



City of Racine Police Department  
**Policy and Procedure**

**Number: 111**

Subject: <b>Resignation/Termination of Department Members/Employees</b>		
Date Issued: <b>10-12-79</b>	Date Revised: <b>01-11-18</b>	Revision Number: <b>5</b>

## POLICY

When a member or employee of the Racine Police Department chooses to resign his or her position or the Department terminates that employment, certain notifications and actions must take place. These notifications and actions are designed to ensure that the Department functions remain intact and to ensure that the departing member has a smooth transition out of the Department structure.

Because retirements are not mandatory, they will be handled in the same manner as resignations when addressing issues such as turning in equipment, as well as the completion of an exit interview. Exit interviews are not required but all members and employees are encouraged to participate. By completing the exit interview as part of the transition, a departing member or employee can assist the Department in improving the conditions under which the current and future members work.

## PROCEDURE

### MEMBER

When a member or employee decides to resign from employment with the Racine Police Department, the following steps shall be taken:

1. Submit a letter of resignation to the member's Shift Commander containing the following information:
  - a. The reason for the resignation (retirement, personal, etc...)
  - b. The effective date of resignation to include the last working date.
  - c. Whenever possible, include at least two (2) weeks or ten (10) working days between the date of the letter of resignation and the last working day.
2. Members who wish to have a retired officer identification card may submit a request to the Planning Lieutenant after they have submitted their letter of resignation per Policy 114.
3. On your last workday prior to ending your tour of duty, turn in all Department-issued equipment or property to the Shift or Unit Commander). A complete list of items that need to be returned to the Department can be obtained from any supervisory member of the Department. The End of Employment form is located in RPD Forms/Sgt. Forms.

### EMPLOYEE

1. Submit a letter of resignation to the member's supervisor and the Human Resources Department containing the following information:
  - a. The reason for the resignation (retirement, personal, etc...)
  - b. Effective date of resignation to include the last working date
  - c. It is required that an employee give a minimum of two (2) weeks or ten (10) working days between the date of the letter of resignation and the last working day.
    - 1) Failure to provide the proper notification will result in a prorated vacation severance payment and the loss of consideration in future employment opportunities with the City of Racine.

- 2) City employees resigning at the start of the new year must work at least one day in the new year to receive a vacation severance payment.
2. On your last workday prior to ending your tour of duty, turn in all Department-issued equipment or property to the Administrative Manager.

### SHIFT/UNIT COMMANDER

1. When a member submits a letter of resignation:
  - a. Send original letter to the Chief's Office.
  - b. Forward the letter to the Division Commander and a cover letter or E-mail explaining any special circumstances or problems that may arise as a result of the member resigning. This letter may include a listing of special skills that will be lost to the Shift or Unit as a result of the member resigning.
  - c. Send a copy of the letter or E-mail to the Training Lieutenant for state notification.
  - d. Request the member's time balances be reconciled with the Payroll Department.
2. On the member's last working day:
  - a. Ensure that all of the Department-issued equipment has been turned in to the Training Unit.
  - b. Forward a copy of the member's End of Employment Form to the Administrative Manager and the Technology Lieutenant.

### DIVISION COMMANDER

1. Upon receipt of the letter of resignation and attached information from the Shift Commander:
  - a. Review the letter of resignation and accompanying documents. Take note of any mention of lost job skills that will need to be replenished through the training of other members on the affected Shift or Unit.
  - b. Contact Training to determine whether training opportunities are available for skills that will be lost due to the resignation.
  - c. Work with the Shift Commander on pooling qualified candidates for the training in order to reduce the lag-time between the loss of the trained member and the development of the replacement member.

### TRAINING UNIT

1. Upon receipt of a copy of a member/employee's letter of resignation, contact Human Resource personnel and attempt to reconcile the member/employee's time.
2. When a Shift/Unit Commander turns in Department-issued equipment or property to you, ensure that it is disseminated to the following:
  - a. The Training Unit receives:
    - 1) All weapons not assigned to SWAT.
    - 2) All Training issued equipment (batons, citation holders, vests, etc.)
  - b. The Technology Lieutenant receives any assigned radio, MVRE, computer equipment, and digital recorder
  - c. The SWAT Commander receives any SWAT gear that is Department issued to include any SWAT weapons.
  - d. Keys, phones, and identification cards are forwarded to the Administrative Manager.
  - e. Badges should be forwarded to the Planning Lieutenant.
3. After the date of resignation has passed, obtain the resigning member/employee's personnel file and transfer any personnel related files on the resigning member/employee to the Human Resources Office at City Hall.
4. Notify the Human Resources Office of any damaged or missing equipment that the member/employee needs to reimburse the City for.
5. If applicable, prepare a memorandum or E-mail to all Commanders indicating that a member/employee has resigned, reminding all personnel that an escort and Shift Commander's approval is necessary for the former member/employee to access any non-public areas of the building.
6. Once the date of resignation has passed, enter the resignation/termination in to ACADIS.

## **CHIEF OF POLICE**

Upon receipt of a member/employee's letter of resignation:

1. Offer to meet with the member/employee for an exit interview.
2. Place a copy of the letter of resignation into the personnel file of the member/employee.

## **NOTES**

- Vacation time cannot be taken during the last two (2) weeks prior to the effective date of resignation. This is in accordance with City Human Resources policy.

## **RELATED PROCEDURES**

[Table of Contents](#)

[114 – Identification Cards for Retired Officers](#)

[City of Racine Employee Handbook](#)

## **RELATED STATUTES**

WI §175.48 – Law enforcement officer identification cards