



<b>Series</b> 400 Personnel	<b>Effective Date</b> 12/09/2022	<b>Review Date</b> Three Years	<b>Directive Number</b>  <b>401.9</b>
<b>Chapter</b> 401 – Career Development			
<b>Reviewing Office</b> Police Personnel			<input type="checkbox"/> <b>New Directive</b> <input checked="" type="checkbox"/> <b>Revised</b> <i>Revisions in italics</i>
<b>References</b>			

**SEPARATIONS FROM SERVICE**

**401.9 - 1 PURPOSE**

The purpose of this directive is to outline guidelines, procedures, and policies for a member’s separation from the Detroit Police Department.

**401.9 - 2 Resignation/Retirement Notification (DPD156)**

1. A member wishing to resign/retire shall submit a Resignation/Retirement Notification (DPD156), to their commanding officer not less than thirty (30) days prior to the anticipated last working day. A detailed explanation shall be recorded in the “Reason(s) for Leaving” section of the form. For example, if a member is leaving to receive additional education, the name and location of the school shall be included. This information is necessary on all resignations.
2. Commanding officers shall ensure that an exit interview is conducted with the member to determine the reason for the resignation or termination of active service. The commanding officer shall also direct members to turn in their equipment as detailed in Section 4.1 of this directive.
3. In addition, commanding officers shall ensure that there are no open investigations being conducted by Internal Affairs or Force Investigations prior to endorsing the Resignation/Retirement Notification Form.
4. The member’s commanding officer shall forward a copy of the Resignation/Retirement Notification to Police Personnel and place one (1) copy in the member’s command personnel file.
5. In instances where a member wishes to resign or retire while under investigation by either Internal Affairs or Force Investigation, the endorsement portion of the DPD156 must be completed by the commanding officer of Internal Affairs or Force Investigations.

**401.9 - 3 Request for Effective Date of Separation (DPD156C)**

1. The separating member’s timekeeper shall prepare two (2) copies of the Request for Effective Date of Separation (DPD156C). The original shall be forwarded to the commanding officer of Payroll and a copy will be placed in the member’s command personnel file.

### **401.9 Separations from Service**

2. The Request for Effective Date of Separation shall be reviewed by Payroll to provide an audit of furloughs taken and to provide balances of accumulated time banks (i.e. compensatory, furlough, sick, holiday, and bonus vacation time).

### **401.9 - 4 Surrendering Equipment**

#### **401.9 - 4.1 Clearances**

1. Resigning/retiring members shall personally surrender all Department-issued equipment on or prior to their last working day. The member shall receive a signed receipt from each location for surrendered equipment.
2. The resigning/retiring member must report to the following locations to surrender Department equipment. They shall call these commands to determine exactly what equipment they will be responsible for returning:
  - a. Uniform Store – to turn in all required uniforms issued;
  - b. Lyndon Radio – to turn in radio and other electronic equipment;
  - c. Fleet Control – to turn in gascard;
  - d. Firearms Inventory – to turn in firearm and other issued equipment; and
  - e. Property Control – Supervisors shall forward a request for clearance, via *department email*, to Property Control at [propertyclearance@detroitmi.gov](mailto:propertyclearance@detroitmi.gov). Once the clearance is received from Property Control, the supervisor shall provide the member with a receipt which shall be turned in to Police Personnel.
  - f. *Technical Support – to turn in all electronic devices such as cellphones and laptops.*
3. Each of the above commands will provide the separating member with a receipt for the returned Department equipment. The separating member will convey these receipts to Police Personnel, along with the member's badge, cap shield, and identification card.
4. If any equipment is missing, the separating member will be responsible for the cost of replacement. Payment for missing equipment may be made at Fiscal Operations' cashier window. Only money orders will be accepted.

#### **401.9 - 4.2 Final Pay Out**

1. After all equipment is accounted for, Police Personnel will prepare an Inter-Office Memorandum (DPD568) to Payroll authorizing them to release payment for all outstanding balances due to the separating member. Payroll is responsible for notifying Fiscal Operations regarding the issuance of final pay outs.

#### **401.9 - 4.3 Retirement Badge, Identification Card**

After successfully completing all separation requirements at Police Personnel, a retiring member will be issued a retirement badge and identification card.

**401.9 Separations from Service****401.9 - 5 Discontinuation of Pension Annuity and Survivor's Benefit Payroll Deductions**

1. Department members who are eligible for a service retirement, but do not intend to retire, may request that payroll deductions for Pension Annuity and Survivor's Benefit be discontinued.
2. The request shall be made to Fiscal Operations on an Inter-Office Memorandum (DPD568), direct, indicating that the member wishes the deductions to cease. The member's social security number, pension number, and anniversary date shall be included on the Inter-Office Memorandum. The member shall also report to Payroll to complete the Annuity Savings Fund – Termination of Employee Contribution (PPS Form 7205).

**401.9 - 6 Request to Obtain Service Weapon (DPD156A)****401.9 - 6.1 Retiring Member**

1. A retiring member who wishes to obtain their service weapon shall prepare an Inter-Office Memorandum (DPD568) through channels to the Chief of Police. The request shall contain the following information:
  - a. Retirement date;
  - b. Years of service; and
  - c. Weapon information (make, model, serial number, and DPD number).
2. The retiring member shall also complete the Request to Obtain Service Weapon (DPD156A) with endorsements in the following order:
  - a. Commanding officer;
  - b. Firearms Inventory;
  - c. Firearms Repair;
  - d. Deputy Chief;
  - e. Departmental Financial Services;
  - f. Assistant Chief Office; and
  - g. Chief of Police.
3. Prior to forwarding the DPD156A to the concerned Deputy Chief, the member shall have the following clearances:
  - a. Police Personnel;
  - b. Internal Controls;
  - c. Disciplinary Administration; and
  - d. Police Medical.

### **401.9 Separations from Service**

4. Once the DPD156A is approved by the Chief of Police, the retiring member shall obtain an Application and License to Purchase a Pistol (RI-010 [rev. 10/2008]) from their local municipality. The application shall be completed and taken to FirearmsInventory.
5. The Department will maintain a copy of the purchase permit and the remaining copies will be returned to the member. The member will have ten (10) days to return the remaining copies to their local municipality. Any member failing to return the copies shall be guilty of a state civil infraction and may be fined up to, but not to exceed \$250.00 [MCL 28.422(5)].

### **401.9 - 6.2 Separating Executive Member**

Pursuant to the approval of the Chief of Police, a member who served as a Deputy Chief and above for a minimum of one (1) year may receive their Department firearm upon separation. The separating executive desiring to keep their firearm may document this election on an Inter-Office Memorandum (DPD568) and forward it to the Chief of Police, through channels.

### **401.9 - 7 Reinstatement and Reappointment**

#### **401.9 - 7.1 Reinstatement**

1. A former member may, upon written request, be considered for reinstatement to the rank of police officer. Such request may be honored at the discretion of the Chief of Police, provided:
  - a. The request is made prior to the expiration of two (2) years from the date of separation from service;
  - b. The member was in good standing at the time of the separation; and
  - c. The former member is able to meet the physical standards required by the Department.
2. Members requesting reinstatement shall submit a written request, in letter form, to the Chief of Police. The Chief of Police shall direct Recruiting to conduct a complete background investigation of the former member to determine their qualifications to return to duty.
3. The investigation report from Recruiting shall be forwarded to the Chief of Police for appropriate action prior to reinstatement. Such investigation shall be conducted regardless of the reason for the separation.
4. Persons who are reinstated will lose all longevity time. Seniority for time absent from the job will be lost; however unused accrued sick time will be returned to the member's sick bank.
5. At the discretion of the Chief of Police, a member who has been reinstated may be required to attend a complete recruit training program or portion thereof, at the Training Center.

**401.9 Separations from Service**

**401.9 - 7.2 Reappointment**

1. A former member who has been separated from the Department for a period of two (2) years or more may apply for reappointment to the rank of police officer. Reappointment is a re-hire procedure, and a former member applying for reappointment will be placed on an eligibility list, provided the former member meets all requirements for appointment to the Department under current recruit hiring practices. Persons reapplying to the Department and approved for reappointment by Recruiting must have final approval by the Chief of Police.
2. If the member is reappointed, previously unused sick time will be lost. All previous seniority will be lost until a one (1) year probationary period is completed. Upon completion of the probationary period, an adjusted seniority date will be furnished, excluding the time the member was absent from the job. The adjusted seniority date will be strictly for Department purposes (i.e. furlough draw, transfers, etc.).

**401.9 - 7.3 Salary Status**

The salary of reinstated or reappointed members will be reduced by one (1) step for each full year of absence. Any member above the rank of police officer who resigns and is subsequently reinstated or re-appointed is precluded from returning to the member's former rank. Should a member of the rank of sergeant or above resign and then be reinstated or re-appointed, and at a future date be promoted, the time in rank previous to the resignation shall not be counted as seniority within the rank.

**401.9 - 7.4 Military Service**

The foregoing limitations other than physical qualifications shall not be applicable to those members who resigned to enlist in the United States military service during wartime or were drafted into such service and make written requests within ninety (90) days after the expiration of the government service. However, to facilitate prompt processing of the reinstatement application, persons are encouraged to request reinstatement prior to separation from military services.

**Related Forms:**

- Annuity Savings Fund – Termination of Employee Contribution (PPS Form 7205)
- Resignation/Retirement Notification (DPD156)
- Request to Obtain Service Weapon (DPD156A)
- Request for Effective Date of Separation (DPD156C)