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# HARFORD COUNTY SHERIFF'S OFFICE ADMINISTRATIVE POLICY

## Separation from Employment

<b>Distribution:</b>	<b>All Employees</b>	<b>Policy Number:</b>	<b>PER 0502</b>
<b>Responsible Unit:</b>	<b>Human Resources</b>	<b>Rescinds:</b>	
<b>Original Issued Date:</b>	<b>02/01/20</b>	<b>Revision #:</b>	<b>1</b>
<b>Latest Required Review was Completed:</b>	<b>08/08/24</b>	<b>Latest Revision Date:</b>	<b>08/08/24</b>
		<b>Next Review Due:</b>	<b>07/31/27</b>

### 1. Purpose

To outline the procedures followed when an employee separates from employment for the Harford County Sheriff's Office (HCSO).

### 2. Policy

HCSO employees may resign at any time, but the resignation is not official until accepted by the Sheriff. Retirements must be effective on the first of the month.

### 3. Definition

**INVOLUNTARY TERMINATION:** separation of employment initiated by the HCSO (i.e. dismissal, layoff, contract end, etc.).

**RESIGNATION (VOLUNTARY TERMINATION):** a formal statement or document indicating an employee gives up his office or position and wishes to end employment with the HCSO.

**RETIREMENT:** separation of employment as defined by the Law Enforcement Officers' Pension System (LEOPS), Sheriff's Office Pension Plan (SOPP), or the Employee's Contributory Pension System (ECPS). This could be based on service, age, ordinary disability, or line of duty disability.

### 4. Procedures

#### A. Resignation/Retirement

1. The employee will make notification of a resignation or retirement by completing the Separation of Employment Form in the Employee Module of the Record Management System (RMS).

#### B. Employee Responsibility

1. Schedule an appointment with the Benefits Manager, Harford County Department of Human Resources, to complete required paperwork.
2. Units responsible for specific pieces of equipment or access control will be notified of the departure date; the employee must contact each unit to make arrangements for access termination and return all HCSO property prior to the expiration of his last day of employment.
3. Surrender agency identification(s), badge(s), keys, access control cards, parking passes, key fobs, and issued agency vehicle prior to the expiration of his last active tour of duty, if not before, to his Commander or established designee.

C. Command Responsibility

1. Ensure the separating employee has completed the Separation of Employment form in the RMS.
2. Ensure all HCSO property is returned and access to all facilities and systems is terminated by the expiration of the employee's last active tour of duty.
  - a. This will be tracked by the Out-Process Checklist located in the RMS.
  - b. This form will be initiated by the separating employee under the guidance of their respective Division Commander who will confirm via signature that the issued equipment has been properly returned.
  - c. The Commander's final signature will represent that all equipment is accounted for and returned by the departing employee.
  - d. The Out-Process Checklist will be maintained in the employee's personnel file and the RMS.

D. Resignation While Under Investigation

1. An employee who is the subject of an investigation may resign by completing the Separation of Employment form in the RMS.
2. Acceptance of the resignation may bar the employee from re-employment with the HCSO.
3. Acceptance of the resignation will not preclude the HCSO from pursuing criminal charges against the employee if it is determined by the Sheriff that such action is warranted.
4. Acceptance of the resignation will exclude an employee from receiving HCSO prior employment credentials and badge, pursuing authorization under the Law Enforcement Officers Safety Act (LEOSA), and may prohibit the issuance of a State of Maryland Handgun Permit.

E. Separation Credentials

1. Retirement Credentials
  - a. Deputies retiring in good standing will be eligible to receive a retirement identification card and a retirement flat badge.
  - b. Civilians retiring in good standing will be eligible to receive a retirement identification card.
  - c. Must be requested by completing the Separation of Employment form in the RMS and endorsed through the chain of command, no later than ten business days before the employee's planned separation date.
  - d. Final approval for the issuance of credentials rests with the Bureau Chief who will provide authorization by signing the Separation of Employment form in the RMS.
  - e. Once the Bureau Chief authorizes the issuance of credentials in the RMS, the respective Commander will contact the Information Technology Unit to obtain credentials for the employee.

- f. A deputy/civilian employee is not in good standing if he:
  - i. retires or separates prior to the adjudication of any administrative charges; or
  - ii. fails to return issued equipment.
- g. It is the responsibility of the deputy/civilian to ensure that all charges and/or related issues are resolved prior to his separation from the HCSO.
- h. The Law Enforcement Officer Safety Act (HR 218) applies to retired deputies who meet the statutory definition of a qualified retired law enforcement officer.
  - i. A deputy who retires for mental health reasons will not be awarded retirement credentials.
  - j. If a deputy receives a medical retirement other than for mental health reasons, his Bureau Chief will make a recommendation via [Memorandum \(SO-212\)](#) to the Sheriff concerning the issuance of the retirement credentials.

## F. Retirement Protocols

### 1. Corrections/Law Enforcement

- a. Minimum of 15 years of service with the HCSO qualifies for:
  - i. Agency shadow box, proclamations, and photographs;
  - ii. Choice of event: dinner, luncheon, or breakfast, at deputy's expense, if applicable; and
  - iii. Exceptions to the above criteria are for line of duty injury retirement, medical retirement etc., (State approved) with a minimum of two years' service.
- b. Ten up to 15 years of service with the HCSO qualifies for:
  - i. An encased HCSO badge (option to pay difference between shadow box and encased badge if retiree pays the difference), proclamations, and photographs.

### 2. Civilian

- a. Minimum of 15 years of service with the HCSO qualifies for:
  - i. HCSO flag in presentation case, proclamations, and photographs; and
  - ii. Choice of event: dinner, luncheon, or breakfast, at employee's expense, if applicable.
- b. Ten up to 15 years of service with the HCSO qualifies for:
  - i. An encased HCSO patch, proclamations, and photographs; and
  - ii. If civilian was issued a badge in the history of his career at the HCSO, the badge will be encased in glass instead of a patch.

### 3. Separation Event Procedures

- a. Immediately upon filing for retirement the retiree will contact the HCSO Office of Media and Public Relations if they would like to request a formal Agency organized event.
- b. Ticket cost to attend event will be reflected in choice and cost of meal and location selected, if applicable.
- c. If applicable, a gift fund will be established separate from the ticket price outside of gifts mentioned above.
- d. Retirement celebration activities will occur within 45 days of the scheduled retirement date.

### G. Ineligibility

1. An employee who voluntarily resigns from the HCSO will not receive any retirement credentials, patches, or insignia.
2. In accordance with law, an employee who separates for mental health reasons will not be awarded credentials in any form.

### H. Separation from Service - Legal Notification

1. Departing employees are required to declare to the HRD, via [Memorandum \(SO-212\)](#), through chain of command, any involvement in civil lawsuits against the Agency or any of its employees.
  - a. If the employee is a witness or defendant, he is required to complete a [Memorandum \(SO-212\)](#) with the details of each case in which he is involved.

## 5. Summary of Changes

### A. On 08/08/24 the following changes were made:

1. Elimination of the use of Memorandum (SO-212) for voluntary separations. The process will be completed in the **Employee Module of the Records Management System**.
2. Elimination of the use of the Out-Process Checklist (SO-192). The process will be completed in the **Employee Module of the Records Management System**.
3. Final approval for the issuance of credentials rests with the **Bureau Chief who will provide authorization by signing the Separation of Employment in the RMS**.

