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| Subject: Separation | Page 1 of 1 |
| Effective Date: April 1997 | Revision Date: November 2011 |
| Amends/Supercedes: July 2007 | Approved by: Chief Kevin Higdon |
| Meets Accreditation Standard: | |

Section 400.70 Separation

Resignation

An employee who desires to terminate his/her service shall submit a written resignation to the Chief of Police at least two weeks before the last working day.

Retirement

When an employee is retired, he or she is considered as separated without prejudice and does not have the right to appeal.

Suspensions

Any ranking officer of this department may relieve from duty any subordinate whenever he or she deems it necessary for the preservation of good order, efficiency, and discipline. However, this action shall not be considered suspension. Otherwise, suspensions are handled through normal disciplinary procedures as prescribed by state law, ordinance or contract.

Although officers, while under suspensions, shall have no police authority they shall be liable for any violations of the Shively Police Department rules of conduct. Officers under suspension shall return all property of the Shively Police Department, including badges, identification, weapons vehicle, etc. These items will be held for the duration of the suspension.

Resignation under Charges

Any member who resigns after charges have been preferred against him or her, but before their case is heard, shall be considered as having resigned in the face of such charges and shall not be considered for re-employment.