



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 914 – Separation From The Department*

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|--|---------------------------------------|---|---------------------------------------|
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| Forms Referenced in Procedure:             | SAPD Form #17 EQCK<br>SAPD Form #113\ | Related Procedures:                     | None                                  |

### **.01 INTRODUCTION**

- A. The purpose of this procedure is to establish guidelines that assist members in the proper method of separating from the Department.
- B. This procedure outlines the proper method a member follows in relinquishing all Department-issued equipment and unit- issued equipment upon the member's voluntary separation from the Department through retirement, voluntary termination, or leave of absence.
- C. This procedure also outlines the proper method the Department follows for retrieving all Department-issued equipment and unit-issued equipment upon the member's involuntary separation from the Department through involuntary termination, suspension, or death.

### **.02 TERMINOLOGY** (For specific use within this procedure, see Glossary)

Department-Issued Equipment

Separation Packet

Unit-Issued Equipment

### **.03 PROVISIONS**

- A. Members of the San Antonio Police Department anticipating voluntary separation from the Department are requested to contact the Payroll Services Office at least thirty (30) days prior to the effective date of separation. This time period is necessary for the Department to process the member's separation in order for the member to receive his/her final pay check as early as the first pay date following his/her separation date.
- B. Members who have not given the Department the requested thirty (30) day notice of separation will receive their final pay check only after all necessary documents have been received and processed by the Payroll Services Office. Final paychecks will be mailed to the last permanent mailing address on file.

### **.04 VOLUNTARY SEPARATION**

- A. Voluntary separation from the Department can be through retirement, voluntary termination, leave of absence, or military leave.
- B. When a member has made the decision to voluntarily separate from the Department he/she shall:
  - 1. Contact the Payroll Services Office at least thirty (30) days prior to the effective date of separation.
  - 2. Contact the current unit of assignment to inform the Unit/Shift Director, on an incident report, of his/her intention to separate from the Department.
  - 3. Contact the Fire and Police Pension Fund Office at least thirty (30) days prior to the effective date of retirement to let the Pension Board know of his/her intention to retire from the Department. (Only for those who are members of the Fire and Police Pension Fund and are eligible to retire from the Department.)
  - 4. Contact the City of San Antonio Employee Benefits Office. (Only for members of the Texas Municipal Retirement System.)



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5. Contact the Office of the Chief to obtain approval for a leave of absence; and the Payroll Service Office for a military leave of absence from the Department.
- C. Within seven (7) calendar days of the member's last tour of duty the member shall contact the units listed on the *Separation Next Steps Form #07*, to relinquish all Department and unit-issued equipment.
- D. After all Department-issued equipment and unit-issued equipment has been relinquished and verified by the Unit/Shift Director's/Supervisor's signature the Unit/Shift Director shall forward the Sworn *Separation Check List Form #06*, form to the Payroll Services Office for final verification.
- E. The Payroll Services Office shall notify the member when his/her final pay check will be issued.

### **.05 INVOLUNTARY SEPARATION**

- A. Suspension - fifteen (15) days or less
  1. Members being relieved of duty to serve a suspension of fifteen (15) days or less are not required to relinquish any Department-issued equipment or unit-issued equipment.
  2. Members serving a suspension of fifteen (15) days or less shall not use any Department-issued equipment or unit-issued equipment during the duration of the suspension. This includes credentials, access cards, and parking permits (refer to "Department-issued equipment" in the glossary for further direction).
- B. Suspension - more than fifteen (15) days
  1. A member being relieved of duty to serve a suspension of more than fifteen (15) days shall relinquish all Department-issued equipment and unit-issued equipment to his Division Commander or immediate supervisor on or before the member's last working day before serving the suspension. If a member is scheduled to be on authorized leave on the last working day before serving a suspension, the member shall make arrangements with his Division Commander or immediate supervisor to relinquish all Department-issued equipment and unit-issued equipment prior to going on leave.
  2. The member's Division Commander or his or her immediate supervisor shall have a completed SAPD Form #113, *Property Receipt*, or an official Quarter Master inventory list issued to the suspended member for all relinquished equipment. The relinquished equipment shall then be placed in the Property Room as personal property belonging to the City of San Antonio. The notation "SUSPENSION" shall be noted on the bar code database.
  3. Accountability and disposition of all relinquished equipment received from a member is documented on an incident report, with assignment number, by the supervisory officer taking custody of said equipment. The incident report and property receipt are routed to:
    - a. Records Office (original reports);
    - b. Office of the Chief;
    - c. Payroll Services Office;
    - d. Armory and Supply Office;
    - e. Communications Unit (Radio System Manager);





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- f. Division Commander of member;
  - g. Internal Affairs Unit; and
  - h. Any other applicable unit that may have issued the member equipment.
4. The member, upon completion of the suspension, shall report to his Division Commander. The Division Commander shall authorize the release from the Property Room, the Armory and Supply Office, and Fleet Services Office all equipment taken from the member. The authorized release shall be documented on an incident report using the same assignment number as when the equipment was relinquished.
5. Should a member forfeit accrued leave in lieu of a suspension, the member is not required to relinquish any Department-issued equipment or unit-issued equipment.
6. If an employee's conduct results in a dismissal, the following information will be provided to the employee:
- a. A written statement citing the reason for dismissal;
  - b. The effective date of dismissal; and
  - c. A statement of the status of fringe and retirement benefits after dismissal.

### **C. Death of Member**

1. Should a member die while on-duty or be killed in the line of duty, the member's immediate supervisor shall take immediate custody of the member's Department-issued equipment and unit-issued equipment, except equipment processed as evidence.
2. The immediate supervisor shall place the member's equipment in the Property Room as personal property belonging to the City of San Antonio. The notation "DECEASED" shall be written on the bar code database.
3. Accountability and disposition of all equipment taken from a deceased member is documented on an incident report, with assignment number, by the supervisor taking custody of said equipment. The incident report is routed to:
- a. Records Office (original reports);
  - b. Office of the Chief;
  - c. Homicide Unit (if killed in the line of duty);
  - d. Payroll Services Office;
  - e. Armory and Supply Office;
  - f. Communications Unit (Radio System Manager);
  - g. Division Commander of affected member;
  - h. Family Assistance Officer; and
  - i. Any applicable unit that may have issued the member equipment.



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4. Should a member die while off-duty, the Family Assistance Officer shall retrieve the member's Department-issued equipment and unit-issued equipment through the process outlined in his standard operating procedure.

### ***.06 FAILURE TO RELINQUISH EQUIPMENT***

- A. In cases where the affected member has not relinquished the issued equipment, the member's immediate supervisor shall make an attempt to retrieve the issued equipment. If the issued equipment is retrieved the supervisor shall follow Subsection .05B3.
- B. If the supervisory officer fails to retrieve the issued equipment from the affected member after seven (7) calendar days, the supervisor will document in an incident report, with assignment number, the actions taken in attempting to retrieve the issued equipment. The incident report is routed to:
  1. Records Office (original Reports);
  2. Office of the Chief;
  3. Payroll Services Office;
  4. Armory and Supply Office;
  5. Communications Unit (Radio System Manager);
  6. Division Commander of affected member; and
  7. Internal Affairs Unit.
- C. In cases where a deceased member's family has not relinquished the issued equipment after seven (7) calendar days, the Family Assistance Officer shall document in an incident report the actions taken in attempting to retrieve the issued equipment. The incident report is routed to the same units as in Subsection .06B.
- D. Members shall not secret themselves or otherwise take deliberate actions to avoid relinquishing Department-issued equipment and unit-issued equipment within the timeframe outlined in Subsection 05.B1. Unless a member is physically unable or prior arrangements have been made, it shall be the responsibility of the member to relinquish all Department-issued equipment and unit-issued equipment to his or her Division Commander or immediate supervisor within the timeframe outlined in Subsection 05.B1. Members are not eligible for compensation for relinquishing any equipment while on off-duty status.

### ***.07 EXIT INTERVIEW***

- A. Exit interviews may be conducted for any member who is separating from the Department, except members who are suspended or dismissed.
- B. Prior to a member's date of separation, the member may make an appointment with the Employee Relations Manager of Police of Human Resources for an exit interview.
- C. The Employee Relations Manager of Police of Human Resources Office shall interview the member and record the results on the exit interview form.
- D. If an exit interview is conducted, copies of the exit interview form are routed to:
  1. Office of the Chief;



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2. Payroll Services;
3. Division Commander of separating member; and
4. Separating member's current unit of assignment.

### ***.08 REINSTATEMENT TO THE DEPARTMENT***

- A. When a member has been suspended from the Department for more than one hundred and eighty (180) days and is reinstated by the Chief of Police, the member is to report to the office of his Division Commander.
- B. The member's Division Commander shall contact the Training Academy and inquire as to the member's status mandated by the Texas Commission on Law Enforcement (TCOLE).
  1. In the event the member has not been recertified by TCOLE, the member is assigned to duties which do not require him to perform the duties of a peace officer.
  2. On notification from the Training Academy that the member has been recertified, the member is assigned to regular duty.
- C. It is the responsibility of the Training Academy and the member to comply with recertification procedures mandated by TCLEOSE.

### ***.09 RESPONSIBILITIES***

- A. The member shall be charged with the responsibility of relinquishing all Department-issued equipment and unit-issued equipment issued to him/her or in his/her possession before separating from the Department. If a member has been dismissed/terminated, he/she shall be financially liable to the City for any Department-issued equipment and unit-issued equipment that he/she fails to relinquish as required by this procedure.
- B. The Armory and Supply Office shall be charged with the responsibility of retrieving a separated member's issued firearm(s), ammunition, and other related equipment from the Property Room as outlined in its standard operating procedures.
- C. The Payroll Services Office shall be charged with the final responsibility of retrieving a separated member's Department-issued equipment and unit-issued equipment through the process outlined in its standard operating procedures when all other avenues of retrieving issued equipment have been exhausted.