

RENO POLICE DEPARTMENT GENERAL ORDER

This directive is for internal use only and does not enlarge this department's, governmental entity's and/or any of this department's employees' civil or criminal liability in any way. It is not to be construed as the creation of a particular standard of safety or care in an evidentiary sense, with respect to any complaint, demand for settlement, or any other form of grievance or litigation. Violations of this directive, if substantiated, can only form the basis for intra-departmental administrative sanctions.

Chief of Police: Steven Pitts /s/		
Approving Deputy Chief: Tom Robinson		
General Order No:E-260-04	Issued: July 29, 2008	Revised: October 21, 2014
General Order Title: RESIGNATION, TERMINATION, SEPARATION, AND RECOGNITION UPON RETIREMENT		

POLICY

This policy provides for fair and equal treatment of employees who voluntarily leave City of Reno employment, are terminated, or placed on laid-off status. For those City employees to whom they apply, Civil Service Rules and Regulations and/or the employee's respective collective bargaining agreement will govern resignation, termination, and separation rights.

PROCEDURES

Voluntary Resignation

Upon notification from an employee of a pending resignation, the employee's supervisor will notify RPD payroll, via e-mail, of the change in payroll status. This payroll notification must be made by the next business day.

To maintain in good standing, an employee resigning from the Department will provide a minimum of two weeks' notice, a reason for the resignation, and the date that their resignation is to become effective.

Involuntary Termination and/or Layoffs

The Chief of Police/designee will notify payroll of involuntary terminations or layoffs.

An employee who is to be terminated or laid-off will be given official notification of the termination/layoff, the date the termination/layoff is to take effect and the supporting reason(s) for the termination/layoff. This order is not intended to change or modify any rights or privileges for employees covered under Civil Service Rules and Regulations and/or any current collective bargaining agreement.

Recognition Upon Retirement

This directive supersedes and rescinds all previous protocols for formal recognition of employees that retire from the Reno Police Department. An employee that gives years of service to the community should be formally recognized in the organization. This directive will address all employees that have a minimum of five years of service with the Department.

A. Definitions

Retirement

The term retirement shall be defined as any employee who voluntarily resigns from service in good standing after fifteen or more total years of employment for reasons other than mental incapacity, or who resigns due to a service-connected disability after having completed their probationary period.

In good standing

To be considered in good standing, the circumstances of a resignation must be in accordance with existing Federal Statutes. The Chief of Police will decide at the time of the employee's retirement to adjudicate the outcome of any open investigation(s) and potential applicability to the federal law.

These definitions of "retirement " and "in good standing" are solely for the purpose of determining recognition of the employee as detailed in this order. The definitions have no bearing on any contractual, City, State or Federal benefits that an employee might otherwise be entitled to.

B. Procedures

The purpose of this section is to establish procedures that provide uniformity in retirement ceremonies. Upon learning of an employee's pending retirement, that employee's Division Supervisor should immediately notify Community Affairs so preparations for the below listed ceremony can be made in a timely manner.

Ceremony

- Ceremonies will be scheduled 15 minutes after briefing begins.
- The retiring employee and his or her immediate family are encouraged to attend.
- The retiree is responsible for inviting members of his or her immediate family.
- A member of Command Staff will give the presentation to recognize service to the community.
 - Employees are encouraged to relate stories about the retiree that are tasteful and appropriate for all audiences.
 - The retiring employee's lieutenant or section manager will gather information for the presentation including a biography of the retiree's career.
- Flat badges, certificates and or any other gifts provided by the department will be ordered and obtained by the retiring employee's lieutenant or section manager supervisor through Supply.
- The retiring employee's lieutenant or section manager will arrange to have a photographer attend.

- A minimum of one week prior to the ceremony, the retiring employee's lieutenant or section manager will send out a department e-mail with retiree's name and the date and time of the ceremony.
- The retiring employee's lieutenant or section manager will ask the Department PIO to send a press release one week prior to ceremony with retiree's name, position held, and years of service (upon employee request).

Certificates/Retirement Recognition

The retiring employee's lieutenant or section manager will coordinate a certificate through the Office of the Chief of Police. The retiring employee's lieutenant or section manager is responsible for having the certificate framed and signed prior to the ceremony.

For recognition awards, retirement dates of service refer only to actual dates worked for the City of Reno (hire date to retirement date). Additional service time purchased for the purpose of meeting retirement qualifications does not count towards total years of service for employees.

Upon retirement in good standing, as defined in this order, the following awards may be presented during the ceremony depending on the tenure of the employee:

- Sworn personnel with 5-14 years of service will get a certificate.
- Sworn personnel with 15 or more years of service will get a certificate and retirement flat badge.
- Professional Staff with 5-14 years of service will get a certificate.
- Professional Staff with 15 or more years of service will get a suitable token of appreciation.

Department Badge

Employees retiring in good standing with at least 15 years of service at the Reno Police Department may keep their Department issued badge. A request must be submitted in writing and approved by the Chief of Police prior to separation from employment. Employees retiring in good standing with 10-15 years of service may also make a written request to keep their badge; however, if approved they will be required to pay for the cost of the badge.