

Policy Name:	RETIREMENT / RESIGNATION / RE-ENGAGEMENT		
Policy #:	AD 4.5	Last Updated:	2021-12-03
Issued By:	SUPPORT SERVICES BUREAU	Approved By:	SURREY POLICE BOARD
		Review Frequency:	AS REQUIRED

RELATED POLICIES

AD 9.1 Authorized Use of Computing Environment and Electronic Communications

1. PURPOSE

- 1.1. To provide administrative direction for Surrey Police Service (SPS) Employees who are resigning, retiring, or having their employment, volunteer work, or practicum work experience with SPS terminated.
- 1.2. To ensure that all SPS property, including data and intellectual property, is properly recovered and retained prior to a person’s employment, volunteering, or practicum work experience with SPS being terminated.

2. SCOPE

- 2.1. This policy applies to all SPS Employees, including sworn Members and civilian Employees, Volunteers, Contractors, and Practicum Students.

3. POLICY

- 3.1. Employees intending to resign or retire from the SPS shall submit their notice of resignation or retirement in accordance with the procedures of this policy.

3.2. Volunteers, Contractors, and Practicum Students shall not retain any SPS property, including data and intellectual property upon termination of their contract or volunteer or work experience unless authorized by the Chief Constable or delegate.

4. PROCEDURE

4.1. Employees intending to terminate their employment, by resigning or retiring, must provide a minimum of two (2) weeks written notice, or as required in their employment contract.

4.2. Prior to their resignation, retirement, or termination date, Employees shall do the following (where applicable):

- i. return all issued equipment/property and building keys to the Employee Services Section (ESS);
- ii. clean out their lockers and return their locker key to the ESS;
- iii. turn in all notebooks, original statements, SPS records/forms, and materials to Information Management Services (IMS);
- iv. surrender all SPS controlled computing environment and electronic communication equipment in their possession to the appropriate personnel in IMS (see AD 9.1 *Authorized Use of Computing Environment and Electronic Communications*);
- v. return their identification/building access card to the appropriate personnel in ESS;
- vi. return their section office keys (if applicable) to their immediate Supervisor; and
- vii. return any issued SPS vehicle keys to the Fleet Supervisor.

4.3. Unless otherwise directed by the Chief Constable, ESS will ensure that a Member's surrendered badge and identification card are destroyed (see 4.10 below).

4.4. ESS shall inform IMS to de-activate the Employee's computer, building, and CPIC access.

4.5. If an Employee is unable to complete the above procedures, the Employee's Supervisor shall complete the above procedures.

Retirement

4.6. An Employee retires if terminating their employment upon or after having reached their minimum retirement age and years of service according to the Municipal Pension Plan, Contract, or Collective Agreement.

4.7. When an Employee decides to retire, they shall:

- i. notify their Supervisor of their expected retirement date and any leave they intend to take prior to that date; and
- ii. inform their Payroll clerk of their retirement date, to determine use of various leave banks and benefits.

4.8. When ESS is notified that an Employee is retiring, the ESS Inspector, or delegate, will assist the retiring Employee by:

- i. Recommending the Employee contact the City of Surrey Pension Section to complete the Pension Estimate forms;
- ii. contacting the Municipal Pension Plan for Members (by phone (250) 356-8547 or by email MPP@pensionsbc.ca) to obtain pension plan information;
- iii. assisting Employees with pension requirements as per their Collective Agreement; and
- iv. requesting the Employee meet with an ESS representative for an exit interview.

4.9. The retiring Employee must complete a Resignation/ Retirement Checklist (Form AD-4501) and submit to ESS before retirement.

4.10. The Chief Constable or delegate will provide the Employee with a Notice of Acknowledgement and forward a copy of the notice for inclusion in the Employee's personnel file.

4.11. Upon a Member's retirement, the Chief Constable may, based on written approval, allow a retired Member to wear an SPS uniform on special occasions as authorized by the Chief Constable

4.12. A Member who retires will be issued a retirement badge and identification card.

4.13. The Chief Constable or delegate may return a retired Member's badge to the Member to be framed for ceremonial display.

4.14. A Member's badges of previous ranks, that were stored by SPS and not destroyed, may be returned to the Member to be framed for ceremonial display.

Resignation

4.15. An Employee resigns if terminating their employment prior to having reached their minimum retirement age and years of service according to the Municipal Pension Plan, Contract, or Collective Agreement.

4.16. Resigning Employees will be asked to complete a Resignation/Retirement Checklist (Form AD-4501) and submit to ESS before resigning.

4.17. The Chief Constable or delegate will provide the resigning employee with a Notice of Acknowledgement and forward a copy of the notice for inclusion in the Employee's personnel file.

4.18. Resigning Members will be requested to meet with an ESS representative for an exit interview.

Exit Interviews

4.19. The designated ESS Sergeant shall conduct exit interviews for all Members leaving SPS, including retirees, who are of the rank of Constable or Sergeant.

4.20. The Inspector, ESS shall conduct exit interviews for all Members leaving the SPS, including retirees, who are of the rank of Staff Sergeant or Inspector.

4.21. The reason for the Member's departure shall be identified and communicated to the Inspector, ESS.

Re-engagement

4.22. If a former Employee seeks re-engagement with the SPS, the designated ESS Sergeant shall contact the former Employee regarding a request for re-engagement. The ESS Sergeant shall advise the Inspector, ESS in writing of the request, along with their recommendations concerning re-engagement.

4.23. The ESS Sergeant shall also consult with the Inspector, Professional Standards Section to determine if there is anything preventing the re-engagement of the Employee.

4.24. The Inspector, ESS will review the recommendations and forward the comments to the Inspector, Recruiting along with any additional comments.

4.25. The Recruiting Section will await the recommendations from ESS prior to processing an application for a returning Employee.

4.26. The final decision whether to re-engage a former SPS Employee rests with the Chief Constable.

APPENDIX A: DEFINITIONS

“Computing environment” means any electronic information, information system, application, device (including PCs, laptops, mobile devices, and telephones) or other computing technology that is connected to the SPS’s IT systems (including cloud-based services and mobile services).

“Contractor” means a person or persons who has access to SPS Premises or Electronic Communications System, as defined in this Policy, for the purpose of providing services or supplies to SPS on a contractual basis.

“Electronic Communication” means any form of digital communication including, but not limited to, email, text/short message service, instant messaging, online chat, social media posts/tweets, blogs, online video/audio posts, telephonic, faxing, and Audio/Video conferencing.

“Employee” means any Employee of SPS (including sworn Members and civilian staff).

“Notice of Acknowledgement” means a notice signed by the Chief Constable or delegate acknowledging that an Employee has informed SPS of their intention to retire or resign from SPS.

“Practicum Student” means a student of a program at a recognized education institution who is engaged at SPS Premises for study, research, work experience, etc.

“SPS property” means all assets of the SPS, whether temporary, permanent, owned, leased or otherwise acquired, including real, personal or intellectual property, vehicles, chattels, materiel, equipment and supplies.

“Supervisor” means a Team Leader, Manager, Sergeant, Staff Sergeant, Inspector, Superintendent, Deputy Chief Constable, Chief Constable, and any other person acting in a Supervisory capacity who is accountable for a particular area or shift on behalf of the SPS.

“Volunteer” means a person serving SPS who is not an Employee, Practicum Student, or Contractor, as defined in this Policy, and includes those individuals serving on any board(s), commission(s) or committee(s) established by SPS.

APPENDIX B: REFERENCES