

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: Jason Soto /s/		
Approving Deputy Chief: Oliver Miller		
General Order No:E-260-04	Issued: July 29, 2008	Revised: January 20,2022
General Order Title: RESIGNATION, TERMINATION, SEPARATION, AND RECOGNITION UPON RETIREMENT		

I. 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.

II. DEFINITIONS

These definitions are for the purposes of this general order. They have no bearing on any contractual, city, state or federal benefits that an employee might otherwise be entitled to.

Retirement – 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.

Resignation – The voluntary separation of an employee from Civil Service.

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.

III. PROCEDURES

The purpose of this section is to establish procedures that provide a process for uniformity in retirement ceremonies, the return of departmentally issued equipment and requirements for mental health counseling for retiring employees.

A. Formal Recognition – Upon learning of an employee's pending retirement, that employee's immediate supervisor should promptly notify the employee's chain of command so preparations

for the below listed ceremony can be made in a timely manner.

- 1. Voluntary Resignation** - Upon written notification from an employee of a pending resignation, the employee's supervisor will notify PDretirement@Reno.gov, via e-mail, of the change in payroll status. This notification must be made by the next business day.

Pursuant to City of Reno Civil Service Rules, a resigning employee who wishes to remain in good standing for possible rehire will provide a minimum of two weeks' notice, a reason for the resignation, and the date that their resignation is to become effective.

- 2. Involuntary Termination and/or Layoffs** – The Chief/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.

- 3. Recognition Upon Retirement** – This general order 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 order will address all employees that have a minimum of five years of service with the Department.

- 4. Ceremony** – The department will provide a retirement ceremony for employees retiring in good standing that chose to have one.
 - a. Ceremonies may be scheduled 15 minutes after briefing begins.
 - b. The retiring employee and his or her immediate family are encouraged to attend.
 - c. The retiree is responsible for inviting members of his or her immediate family.
 - d. A member of Command Staff or any other employee selected by the retiree may give the presentation to recognize service to the community.
 - e. Employees are encouraged to relate stories about the retiree that are tasteful and appropriate for all audiences.
 - f. The retiring employee's lieutenant or section manager will gather information for the presentation including a biography of the retiree's career.
 - g. Flat badges, certificates, LEOSA requests 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.
 - h. The retiring employee's lieutenant or section manager will arrange to have a photographer attend. The Public Information Officer (PIO) will seek approval from the retiree before posting any photographs of the ceremony to any social media platforms.
 - i. A minimum of one week prior to the ceremony, the retiring employee's lieutenant or section manager will send out a department email with the retiree's name and the date and time of the ceremony.
 - j. 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).

- 5. Certificates/Retirement Recognition** – The 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:

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

6. Department Badge – Sworn 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.

B. Return of Departmentally Issued Equipment and Property

1. Employee's Responsibilities – Upon separation from employment, it is the employee's responsibility to turn all departmentally issued equipment and property into his or her supervisor. In the event the employee purchased any badges and unless the Chief/designee approves otherwise, those too must be turned in to the supervisor and the city will reimburse the employee for the cost. Employees may only retain their Department-issued uniform, leather gear, and/or badges upon authorization from the Chief/designee.

Employees will follow the procedures outlined in the Retirement/Separation Training Bulletin TB-520 and are required to complete the Retirement Separation Checklist prior to their separation or retirement date.

Retired employees may attend functions in which the Department officially participates dressed in the uniform of the day. These retired employees will be required to abide by all current Department policies regarding the wearing of the Department uniform, including current grooming standards. Expenses for uniform maintenance and/or uniform changes will be at the retired employee's expense. Retired employees attending functions in uniform will at no time take official police action.

2. Supervisor's Responsibilities – in order to ensure a separating employee turns in all departmentally issued equipment, the supervisor shall:

- a. Obtain the employee's inventory from the Supply Technician.
- b. Inform the employee that they must return all badges and any departmentally issued

- equipment, property, uniforms, etc. and facilitate that transaction.
- c. Take possession of all items and return them to the Supply Technician.
 - d. Create a list of employee-purchased items that have been turned in and facilitate reimbursement for the employee.
 - e. In the event the employee does not return all items, notify the employee's chain of command, make note in the employee's personnel file and consider criminal charges and or civil proceedings.

C. Counseling Opportunity Upon Retirement – Sworn personnel will be provided the ability to seek mental health counseling in accordance with state law, within three months after retirement. Counselling will include two hours with a mental health professional to discuss the symptoms, prevention, mitigation and treatment of mental health issues including without limitation, post-traumatic stress disorder, depression, anxiety and acute stress.