

**Procedure  
10.16**

**EFFECTIVE  
DATE  
3-29-19**

**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. The Chief of Police will have final authority to determine the level of recognition given to any employee.

### **10.16.2 DETERMINING RECOGNITION**

a. Definitions:

1. **Honorably Retired:** An employee, in good standing, who has reached one of the following criteria:
  - a. Meets the State of Oregon Public Employees Retirement System (PERS) requirements for retirement eligibility in Tier 1, 2, or OPSRP (full or early.)
  - b. Medically retired under PERS allowed retirement.
  - c. Resigns from a career in law enforcement and has served a minimum of 20 cumulative years as a law enforcement officer with at least 10 years served with EPD.
  - d. Other medical: A law enforcement officer who has served 5 or more years of service with EPD who is separated due to an on-the-job injury that would prevent an officer from continuing their career as a police officer.
2. **In Good Standing** – At the time of separation, the employee is not charged with or suspected of criminal activity, nor is he/she under internal investigation or facing disciplinary action.
3. **Resignation** – Employees not meeting the Honorably Retired definition are still worthy of recognition and will be honored for their contribution to EPD based upon their length of service.

- b. Recognition: The following table was developed with the understanding that employees who separate after career service are deserving of the department's highest recognition. Cake and punch may be provided for separation celebrations being organized by the Eugene Police Department.

Years of Service	Recognition	Ceremony	ID/Badge	Handgun
0 – 4	No Formal Recognition	None	No	No
5 – 9	Certificate	Cake & Punch	No	No
10 - 19	Shadow Box OR Plaque (badges/bars) \$300 contribution	Cake & Punch	No	Yes
20 - 29	Shadow Box OR Plaque (badges/bars) \$400 contribution Department Letter/DPSST	Cake & Punch	Yes	Yes
30 +	Shadow Box OR Plaque (badges/bars) \$500 contribution Department Letter/DPSST	Cake & Punch	Yes	Yes

c. Retired ID Card/Badge

Sworn employees who meet the Honorably Retired definition may receive a retired ID card and badge upon the Chief of Police's approval.

d. Purchase of Duty Handgun

The privilege of purchasing their duty handgun upon retiring honorably:

1. Sworn employee must request to purchase handgun, via a memo to the Chief of Police, through their chain of command at least 30 days prior to their separation date.
2. The purchase price is based upon fair market value (Admin Order No. 44-14-08-F.)
3. The employee has no known issues precluding them from owning or purchasing a firearm.

e. Law Enforcement Officer Safety Act (LEOSA/HR218):

1. Officers must meet the eligibility outlined in the HR218.
2. Retirees may attend an annual qualification, if offered, to stay current.

### 10.16.3 EMPLOYEE RESPONSIBILITY

An employee who intends to retire or resign shall notify the Department by submitting a memo through their chain of command to the chief of police, stating their intent. Employees are requested to give the Department two weeks' notice. The memo should include:

- The last date of work
- Retirement or resignation

If the employee wishes to purchase their handgun or receive recognition, 30 days' notice must be given and the memo must include the following:

- Request for service weapon purchase (Admin. Order 44-14-08-F)
- Department ceremony preference

#### **10.16.4 SUPERVISOR RESPONSIBILITY**

Supervisors will initial the memo and route to the Chief of Police, via the chain of command. Notification should include EPD Finance. Supervisors should also refer the employee to the appropriate division Senior Administrative Specialist to coordinate the separation process.

**Chris Skinner**  
**Chief of Police**