

*“Keep Orlando a safe city by reducing crime and maintaining livable neighborhoods.”*

**ORLANDO POLICE DEPARTMENT POLICY AND PROCEDURE  
1620.10, SWORN RETIREMENT AND SEPARATION PROCEDURES**

EFFECTIVE:	1/19/2022
RESCINDS:	1620.9
DISTRIBUTION:	ALL EMPLOYEES
REVIEW RESPONSIBILITY:	PROFESSIONAL STANDARDS DIVISION COMMANDER
ACCREDITATION CHAPTERS:	NONE
CHIEF OF POLICE:	ORLANDO ROLÓN

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**PURPOSE:**

These procedures govern retirement and separation procedures for sworn employees. They include notification of retirement date, computation of unused personal leave or sick leave and compensatory time, the Department's checkout process, (to include completion of the Police Department sign-out form as directed by Civil Service); request for Department service weapon, identification card, service plaque, and retirement badge, and request for presentation ceremony. Issues regarding pension benefits are outlined in Chapter 12 of the Charter of the City Code, which is available on the City's Intranet.

**PROCEDURES:**

**1. MEMBER'S PROCEDURES**

**1.1 RETIREMENT PROCEDURES**

Retirement means, per Chapter 185 of Florida Statutes, a police officer's separation from City employment as a police officer with immediate eligibility for receipt of benefits under the plan. When practical, sworn members shall notify the Chief of Police by submitting a memorandum via the chain of command, the Police Pension Board, and Employee Benefits in writing of their intention to retire and exercise the DROP option at least twelve weeks prior to retirement date, except in cases of medical retirement. The application for service retirement benefits will be provided by Employee Benefits and shall be submitted with the employee's retirement memorandum.

If a medical retirement, line-of-duty or non-line-of-duty, is granted by the Police Pension Board, the retiree should immediately forward, in writing, via memorandum, notification of retirement as described in this directive through his/her chain of command.

A limited duty assignment with no reduction in pay or benefits will be offered to sworn members who file an application for a disability pension. Subsequent retirement will have no bearing upon the member's eligibility for a limited duty position. The Chief of Police has full discretion to revoke any offer of a limited duty position.

**1.1.1 SWORN MEMBER'S NOTIFICATION REQUIREMENTS:**

The notification to the Chief of Police shall include:

- a. The last active duty day and intended date of retirement based on unused personal leave;
- b. Any authorization for deduction of insurance or credit union;
- c. Request for service weapon, identification card, and retirement badge as outlined in Section 2; and
- d. Request for a Department presentation ceremony, if desired.

Sworn members are required to contact Employee Benefits at extension 3487, at least sixty (60) days prior to their intended retirement date to schedule an appointment to process the necessary retirement paperwork. Employee Benefits will provide the officer with the Orlando Police Department Sworn Employee Sign-Out Form (Attachment A) and the Application for Service Retirement Benefits (Attachment B) at the time of their scheduled appointment. The Application for Service Retirement Benefits shall be completed during the appointment scheduled with Employee Benefits. Sworn members shall refrain from completing this form themselves and submitting it directly to the Chief of Police as this will cause a delay in the processing of retirement benefits.

The Orlando Police Department Sign-Out Form must be completed and returned to the Civil Service Office before a final paycheck can be issued.

The Application for Service Retirement Benefits must be returned to the Employee Benefits Office sixty (60) days prior to the employee's separation/termination date; otherwise there will be a delay in receipt of benefits.

#### 1.2 SEPARATION PROCEDURES FOR MEMBERS WITH LESS THAN 20 YEARS OF SERVICE

Active members separating with less than 20 years of service shall obtain an Orlando Police Department Sworn Employee Sign-Out Form from PowerDMS. The member shall then call Employee Benefits at extension 3487 to schedule an appointment. The Orlando Police Department Sworn Employee Sign-Out Form must be completed and returned to the Civil Service Office before a final paycheck can be issued. The Police Planning Administrator, or designee, will upload the Sign-Out form into Workday as part of the Workday separation process.

#### 1.3 SEPARATION PROCESS FOR RESERVE/TEMPORARY/SEASONAL OFFICERS

If the sworn member is a reserve officer, they do not need to schedule an appointment with Employee Benefits. The member shall obtain a copy of the Orlando Police Department Sworn Employee Sign-Out Form from PowerDMS. The completed form shall be returned to OPD's Professional Standards Division. The Police Planning Administrator, or designee, will upload the Sign-Out form into Workday as part of the Workday separation process.

## **2. CHIEF'S PROCEDURES**

The Chief's Staff or designee will:

- a. Forward the original notification to the Civil Service Office, Police Pension Board, and Employee Benefits.
- b. Conduct and organize the retirement ceremony, including setting the location, time, and agenda.
- c. At a minimum, the appropriate notifications will include:
  1. Mayor's Office
  2. Quartermaster Unit
  3. Property and Evidence Section

#### 2.1 SERVICE RECOGNITION FOR SWORN MEMBERS

Acknowledging the value and sentiment placed upon such personal-issued equipment, the Department intends to recognize and reward members who have provided valuable service and/or become disabled in the line of duty. The award of such articles of equipment is available to members in good standing who depart service under honorable conditions.

##### 2.1.1 RETIRING WITH 20 OR MORE YEARS OF SERVICE

Members retiring with 20 or more years of service will be awarded a "retired" breast badge, "retired" identification card and folder, service weapon, and service plaque suitable to the occasion.

**2.1.2 LINE-OF-DUTY DISABILITY**

Members retiring under line-of-duty disability conditions will be awarded a "retired" breast badge, "retired" identification card and folder, and a service plaque suitable to the occasion. At the discretion of the Chief of Police, the service weapon may be awarded.

**2.1.3 NON-LINE-OF DUTY DISABILITY**

Members retiring under non-line-of-duty disability conditions with 20 or more years of service will be awarded a "retired" breast badge, "retired" identification card and folder, service weapon, and a service plaque suitable to the occasion.

**2.1.4 SEPARATING WITH 10-19 YEARS OF SERVICE**

Members separating from the Department with 10-19 years of service will be awarded a service plaque suitable to the occasion and may purchase their service weapon at current replacement cost with approval of the Chief of Police. Members who separate in a non-line-of-duty disability status from the Department with 10-19 years of service are not entitled to a "retired" identification card or "retired" breast badge.

**2.1.5 SEPARATING FROM THE DEPARTMENT WITH LESS THAN 10 YEARS OF SERVICE**

Members leaving the Department with less than 10 years of service are not entitled to any articles of personal-issued equipment.

The Chief of Police may, under extraordinary circumstances, approve the awarding of a breast badge, identification card and folder, and/or service weapon to any officer.

**3. QUARTERMASTER UNIT PROCEDURES**

Quartermaster Unit personnel will forward the sworn member's service weapon to the Department armorer who will clean and inspect the weapon to assure it is in serviceable condition. Quartermaster Unit personnel shall also requisition a retirement badge and/or service plaque, should the member qualify. Quartermaster Unit personnel will notify the Administrative Services Bureau Commander upon receipt of these items.

**4. FORENSICS SECTION PROCEDURES**

The Forensic Imaging & Print Lab Unit shall provide videotaping and/or photographs at the official Department-sanctioned retirement ceremony.

**5. INFORMAL RETIREMENT CEREMONIES**

In the event an informal retirement ceremony is privately coordinated, a request for on-duty resources may be submitted to the Chief of Police for approval; otherwise, the use is prohibited.

**6. PURCHASING EQUIPMENT**

The purchase of other issued items and equipment at current replacement cost may be approved by the Chief of Police. Other issued items that cannot be reissued and would otherwise be destroyed may be awarded to a retiring sworn member with approval of the Chief of Police.

ATTACHMENT A



**ORLANDO POLICE DEPARTMENT SIGN-OUT FORM**  
(Termination of Civil Service Employment)

THIS FORM MUST BE COMPLETED AND RETURNED TO THE CIVIL SERVICE OFFICE BEFORE A FINAL PAYCHECK CAN BE ISSUED. PLEASE CONTACT THE FOLLOWING UNITS FOR OFFICIAL RELEASE.

Name \_\_\_\_\_ Empl # \_\_\_\_\_ Date \_\_\_\_\_

Present Rank \_\_\_\_\_ Employment Dates: \_\_\_\_\_ To \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

Change?  Yes  No \_\_\_\_\_

NO.	SECTION/LOCATION	SIGNATURE DENOTING RELEASE	DATE	ANY FEES OWED
1.	EMPLOYEE BENEFITS, seventh floor City Hall (Employees retiring must come here first)			
2.	IN-SERVICE TRAINING (Training Unit Supervisor) (Only for active Field Training Officers and FTO Sergeants)			
3.	TRAINING SECTION MANAGER Basic Training Obligation Owes City: Yes No			
4.	ACCOUNTABILITY AND STANDARDS COMPLIANCE UNIT (Accountability Supervisor)			
5.	INTERNAL AFFAIRS (Can be signed by any IA personnel)			
6.	SUPPORT SERVICES (Support Services Manager) Gym Locker:			
7.	SPECIAL TEAMS (If Applicable-Commander or Designee)			
8.	AIRPORT- Airport Personnel Only (Airport Credentials, Keys, airport assigned weapons) (If Applicable-Commander or Designee)			
9.	PROPERTY & EVIDENCE, PURGE PRINTOUT	N/A UNTIL FURTHER NOTICE		
10.	IDENTIFICATION UNIT			
11. (a)	QUARTERMASTER			
11. (b)	ITEMS OWED:			
12.	PROFESSIONAL STANDARDS DIVISION – Planning Section (Planning Administrator or Police Service Coordinator) (Please obtain all signatures above before visiting)			
EMPLOYEES WHO PARTICIPATE IN 457 DEFERRED COMPENSATION, PLEASE CONTACT THE DEFERRED COMPENSATION AND PENSION SPECIALIST AT 407.246.2832 OR YOUR ICMA REPRESENTATIVE TO SCHEDULE AN APPOINTMENT HAVE YOU RETURNED ALL BADGES AND IDENTIFICATION CARDS ISSUED YOU BY OTHER CRIMINAL JUSTICE AGENCIES? Yes No Agency _____				
13.	CIVIL SERVICE, first floor, City Hall (Please obtain all signatures above before visiting Civil Service.)			

EMPLOYEE'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_