two weeks before the effective date. The handling and transmittal of the form shall be done in a manner to preserve the integrity and confidentiality of the decision.

##### **B. RETIREMENT AND RESIGNATION**

Employees shall confirm retirement eligibility prior to giving notice of retirement. Retiring/ resigning employees shall complete an SPD 004 containing a brief statement regarding the intended date of retirement or resignation. The SPD 004 shall be personally delivered to PSD.

1. PSD shall initial the SPD 004, provide a copy to the retiring/resigning employee, and send the original to the Administrative Services Officer (ASO), PSD.
2. The ASO, PSD shall sign and date the original SPD 004 and return the original to PSD for inclusion in the employee's Department personnel file.
3. PSD shall send a copy of the completed SPD 004 to the COP and the retiring/resigning employee's office chief.

##### **C. EVALUATION AND EXIT INTERVIEW OF EMPLOYEE UPON RETIREMENT OR RESIGNATION**

Retiring or resigning career employees shall be evaluated for re-employment purposes after giving notice of retirement or resignation.

1. PSD shall route a copy of the Re-employment Evaluation Form (SPD 003) to the resigning employee's division captain, and/or division manager as appropriate.
  - a. The division captain, and/or division manager as appropriate, shall evaluate the employee and complete the appropriate portion of the SPD 003, including the statement regarding character of service rendered by the employee. This evaluator shall solicit input from supervisors in the employee's chain of command and review the employee's personnel file, to obtain any and all information including evaluations, or other documentation that would reflect upon the employee's work history and suitability for re-employment.
  - b. The evaluator shall forward the SPD 003 through their chain of command to their Office Chief. c. The office chief, or a designee, shall initial the form, include any comments, and forward it to the ASO, PSD. The ASO, PSD shall forward the original SPD 003 to the Captain, Staff Services.
2. The Captain, Staff Services, shall review the SPD 003 and shall contact the retiring/ resigning employee to arrange/ conduct an exit interview with the employee. The results of the exit interview are confidential and shall be documented by the Captain, Staff Services, in a memorandum that identifies the employee only by job classification. This memorandum shall be forwarded to the COP.

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- a. The Captain, Staff Services, shall make the completed SPD 003 and attachments (if applicable) available to the retiring/resigning employee for review and comment.
  - (1) Employees shall be advised that the SPD 003 shall be placed in their permanent personnel file and that this evaluation shall be available to any requesting agency providing a waiver is signed by the employee.
  - (2) Employees shall have an opportunity to add an addendum or rebuttal to the SPD 003 if they desire.
  - (3) Both the retiring/resigning employee and the Captain, Staff Services shall initial the SPD 003 before the form is forwarded to PSD for inclusion in the employee's personnel file.
- b. If an employee is unavailable, or chooses not to review or comment on the SPD 003 at an exit interview, the circumstances shall be explained in the SPD 003 by the Captain, Staff Services.
  - (1) The Captain, Staff Services, shall sign the SPD 003 acknowledging his/her review of the SPD 003 in it's final form before forwarding the form to PSD.
  - (2) Retiring/resigning employees who do not participate in the exit interview process shall contact the PSD to review and initial the SPD 003 prior to the employee's final employment date.
- d. Per Civil Service Rule 9, resigning employees have 48 hours (excluding weekends and recognized City holidays) to withdraw their notice of resignation. After the notice has been filed with City Personnel, it may only be rescinded with the approval of the City Manager.
  - (1) Employees wishing to withdraw their notice of retirement or resignation must contact PSD.
  - (2) In the event that an employee's retirement or resignation is rescinded, the SPD 004 and SPD 003 shall be removed from the employee's Department personnel file and destroyed.

**D. RE-EMPLOYMENT**

- 1. Personnel having previously resigned, may petition for re-employment within three (3) years of resignation, provided they left in good standing from career status. The written request for re-employment shall be filed with City Personnel.
- 2. After PSD receives a copy of the re-employment request from City Personnel, the following procedures shall apply:
  - a. Sworn Personnel
    - (1) The COP, or designee, shall make the determination regarding the applicant's re-employment.
    - (2) Applicants for re-employment to a sworn position must successfully complete a background investigation and, depending upon the applicant's length of separation from Departmental employment, may be required to successfully complete a polygraph examination, psychological screening, and medical examination before receiving a final employment offer.
    - (3) Applicants re-employed on or after July 1, 1984, are subject to the requirements of [G.O. 257.02](#) and must demonstrate proficiency in the Physical Performance Standards Test.
  - b. Civilian Employees
    - (1) The COP, or designee, shall make the determination regarding the applicant's re-employment.
    - (2) Applicants for re-employment must successfully complete a background investigation and, depending upon the applicant's length of separation from Departmental employment and/or job classification, may be required to successfully complete a polygraph examination, psychological screening, and medical examination before receiving a final employment offer.