

## **20-25 Sheriff's Retirement Letter**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**EXECUTIVE DIVISION**

**SHERIFF'S INFORMATION BUREAU**

**Unit Order:**

20-25

**Effective Date:**

03-10-2020

**Subject:**

Sheriff's Retirement Letter

**Reference:**

None

**PURPOSE**

The purpose of the Sheriff's Retirement Letter is to recognize employees that retire in good terms from the Department.

**SCOPE OF ORDER**

Sheriff's Information Bureau Operations Office.

**ORDER**

The Captain's Secretary will process the Sheriff's retirement Letters. Procedure for Retirement Letters for Department personnel from the Sheriff will be as follows:

1. Personnel Administration emails the monthly Retirement Agenda.
  2. Run and print EIS for each person on the Retirement Agenda.
  3. Print any updated rosters for stations/bureaus (in Public Folders – All Public Folders – Rosters – Miscellaneous)
  4. Update Operations Lieutenants roster
  5. Email Retirement Questionnaire to retiree's operations lieutenant (only for personnel with a listed retirement date, not "Pending" personnel). If there is no reply after the first request, the next month a "Reminder" is sent out, then a "Final Reminder" is sent out a month after that. If there is no reply after the "Final Reminder," the EIS printout and the Retirement Agenda are marked as "No Letter," and the retiree doesn't receive a letter.
  6. After the questionnaire is returned, it's matched with the EIS printout. If the questionnaire indicates the retiree should receive a letter, the following information is written on the printout: "Hired" date and "Retired" date (this information is listed on the Retirement Agenda), years of continuous service, and which letter the retiree is receiving: Letter 1 is for regular retirement, letter 2 is for Service Connected retirement.
  7. If the questionnaire indicates the retiree should not receive a letter, then "No Letter" is written on the EIS printout, and on the Retirement Agenda.
  8. Before the letter is written, check EIS again to make sure the retiree's address hasn't changed. If it has, print EIS again.
  9. Use template for either Letter 1 or 2. Save As "Lastname-ltr1 or -ltr2" in the Shared Files. Print draft of letter and proofread.
  10. Once letter is ready, print on small letterhead, and take to Sheriff's Office for Sheriff's signature.
  11. Print small envelope to send letter to retiree's home.
  12. Once letter is signed and returned from Sheriff's Office, make a copy and attach to paperwork (questionnaire, EIS printout, and draft of letter). Stamp paperwork with "Mailed" date (bottom right corner), and Month/Year of retirement (on top right corner).
  13. On Retirement Log, enter Last Name, First Name, Employee Number, Retirement Date and Date Mailed. If the retiree is not receiving a letter, enter Last Name, First Name, Employee Number, and under Comments enter "No Letter."
  14. File paperwork in Admin files under retirement month in the appropriate file cabinets.
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