



GENERAL POLICE ORDER CLEVELAND DIVISION OF POLICE



ORIGINAL EFFECTIVE DATE: APRIL 27, 2004	REVISED DATE: June 11, 2015	NO. PAGES: 1 of 2	NUMBER: 1.1.33
SUBJECT: SEPARATING FROM THE CLEVELAND DIVISION OF POLICE			
ASSOCIATED MANUAL:		RELATED ORDERS:	
CHIEF OF POLICE: <p style="text-align: center;"><i>Calvin D. Williams, Chief</i></p>			

Substantive changes are in italics

PURPOSE: To establish procedures for separating from the Cleveland Division of Police.

POLICY: *Members separating from the Cleveland Division of Police shall meet with a representative of the Personnel Unit and return Division issued equipment.*

PROCEDURES:

- I. *Sworn and civilian employees of the Division of Police separating (i.e., retiring or resigning) from the Division shall:*
 - A. *Contact the Personnel Unit prior to separating to ensure the separation procedures are followed and for the current list of issued items that shall be returned to the Division upon separation.*
 - B. *Make an appointment with the Personnel Unit to conduct an in-person separation. Separations shall not be conducted solely by other means (e.g., fax, e-mail, mail, memorandum, telephone call).*
 - C. *While at the Personnel Unit, complete the Resignation from the Division of Police Form-1 and the Inventory of Returned Police Equipment Form (IRPEF). Current forms shall be provided by the Personnel Unit.*
 - D. *Return issued equipment to the Personnel Unit with the proper form signed.*
 - E. *Complete an incident report for issued equipment not returned.*
 1. Members reporting lost or stolen equipment shall reimburse the City of Cleveland. Payment and a copy of the incident report shall be submitted to the Division of Police, Safety Payroll Department.
 2. A copy of the incident report shall be turned in to the Personnel Unit with the remaining equipment.

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- F. Turn in equipment from a specialized unit to the Officer-in-Charge (OIC) of that specialized unit.
- G. *Void Minor Misdemeanor Citations, Parking Infraction Notices and Uniform Traffic Tickets in their possession and turn them into their OIC.*

II. The Personnel Unit shall:

- A. *Conduct an exit interview and collect Division property from the member.*
- B. *Provide and review the completed IRPEF with the separating member. A copy of the completed form shall be given to the separating member as a receipt. If the service weapon has been purchased, the Personnel Unit member shall verify the purchase with the Ordnance Unit.*
- C. Forward the original IRPEF to the Chief's office and forward copies to the Ordnance Unit and Training Section.
- D. Convey equipment to the Property Unit and obtain the receiving member's signature on the IRPEF. Once the equipment is delivered and a signature is obtained, the form shall be returned to the Personnel Unit and a copy retained in the Property Unit files.
- E. Include a copy of the IRPEF in the member's departure package and forward it to the Safety Director's Office.
- F. Make a Record Management System entry in connection with an employee separating from the Division.

III. *Other units retrieving equipment shall sign the IRPEF when retrieving it.*