

Retirements and Separations from Employment

1002.1 POLICY

1. **Honorable Service:** It is the policy of the Vancouver Police Department (VPD) to award retirement credentials to those sworn members who retire from employment with VPD in good standing.
2. **Accountability:** VPD shall facilitate, in a fair and consistent manner, the collection of all VPD property issued to a member prior to the member's separation from service. Members must return all city property, before a final paycheck will be issued. Additional separation procedures are documented in the City Policy and Procedure Manual and Personnel Manual.

1002.2 DEFINITIONS

Good Standing: A status of a Department member who does not have any open or unresolved administrative complaints or criminal charges relating to his/her Department employment that more likely than not would result in termination of employment.

NOTE: A member may appeal, in writing, to the Office of the Chief to have their status changed if facts or circumstances dictate that such a change is warranted after separation from VPD. Final authority for granting a change in standing rests with the Office of the Chief.

Retirement Credentials: A 'Retired' Department ID card and wallet with 'Retired' flat badge.

1002.3 REIMBURSEMENT

1. Members must assume personal responsibility for all VPD issued equipment.
2. At the time of separation, the member shall be responsible for reimbursing VPD for any issued equipment that has been lost or damaged (other than reasonable wear and tear associated with an item's intended usage).
3. When notified by VPD Logistics unit that reimbursement is due to VPD for lost/unreasonably damaged issued equipment, members, upon being invoiced or provided a detailed receipt of such items may reimburse VPD by:
 - (a) Delivery of payment in full to City of Vancouver Financial & Management Services division.
 - (b) Authorization by member for City of Vancouver Financial & Management Services division to deduct the amount due from the member's final payout/paycheck.

1002.4 RETIREMENT - ACTIONS REQUIRED

1. Notification of retirement of any member should be submitted in writing to the Chief of Police at least thirty days before leaving service. The City Policy and Procedure Manual and Personnel Manual establish policies and procedures related to employee retirement.

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2. Only commissioned members who retire in good standing with VPD are eligible to obtain retirement credentials. The final approval for granting retirement credentials shall be given by the Office of the Chief or an authorized designee.
3. Equipment/Uniform Return: The separating member will schedule an agreed upon time with VPD Logistics to return all VPD issued equipment. Once all items are returned or otherwise accounted for, a Logistics representative will inform the Office of the Chief that the equipment turn-in has been completed.
4. The City Policy and Procedure Manual and Personnel Manual establishes policies and procedures related to employee retirement.

1002.5 RESIGNATION - ACTIONS REQUIRED

1. Upon the decision to resign from service, the member shall notify the VPD Office of the Chief at least two weeks in advance of the desired date of resignation.
 - (a) Failure to give notice as required may be cause for denying future employment by the City of Vancouver.
2. Equipment/Uniform Return: The separating member will schedule an agreed upon time with VPD Logistics to return all VPD issued equipment. Once all items are returned or otherwise accounted for, a Logistics representative will inform the Office of the Chief that the equipment turn-in has been completed.
3. Additional separation procedures are documented in the City Policy and Procedure Manual and Personnel Manual.
4. A member resigning in good standing with 10 years of commissioned law enforcement service will be issued a Retired Identification card.
5. At the discretion of the Chief of Police, a member resigning with 15 or more years of continuous commissioned service at the Vancouver Police Department may be provided retirement credentials.

1002.5.1 WITHDRAWING RESIGNATION

At the discretion of the Chief of Police, an employee may withdraw a resignation at any time prior to its effective date, provided the position has not already been filled.

1002.6 OTHER REQUIRED DEPARTMENTAL ACTIONS

Upon retirement or resignation notification to the VPD Office of the Chief, the following actions will occur:

1. The member's chain of command will determine if the separating member has:
 - (a) any incomplete assigned incident reports. If so, ensure that the member completes all outstanding incident reports prior to completing the separation process.
 - (b) any outstanding investigative evidence required to be entered into the VPD Evidence system. If so, ensure that all evidence items are accounted for and properly entered into the VPD Evidence system prior to completing the separation process.

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2. The VPD Professional Standards Unit (PSU) will advise the Office of the Chief of any outstanding personnel investigations that the member may still be involved with (e.g., as a complainant, witness, subject under investigation, etc.).
3. After the member has completed their final equipment turn-in, a Logistics representative shall advise the Office of the Chief whether all items are accounted for, or the status of any items unaccounted for.
4. The Office of the Chief will advise all city and departmental Information Technology (IT) administrators of the member's separation date.

NOTE: If a member is being terminated or otherwise separating from the Department while not in good standing, modifications to this process may occur.

1002.7 RETIREE FIREARMS TRANSFER

The Vancouver Police Department recognizes that when a police officer is determined to be retiring in good standing, the firearm they carried over the course of their career is often regarded as a significant piece of equipment. To legally transfer possession of the retiree's respective handgun from City ownership to that of the retiree, the following process shall be followed. All costs associated with firearm replacement and transfer of firearm ownership are the responsibility of the retiring officer.

1002.7.1 FIREARM TRANSFER PROCEDURE

- (a) The Department will follow RCW 9.41.113 for any such transfer which shall include using a licensed firearm dealer to facilitate the transaction.
- (b) During the period when the transfer paperwork process is on-going, the City retains ownership of the gun, although it may continue being issued to the retiring officer.
- (c) When the retiring officer or Department is notified that the licensed dealer background check process has been completed, the officer will return and complete the transaction.
- (d) It is responsibility of the retiring officer to pay for any associated processing fees.
- (e) The City of Vancouver will provide an invoice to the retiring officer for the cost of the firearm
- (f) To replace the retiring officer's firearm, the retiring officer will ensure the City is reimbursed for the cost of the new firearm before the final transfer of the firearm occurs.
- (g) The VPD Training Sergeant and designated Rangemaster will ensure that all firearms transfer documentation is retained.