

	MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES	
	Subject EMPLOYEE RESIGNATIONS, RETIREMENTS, AND SEPARATIONS	Policy Number GC-15 Effective Date 08-15-24
Related Information ARS 38-1115 CP-2, <i>Code of Conduct</i> EA-3, <i>Non-Traffic Contact</i> GC-2, <i>Management of Maricopa County Sheriff's Office Badges and Identification Cards</i> GC-20, <i>Uniform Specifications</i> GE-2, <i>County Purchase Cards</i> GE-3, <i>Property Management and Evidence Control</i> GF-5, <i>Incident Report Guidelines</i> GH-2, <i>Internal Investigations</i> GJ-1, <i>Body Armor</i> GJ-23, <i>Firearms</i> GJ-26, <i>Sheriff's Reserve Deputy Program</i>	Supersedes GC-15 (02-29-24)	

PURPOSE

The purpose of this Office Policy is to establish guidelines and procedures for employee resignations, retirements, and separations.

POLICY

It is the policy of the Office to process employee resignations, retirements, or separations in an accurate and timely manner.

Although this Office Policy refers to employees throughout, this Office Policy also applies with equal force to all volunteers, where applicable. Volunteers include, but are not limited to, reserve deputies and posse members.

DEFINITIONS

None

PROCEDURES

1. **Separations from Service:** Office personnel separating from service with the Office through resignation, retirement, or separation shall be processed as follows:
 - A. Resignations: Office personnel resigning from the Office shall be processed by the Human Resource Services Division through the employee's chain of command to the affected bureau chief, as specified in this Office Policy.
 - B. Retirements: Office personnel eligible for retirement from employment under the Arizona State Retirement System, the Elected Official's Retirement Plan, the Public Safety Personnel Retirement

System (PSPRS), or the Correctional Officer Retirement Plan (CORP) shall be processed by the Human Resource Services Division through the employee’s chain of command, as specified in this Office Policy.

- C. Office personnel separating from the Office for reasons other than a resignation or retirement, such as dismissal from employment, shall be processed by the Conduct Resolution Section, Professional Standards Bureau (PSB), or the Human Resource Services Division, as applicable.

2. **Employee Notification and Documentation Requirements:** Employees who desire to resign or retire from the Office, absent exigent circumstances, should give at least a 14-day notice prior to the effective date of the resignation or retirement and submit the necessary documentation as follows:

- A. Resignations: Employees resigning from service with the Office shall complete and submit a memorandum of resignation to their immediate supervisor for processing through the employee’s chain of command to the affected bureau chief who will acknowledge and forward to the Human Resource Services Division. The Resignation Memorandum shall include the expected last workday for the employee and the reason for the resignation. The return of any Office-issued equipment shall occur as specified in this Office Policy.

- B. Deferred Retirement Option Plan (DROP): Deputies entering the Deferred Retirement Option Plan (DROP) through PSPRS shall directly notify the Human Resource Services Division.

- C. Reverse DROP: Detention officers who are eligible for the CORP retirement and meet the requirements to request the reverse DROP through CORP must contact the PSPRS for assistance.

- D. Retirements: Employees intending to retire from the Office shall submit an *Intent to Retire Form* through their chain of command to the affected bureau chief who will then forward it to the Human Resource Services Division. The Human Resource Services Division shall determine if the employee is eligible for retirement.

- 1. The *Intent to Retire Form* is used to streamline the processing of the employee’s retirement, and to memorialize approval determinations made regarding any retirement related requests of the retiring employee. The *Intent to Retire Form* is available based on an employee’s job classification and specifies the eligible Office-issued items that may be kept, requested, or purchased. Employees shall complete the *Intent to Retire Form* specific to their job classification.

- a. Attachment A - Civilian Employee;
- b. Attachment B – Deputy Sheriff; and
- c. Attachment C - Detention Officer.

- 2. Retiring employees who do not submit an *Intent to Retire Form* may forfeit consideration of requests related to eligible Office-issued items and shall return all Office-issued items, as specified in this Office Policy.

- 3. Office-issued items that are not eligible for consideration and/or not approved to retain upon retirement shall be returned, as specified in this Office Policy.

- E. PSPRS/CORP Retirements: Deputies and detention officers MUST initiate the PSPRS/CORP [Request for Retirement Estimate & Application](#) and return the application to the Human Resource Services Division Retirement Section for processing.

3. **Supervisor Responsibilities:**

- A. Upon receiving a written resignation memorandum notification or an *Intent to Retire Form*, the immediate supervisor shall note the date of acceptance on the memorandum or form, add any required information, e-mail a copy to the Human Resource Services Division at [REDACTED], and forward the original memorandum or form through the chain of command to the affected bureau chief who will acknowledge and forward to the Human Resource Services Division.
- B. Prior to forwarding an employee's resignation or retirement notification, the immediate supervisor shall, as applicable, research the Aging Cases (Personal) link in the Reports tab under the SharePoint Portal, Traffic and Criminal Software System (TraCS) Missing Incident Reports and contact the Departmental Reports Section Supervisor to ensure the employee has no outstanding *Incident Reports* (IRs), or any other outstanding forms in TraCS, unless exigent circumstances exist.
 1. If any outstanding IRs exist, the supervisor shall direct the employee to provide updates or complete any delinquent reports.
 2. In the event the employee is unable to address any outstanding IRs or other forms in TraCS, the supervisor shall reassign and/or complete the necessary work.
 3. IRs shall be completed, as specified in Office Policy GF-5, *Incident Report Guidelines*.
- C. When a deputy ends service with the Office, the supervisor shall ensure the file containing their Non-Traffic Contact Forms (NTCF) and their Vehicle Stop Contact Forms (VSCF) are hand delivered to the Traffic Stop Analysis Unit (TSAU), as specified in Office Policy EA-3, *Non-Traffic Contact*.
- D. The supervisor shall direct the employee to review their property and evidence items for disposition. A detailed report can be generated by the employee or by Property Management Division personnel through the Property and Evidence/QueTel System.
 1. The supervisor should review any QueTel System report with the employee and shall direct the employee to address each outstanding item before separating from service.
 2. The supervisor should review any QueTel System report and reassign and/or complete any outstanding property and evidence dispositions not completed by the employee prior to their separation, regardless of the reason for the separation.
 3. Property and evidence dispositions shall be completed, as specified in Office Policy GE-3, *Property Management and Evidence Control*.
- E. Supervisors shall obtain a completed records check from the MCSO Criminal Records Section of the Records & AFIS Division at [REDACTED], as specified in Office Policy GJ-23, *Firearms*, for any eligible retiring employee who is requesting to purchase their Office-issued handgun.
- F. Upon completion of the supervisor responsibilities as specified in this Office Policy, the resignation memorandum or the *Intent to Retire Form* shall be routed promptly through the chain of command to the bureau chief for processing.

4. **Command Personnel and Human Resource Services Division Responsibilities:** Upon receiving a resignation memorandum or *Intent to Retire Form*, the applicable documents shall be processed as follows:

- A. Resignation Memorandum: Employee resignation memorandums shall be processed through the employee's chain of command to the affected bureau chief who will forward the memorandum to the Human Resource Services Division.
- B. The *Intent to Retire Form* shall be processed as follows:
 1. The retiring employee's bureau chief or designee shall review, sign, and promptly route the *Intent to Retire Form* to the Human Resource Services Division.
 2. The Human Resource Services Division shall confirm the retirement eligibility and complete the *Intent to Retire Form*. If the employee is **ineligible** for retirement, the Human Resource Services Division shall contact the employee and advise them that if they choose to leave the Office, they will need to complete a resignation memorandum, as specified in this Office Policy.
 3. If the employee is eligible to retire, the Human Resource Services Division shall complete and forward the *Intent to Retire Form* along with the Human Resource Services Division *Retirement Eligibility Checklist* to the employee's executive chief, or where applicable, the employee's bureau chief or designee.
 4. The executive chief or where applicable, the employee's bureau chief or designee shall review the *Intent to Retire Form* and *Retirement Eligibility Checklist* and make a final determination of the requested items. The executive chief, or where applicable, the employee's bureau chief or designee shall return the form and checklist to the Human Resource Services Division for final processing, except in instances where the retiring employee is requesting to purchase their Office-issued handgun. Forms requesting a handgun purchase shall include the Chief Deputy and Chief Financial Officer's review before they are routed to the Human Resource Services Division for final processing.
5. **Return of Office-Issued Property Upon Separation:** Employees separating from the service of the Office, through a resignation, retirement, or separation, shall return all Office-issued property not eligible and/or approved to retain upon separation. Office-issued equipment shall be returned to the Training Division, unless otherwise specified by this Office Policy. Employees separating from the Office shall return all division issued equipment to the originating issuing division.
 - A. Employees shall return any Office-issued firearms and ammunition, not purchased by the employee, to the Property Management Division, as specified in Office Policy GJ-23, *Firearms*. Per ARS 38-1115, Office employees may be eligible to purchase their Office-issued handgun upon retirement, as specified in Office Policy GJ-23, *Firearms*.
 - B. Employees who are issued a Purchase Card (P-Card) shall submit the card and the cardholder file, to the P-Card Administrator of the Budget Development and Risk Management Division, as specified in Office Policy GE-2, *County Purchase Cards*.
 - C. Employees shall return all issued badges and identification cards unless the separation is due to a retirement. Employees shall refer to Office Policy GC-2, *Management of Maricopa County Sheriff's Office Badges and Identification Cards* for badge purchase eligibility and return requirements. The Training Division shall be responsible for returning badges to the division responsible for them.
 - D. Employees shall return Office-issued body armor to the Training Division. Employees who are accepted into the Sheriff's Reserve Deputy Program upon separation may be eligible to retain their Office issued body armor while participating in the program.

1. Prior to separating, deputies who are requesting reserve deputy status may request to retain their Office-issued body armor on the *Intent to Retire Form* (Attachment – B) or resignation memorandum.
 2. Deputies accepted in the Sheriff’s Reserve Deputy Program shall refer to the procedures regarding use of Office-issued armor, specified in Office Policy GJ-1, *Body Armor*.
 3. Reserve deputies resigning or dismissed from their reserve status shall return their Office-issued body armor to the Reserve Deputy Coordinator, as specified in Office Policy GJ-26, *Sheriff’s Reserve Deputy Program*.
 4. All other Office-issued body armor shall be returned to the Training Division.
 - E. Employees who return unreported damaged Office-issued property, as a result of either negligence or deliberate action, or fail to return all Office-issued property, may be held criminally or civilly liable, as specified in Office Policy CP-2, *Code of Conduct*.
6. **Retirement Badges, Plaques, and IDs:**
- A. Detention officers and deputies retiring from service with the Office may request a retirement badge, retirement ID card, and/or a retirement plaque, by indicating their selection on their respective *Intent to Retire Form*.
 - B. Retirement badges, plaques, and IDs shall be handled, as specified in Office Policy GC-2, *Management of Maricopa County Sheriff’s Office Badges and Identification Cards*.
 - C. Failure to address outstanding property and evidence items may affect determinations as it pertains to the issuance of a retirement ID and a retirement badge.
7. **Uniform Allowance:** When an employee is separated from service, regardless of the circumstances, a pro-rated amount of the uniform allowance may be deducted from the employee’s last paycheck. If the separating employee meets the requirements, as specified in Office Policy GC-20, *Uniform Specifications* to retain the allotted portion of their uniform allowance, they shall make the appropriate designation on their *Intent to Retire Form* or in their resignation memorandum, as applicable.
8. **Employee Resignation/Retirements While Under Internal Investigation:**
- A. The Office shall not terminate an administrative investigation solely on the basis that the complainant seeks to withdraw the complaint, or is unavailable, unwilling, or unable to cooperate with an investigation, or because the principal resigns or retires. The Office will continue the investigation and reach a finding, where possible, based on the evidence and investigatory procedures and techniques available, as specified in Office Policy GH-2, *Internal Investigations*.
 - B. An open investigation of an employee who resigns or retires shall be completed and findings regarding Office Policy violations shall be made. Depending on the status of the investigation at the time of the resignation or retirement, the employee shall be given the opportunity to participate in an interview and/or provide written information regarding the findings of the investigation before the case is finalized, as specified in Office Policy GH-2, *Internal Investigations*.
 - C. A retiring employee requesting eligible Office-issued item(s) in their *Intent to Retire Form*, who has an open investigation with allegations that may presumptively result in dismissal from employment as determined by the PSB Commander, will not be provided with an immediate decision regarding the requested item(s). A notation will be provided on the *Intent to Retire Form* by the employee’s

bureau chief specific to the requested item(s) to indicate, “*open investigation/presumptive dismissal/pending findings.*” The process actions below for the determination of requested Office-issued item(s) shall **not** otherwise interfere with the employee’s ability to retire on the date indicated by the employee on their *Intent to Retire Form*.

1. Upon completion of the investigation, notification shall be made by the PSB to the employee’s bureau chief, and the Human Resource Services Division Commander or designee, regarding the findings of the investigation.
 2. The employee’s bureau chief and the Human Resources Bureau Chief or designee may consider the investigative findings in their final determination for the requested eligible Office-issued items indicated on their *Intent to Retire Form*.
 3. The Human Resource Services Division will make immediate efforts to notify the retired employee with the final decision regarding the employee’s request for eligible Office-issued items.
9. **Exit Interview:** An exit interview should be conducted by the bureau chief or designee. If the employee participates in the exit interview, a memorandum shall be prepared by the interviewer containing a synopsis of the interview. A copy may be retained by the bureau chief for their review. The original shall be forwarded to the Human Resource Services Division.
10. **Rescissions:** Once a resignation or retirement has been accepted by the immediate supervisor only the Sheriff or designee may approve its rescission and the request must be received before the employee’s effective separation date.
11. **Credited Service:** Individuals who are re-employed with Maricopa County after retiring from an Arizona State retirement system do not receive prior service credit upon re-employment.
12. **Former Employees:** Former employees wishing to request their previously Office issued items shall only be considered, based on applicable policies and absent exigent circumstances, for one year following the effective date of the separation. Former employee requests shall not include the purchase of a handgun.