

# Separation Process

## **1126.1 PURPOSE AND SCOPE**

The purpose of this policy is to identify the procedure for voluntary separation from the University of Maryland, Baltimore Police Department (UMBPD).

## **1126.2 POLICY**

It shall be the policy of the UMBPD for all members to adhere to this policy when separating from the department.

## **1126.3 NOTICE OF SEPARATION**

Any UMBPD member desiring to resign or retire in good standing shall give a written two-week notice to their supervisor. The member should complete either UMBPD Form 18-001, Notice of Separation – Resignation, or UMBPD Form 18-002, Notice of Separation - Retirement. If the member is unable to complete these forms, he/she may submit the written notice on an Administrative Form 95 or memorandum that captures the reason for the resignation/retirement and must be signed.

## **1126.4 SEPARATION PROCESS**

### **1126.4.1 EFFECTIVE DATE**

The effective date of a member's separation shall be the last day worked. The taking of leave beyond that date shall not be authorized or approved. Therefore, the effective date of a member's separation shall not be extended by the use of accumulated leave benefits.

### **1126.4.2 EXCEPTIONS**

The exception to this rule shall be the taking of terminal leave for a member who is ill or for any member who intends to go on retirement pay at the earliest possible date following the terminal leave. In these cases, the effective date of separation may be the last day of the approved leave rather than the last day worked.

### **1126.4.3 REMUNERATION**

Information regarding accumulated leave payout for annual and holiday leave is found in USM VII-7.00 – Policy on Annual Leave for Regular Non-Exempt and Exempt Staff Employees and USM VII-7.30 – Policy on Holiday Leave for Regular Non-Exempt and Exempt Staff Employees.

### **1126.4.4 RETURN OF AGENCY PROPERTY**

- (a) Members who terminate employment with the UMBPD for any reason will be required to return all department issued property including uniforms, ID cards, keys, equipment and technology. The property return shall be documented on UMBPD Form 18-003, Return of Uniforms and Equipment for Separation (Appendix 4.19.3). Refer to Policy 1024 (Uniform and Civilian Attire) for further information.

### Separation Process

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- (b) Separating members shall make an appointment with the Quartermaster for the last scheduled working day to return department property. Members shall ensure all uniforms are clean or laundered before being turned into the Quartermaster, which shall complete UMBPD Form 18-003, Return of Uniforms and Equipment and on the Uniform Tracker System inventory checksheet.
- (c) UMBPD or UMB issued technology shall be returned to the CASS IT Support Section on the same date as uniform and equipment turn-in and shall be documented on the same UMBPD Form 18-003, use for the Quartermaster inventory of returned property.
- (d) Failure by the member to return all UMBPD property may impact the member's final payout. Refer to Policy 1024 (Uniform and Civilian Attire) for further information.

#### 1126.4.5 STAFF REVIEW

Sworn members holding the rank of sergeant and below shall meet with Staff Review to ensure all assigned incident reports and follow-up reports have been approved by staff review. Those that have been returned for corrections should be final approved before the separation date noted on UMBPD Form 18-001 or 18-002.

#### 1126.4.6 COMMUNICATIONS

On the last scheduled workday, members shall meet with the Communications Supervisor or designee. The member shall surrender their issued Staff ID/Access Card and their access to all campus buildings shall be deactivated. This activity shall be noted on the UMBPD Form 18-003.

#### 1126.4.7 SUPERVISOR RESPONSIBILITY

- (a) When a supervisor receives a UMBPD Form 18-001 or 18-002, the supervisor shall accept and sign the form. A copy of the signed form shall be provided to the separating member and the original shall be forwarded through the chain-of-command as notification of the member's intent to resign or retire.
- (b) The supervisor shall review, with the separating member, the separation process. On the last scheduled workday for the separating member, a section supervisor shall provide the member with UMBPD Form 18-003, Return of Uniforms and Equipment for Separation.
- (c) The supervisor shall instruct the separating member regarding completing the UMBPD Form 18-003, returning the form on that same day to a section supervisor when completed.
- (d) The supervisor shall review and sign the form as completed, and provide a copy to the separating member. The original shall be forwarded, with a copy of the separation notice, for inclusion in the separating member's Agency personnel record.

#### 1126.4.8 ADMINISTRATIVE OUT-PROCESSING

- (a) Members of the UMBPD, as a result of employment, generate numerous paper and electronic records. To ensure the deactivation and storage of electronic records and the collection and storage of paper records, the designated Administrative staff

*Separation Process*

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member shall prepare and circulate the UMBPD Form 18-004, Administrative Out-Processing for Separation.

- (b) The form and accumulated paper records shall be stored and disposed of per the department's Records Retention and Disposal Schedule.
- (c) Electronic records shall be deactivated for storage per the requirements for each system, to ensure retention of the records consistent with the department's Records Retention and Disposal Schedule.

**1126.4.9 SEPARATION BY TERMINATION**

Members separated by terminations of employment shall aid in the completion of UMBPD Form 18-003 or the form may be completed on the member's behalf as needed. UMBPD Form 18-004 shall also be completed as described above for terminated members.