



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

**Number: 112**

Subject: <b>Member's Preparation for Retirement</b>		
Date Issued: <b>12-28-79</b>	Effective Date: <b>6-19-12</b>	Revision Number: <b>4</b>

**POLICY:**

This procedure is designed to ensure that members of the Department have as much information as possible to make an informed decision about retirement. Some of the steps in the procedure are purely suggestions and will be noted as such. Other steps are required in order to secure a retirement benefit from the Wisconsin Retirement System (WRS) Department of Employee Trust Funds (ETF). The City of Racine Human Resources Department has the expertise to assist a member through the entire application process.

**PROCEDURE:**

To determine the retirement benefit options available to you, the following steps are necessary:

**MEMBER:**

1. Contact the Social Security Administration approximately one (1) year before your anticipated retirement month and request a projection of your retirement benefits at age 62.
2. Contact the Wisconsin Department of Employee Trust Funds (WRS-ETF) six to twelve (6-12) months prior to your anticipated retirement month to obtain your retirement benefits estimate.
  - a. Use the "Benefit Information Request form (#ET-7301).
  - b. If your benefit will begin prior to reaching age 62, provide WRS with a copy of your projected social security benefits. WRS will then incorporate the social security information into the WRS calculations of benefit options.
3. If you desire assistance on the matter of retirement, after receiving the retirement benefit estimate from WRS-ETF, contact the City of Racine Human Resource Department and set up an appointment with Human Resources.
  - a. They are prepared to discuss and explain the various annuity options in your WRS-ETF retirement benefit estimate.
  - b. They will assist you in outlining your retirement health and life insurance benefits.
  - c. They are prepared to assist you in properly filing your application for retirement benefits.
4. Additionally, for those that participate in the Deferred Compensation program, contact your representative as necessary.

**NOTES:**

WRS-ETF will provide only one estimate per year. They will accept an application for benefits no earlier than ninety (90) days prior to the "benefit effective date" (normally the day after your retirement date).

An appointment may be made with WRS-ETF counselors in Milwaukee or Madison; however, this would be voluntary and based solely on the individual member's needs and comfort level. The Racine Police Department will not provide duty time or transportation for those seeking appointments with the counselors.

The entire retirement process can be completed with the assistance of the WRS-ETF website, the WRS-ETF publications, and the City of Racine Human Resources Department.

**RELATED PROCEDURES:**

[111- Resignation of Department Members/Employees](#)  
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**RELATED WEBSITE:**

<http://etf.wi.gov>