

MAUI COUNTY POLICE DEPARTMENT

GENERAL ORDERS
CHAPTER 202
PERSONNEL

Effective date: 08/04/20

Revision date:

Rescinds:

Accreditation Standards:

RETIRED OR SEPARATED FROM SERVICE
G.O. 202.14

I. PURPOSE

To outline the procedures that govern resignation and retirement guidelines for Maui Police Department employees.

II. POLICY

It is the policy of the Maui Police Department to provide an efficient and consistent procedure for resignation and retirement. Specific information regarding retirement benefits may be obtained by contacting the Employees' Retirement System (ERS).

III. DEFINITIONS

GOOD STANDING: An employee is considered to be leaving service in 'good standing' if they are not under investigation by Internal Affairs, an agency of the County of Maui, or any other law enforcement agency. An employee who resigns or retires awaiting results of a random or directed drug screening will not be classified as leaving in good standing until a final "negative" test result is received.

RESIGNATION (VOLUNTARY TERMINATION): A formal statement or document indicating the employee gives up their position and wishes to end employment with the Maui Police Department.

RETIREMENT: The employee has reached the required number of years of service, or is required to separate from service due to medical disability.

IV. PROCEDURES

A. Resignation

1. When an employee elects to resign, the employee should notify the Chief of Police through a written notice of resignation at least 14 calendar days before the effective date of resignation, unless the resignation is classified as a probationary termination.

- a. A resignation shall be binding on the employee upon the submission of the resignation notification. It may be withdrawn only with consent from the Chief of Police.
2. A resignation shall be deemed by the Chief of Police to be in good standing when the resignation is submitted in accordance with this directive, and the employee is not under investigation or subject to suspension, demotion or discharge actions at the time the employee leaves the department.
 - a. When an employee submits a resignation while being the subject of an investigation pertaining to an alleged impropriety on the employee's part, the Chief of Police shall determine whether to:
 - 1) Discontinue the investigation and accept the resignation as one in good standing, or
 - 2) Continue the investigation and accept the resignation on the condition that it may be changed to a discharge, depending upon the outcome of the investigation.
3. The separating employee's District/Section Commander is responsible for the return of Department owned equipment.
 - a. Radio, radio batteries, radio holster, lapel mic and charger shall be returned to the Radio Shop.
 - b. All other Department owned equipment shall be returned to the Plans, Training, Research and Develop Section Commander.

B. Retirement

1. The retiring employee's District/Section Commander is responsible for the return of the following Department owned equipment.
 - a. Radio, radio batteries, radio holster, lapel mic and charger shall be returned to the Radio Shop.
 - b. The following Department owned equipment shall be returned to the Plans, Training, Research and Develop Section Commander:
 - 1) Duty belt and equipment to include:
 - a) Firearm with holster
 - b) Magazines with ammunition
 - c) Taser with holster and cartridges
 - d) Baton with holster


- e) OC spray with holster
- f) Baton with holder
- g) Handcuff with pouch
- h) Glove pouch

- 2) Body armor
- 3) Body worn camera
- 4) Strollermeter
- 5) Badge
- 6) Police commission card
- 7) Identification access card
- 8) Traffic box key

C. Under no circumstances will a resignation or retirement be considered in good standing if the employee leaves after being administratively discharged, resigns in lieu of disciplinary action, or resigns because of pending or existing criminal charges.

V. RECOGNITION OF SERVICE UPON RETIREMENT

- A. The retiring employee's District/Section Commander is responsible for coordinating a recognition of service ceremony for their retirees.
- B. The retiring employee's District/Section Commander will arrange to have photographs taken during the ceremony and submitted to the Information and Education Specialist for inclusion in the Annual Report.
- C. A certificate of retirement and a retirement ID card will be issued to each retiree.
- D. The Department will allow sworn employees to retain their issued badge upon retirement.
- E. The Plans, Training, Research and Development Section will provide each sworn employee with a retirement badge and badge wallet.


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Chief of Police