

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

**ORLANDO POLICE DEPARTMENT POLICY AND PROCEDURE  
1640.1, TERMINATION/RETIREMENT/PROMOTION/DEMOTION/TRANSFER  
PROFESSIONAL STAFF**

EFFECTIVE:	1/19/2022
RESCINDS:	1640.0
DISTRIBUTION:	ALL EMPLOYEES
REVIEW RESPONSIBILITY:	SUPPORT SERVICES MANAGER
ACCREDITATION CHAPTERS:	9
CHIEF OF POLICE:	ORLANDO ROLÓN

**CONTENTS:**

1. TERMINATION/RETIREMENT PROCEDURES
2. INITIATING A PROMOTION/DEMOTION/TRANSFER

**PURPOSE:**

The directive sets forth guidelines for managers/supervisors/designees to follow when terminating, promoting, or transferring professional staff, including retirement. Professional staff is defined as any non-sworn employee, to include temporary/seasonal employees, of the Department.

The following sections contain information on the procedures managers/supervisors/designees must take to terminate probationary employees, dismissal of permanent employees for cause, resignations, retirement, and checkout procedures.

**PROCEDURES**

**1. TERMINATION/RETIREMENT PROCEDURES**

The following sections establish guidelines for handling retirements, termination of probationary employees, dismissal of permanent employees for cause, resignations, and checkout procedures.

**1.1 RETIREMENT**

Employees that meet retirement age (55 or older) with ten or more years of service shall submit, via the chain of command, a memorandum to the Chief of Police announcing their intent to retire. Should the employee wish to utilize OPH Fitness Center after retirement, the employee should request for an OPD Retiree ID Access Card in the letter. The application for service retirement benefits will be provided by Employee Benefits and shall be submitted with the employee's retirement memorandum. Upon receipt of the employee's letter of intent to retire, the Chief's Office notifies the Human Resources Department and sends a copy of the letter back via the chain of command to the employee.

Professional staff retiring with 20 or more years of service (regardless of age) with the Orlando Police Department and who have worn a badge as part of their uniform will be awarded a "retired" breast badge, ID Card and "retired" identification folder. This includes Community Service Officers, Emergency Communications Specialists and Crime Scene Investigators. Professional Staff who retire with less than 20 years of service with the Orlando Police Department shall not be entitled to an OPD Retiree ID Card and/or access to OPH Fitness Center.

**1.1.2 ELIGIBILITY FOR GIFT**

After notification from the Chief's Office, the Human Resources Department shall determine if the employee is eligible to receive a retirement gift from the City. This determination can be made based on the current procedure of the Employee Benefits Section and the City Clerk's Office.

The gift will be delivered to the City Clerk's Office. The City Clerk will arrange a time for the employee to appear before City Council to receive the gift.

In addition to the gift from the City, professional staff retiring from the Department may receive a service plaque from the Department. The Chief of Police, under extraordinary circumstances, may provide special recognition.

Note: City Policy 808.46; Provide policy for departmental processing of awards for employees with 25 years or more of City service.

## 1.2 RESIGNATION

The procedures necessary for handling resignations shall include the submission of a letter of resignation (via a memorandum), completion of a Termination process in Workday, contact of the Labor Relations Bureau (if necessary), and completion of checkout procedures. Upon receipt of the employee's letter of intent to resign, the Chief's Office notifies the Human Resources Department and sends a copy of the letter back via the chain of command to the employee.

### 1.2.1 LETTER OF RESIGNATION

The resigning employee shall complete a letter of resignation and submit it to the Chief of Police via the chain of command, via a memorandum.

### 1.2.2 CONTACTING THE LABOR RELATIONS BUREAU

If the employee resigns while termination proceedings are pending or initiated, the program manager/designee shall contact the Labor Relations Bureau and fully explain the circumstances surrounding the resignation.

## 1.3 TERMINATION OF PROBATIONARY EMPLOYEE

All terminations of probationary employees shall follow City Policy and Procedure 808.20, Disciplinary Action and OPD Policy 1604, Discipline. The termination of temporary academy or non-sworn temporary employees in police orientation are contractual and are terminated as described in their contract. These procedures include contacting the Labor Relations Bureau, the submission of a letter of dismissal, the completion of a Termination in Workday and checkout procedures

### 1.3.1 CONTACTING THE LABOR RELATIONS BUREAU

The terminating manager/designee shall contact the Human Relations Department to provide the reasons for the employee's termination

### 1.3.2 LETTER OF DISMISSAL

The terminating manager/supervisor/designee shall author a letter of dismissal and forward it to his or her program manager for approval. After the letter has been approved by the program manager, it shall be sent back to the manager/supervisor/designee who will be responsible for giving it to the employee.

## 1.4 DISMISSAL OF PERMANENT EMPLOYEE FOR CAUSE

Once discipline has been determined to result in dismissal for cause in accordance with City Policy and Procedure 808.20, Disciplinary Action and OPD Policy 1604, Discipline, termination procedures include contacting the Labor Relations Bureau, submission of a letter of dismissal, completion of the Termination process in Workday, and checkout procedures.

### 1.4.1 CONTACTING THE LABOR RELATIONS BUREAU

The terminating manager/designee shall contact the Labor Relations Bureau to provide the reasons for the dismissal, as outlined in City Policy and Procedure 808.20, Disciplinary Action

### 1.4.2 LETTER OF DISMISSAL

The terminating manager/supervisor/designee shall author a letter of dismissal and submit the letter to the appropriate bureau commander or designee, via chain of command, for approval. After the Chief of Police or designee has approved and signed the letter of dismissal, the letter shall be returned to the terminating manager/supervisor/designee who shall be responsible for giving the letter to the employee.

### 1.5 CHECKOUT PROCEDURES FOR ALL TERMINATIONS

The program manager/designee shall complete the top portion of the Orlando Police Department Professional Staff Sign-Out Form, which includes the employee's name, identification number, present date, and employment dates. The program manager/designee shall instruct the employee to complete the applicable checkout procedures listed on the Orlando Police Department Professional Staff Sign-Out Form (Attachment A). If the employee is not available to complete the sign out form, the program manager/designee is responsible for having the sign-out form completed and submitting the close out form on the employee's behalf. The Police Planning Administrator, or designee, will upload the Sign-Out form into Workday as part of the Workday separation process.

### 1.6 TERMINATIONS IN WORKDAY

The Professional Standards Police Service Coordinator shall initiate retirement and resignation terminations in Workday, upon receipt of the retirement or resignation letter provided by the Office of the Chief of Police. If a termination is not a retirement or resignation, it is the responsibility of the separating employee's program manager to provide the required termination information to the Police Service Coordinator, who will then initiate the termination process in Workday. Workday will automatically send the employee's program manager a Separation Checklist to complete, sign and resubmit in Workday to complete the termination process. The Police Planning Administrator, or designee, will upload the Sign-Out form into Workday as part of the Workday separation process.

## 2. INITIATING A PROMOTION/DEMOTION/TRANSFER

### 2.1 INITIATING A PROMOTION/DEMOTION/TRANSFER

This process is only necessary when an employee is transferring to a new position from another City job. The employee's previous manager/supervisor/designee will be responsible for initiating a Promotion/Demotion/Transfer in Workday. The Promotion/Demotion/Transfer will be completed in Workday at least one week prior to the effective date.

### 2.2 PERSONNEL TRANSACTION FORM

When an employee is promoted, transferred or demoted, a Personnel Transaction Form (PTF--Attachment A in P&P 1606, Employee Information Update and Security) shall be completed by the staff/administrative assistant for the division from which the affected employee is being promoted, transferred or demoted. Electronic copies of the form shall be sent to OPD Payroll as well as the Support Services Division staff assistant and the Police Service Coordinator in order to ensure that the Department's internal personnel database and PowerDMS remain current. An employee transferred to a position listed in OPD Policy 1301, Significant Exposure Appendix "A" shall be offered a Hepatitis B Vaccination. The vaccination will be made available within at least ten working days of initial assignment. The Hepatitis B Vaccination Documentation Form (Policy 1301, Significant Exposure, Attachment F) shall be attached to the Personnel Transaction Form (PTF--Attachment A in P&P 1606, Employee Information Update and Security) and submitted to the Support Services Division Staff Assistant.

ATTACHMENT A



**CITY OF ORLANDO**  
 POLICE DEPARTMENT

**ORLANDO POLICE DEPARTMENT  
 PROFESSIONAL STAFF SIGN-OUT FORM.**

Name: \_\_\_\_\_ Emp #: \_\_\_\_\_ Date: \_\_\_\_\_

Employment Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Is this a change from the address we have on file?  Yes  No

NO.	SECTION/LOCATION	SIGNATURE DENOTING RELEASE	DATE	ANY FEES OWED
1.	EMPLOYEE BENEFITS, seventh floor City Hall (ONLY for employees who have been with the City for 90 days or more)			
2.	INTERNAL AFFAIRS (Can be signed by any IA personnel)			
3.	SUPPORT SERVICES (Support Services Manager) Gym Locker:			
4.	AIRPORT – Airport Personnel Only (Airport Credentials, Keys, airport assigned equipment) (If applicable-Commander or Designee)			
5.	PROPERTY & EVIDENCE, PURGE PRINTOUT (CURRENT OR FORMER CSOS AND CSIS ONLY)	N/A UNTIL FURTHER NOTICE		
6. (a)	QUARTERMASTER _____			
6. (b)	ITEMS OWED:			
8.	IDENTIFICATION UNIT			
9.	PROFESSIONAL STANDARDS DIVISION – Planning Section (Planning Administrator or Police Service Coordinator) (Please obtain all signatures above before visiting)			

FOR 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

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