

2-3 ASSISTANCE FOR PERSONNEL AT RETIREMENT CHECKOUT



HOMICIDE BUREAU DETECTIVE DIVISION BUREAU ORDERS

Bureau Order Number:

Subject: ASSISTANCE FOR PERSONNEL AT RETIREMENT CHECKOUT

Effective Date:	09/01/1995	Last Date Revised:	12/30/2014
Last Date Reviewed:	03/10/2021	Next Review Date:	03/10/2022

Any deviation in the use of these procedures will require the notification and approval of the Homicide Bureau Captain.

Prior to beginning the checkout process, the retiring employee shall advise their Lieutenant of their tentative checkout plans. This should be done 1-2 weeks in advance of the planned date.

Upon learning of the impending retirement of Bureau members, the concerned Lieutenant will notify the Operations staff, at least one week prior to the date the employee is scheduled to check out with Logistics and Personnel.

The Operations staff will ensure that a member of staff accompanies the employee and assists them as needed with the process, to avoid problems or delays. In this way, we can show our appreciation for their valuable contributions to the Bureau and Department during their many years of service, recognize their dedication, and make the process of leaving one which is handled with the appropriate dignity.
