

**Procedure
10.16**

**EFFECTIVE
DATE
11-17-17**

**Eugene
Police Department**



Recognition at Separation from Department

10.16.1 PURPOSE AND SCOPE

This procedure addresses when and how the department recognizes employees who are separating from employment at EPD.

10.16.2 DETERMINING RECOGNITION

The following table was developed with the understanding that the employees who separate at full retirement are deserving of the department's highest recognition.

Service	Recognition	Refreshments
0-5 Years	No formal recognition	None
6-10 Years	Certificate	Cake & Punch
11-15 Years	Shadow Box OR Plaque (badges/bars)	Cake & Punch
16 Years – Full Retirement	Shadow Box OR Plaque (badges/bars)	Cake & Punch

10.16.2.2 Full Retirement

For recognition purposes, full retirement under PERS is defined as:

- a. Sworn Officer:
 - a. PERS Tier 1 or Tier 2: Age 55, or age 50 with 25 or more years of service. (Early retirement is available at age 50)
 - b. OPSRP: Age 60, or age 53 with 25 or more years of service. (Early retirement is available at age 50)
- b. All other EPD employees:
 - a. PERS Tier 1: Age 58 or any age with 30 or more years of service.
 - b. PERS Tier 2: Age 60, or any age with 30 or more years of service.
 - c. OPSRP: Age 65 or age 58 with 30 or more years of service. (Early retirement is available at age 55 for PERS Tier 1 or 2, or age 55 if vested for OPSRP)
 - d. Separation due to an on the job injury which prevents any officer from continuing their career as a police officer.

10.16.3 DEPARTMENT CONTRIBUTIONS

EPD will contribute to the qualifying employee in the following way:

- a. \$300.00 towards a shadow box or plaque for an employee with 11 – 15 years of service.
- b. \$400.00 towards a shadow box or plaque for an employee with 16 or more years of service.
- c. \$125 towards the purchase of cake and punch.
 - The employee will be consulted regarding cost before completing the purchase. If the cost of the shadow box, plaque, or refreshments exceeds the listed amount, the employee shall pay the difference, or arrange payment by another person or entity (e.g., EPBA, other employees).