

<b>PRINCE WILLIAM COUNTY POLICE DEPARTMENT MANUAL OF GENERAL ORDERS</b>		
<b>General Order: 11.04</b>	<b>Effective: 02/01/2015</b>	<b>Number of Pages:2</b>
<b>SEPARATION FROM SERVICE: ADMINISTRATIVE PROCESS</b>		

The purpose of this General Order is to outline the administrative process required when a member separates from service.

**A. Voluntary Separation**

Voluntary separation includes resignation, leave of absence, service retirement and disability retirement. The following administrative steps must be taken when a member voluntarily separates from service:

1. A copy of the memorandum written by the member requesting voluntary separation and a written acknowledgement by the Chief of Police must be distributed as follows:
  - a. All Assistant Chiefs
  - b. Member's Division Commander
  - c. Academy
  - d. Police Payroll
  - e. Police Personnel Bureau
  - f. Police Benefits and Payroll Supervisor
  - g. Internal Affairs
  - h. Information Technology Management Bureau
  - i. Logistics & Support Section
  - j. Public Information Officer, if retirement
2. The member must complete the check-out process through Police Personnel.
3. If retiring, the member must meet with the Police Benefits and Payroll Supervisor to calculate the retirement leave payout.
4. The member must complete the exit interview paperwork.

The member's final pay check will be distributed after the pay cycle in which the above steps have been completed.

**B. Involuntary Separation**

Involuntary Separation includes termination, resignation in lieu of termination, and lay-off. The following administrative steps must be taken when a member involuntarily separates from service:

1. A copy of the Chief's memorandum to the member must be distributed as follows:

- a. All Assistant Chiefs
- b. Member's Division Commander
- c. Academy
- d. Police Payroll
- e. Police Personnel Bureau
- f. Police Benefits and Payroll Supervisor
- g. Internal Affairs
- h. Information Technology Management Bureau
- i. Logistics & Support Section

2. The member must complete the check-out process through Police Personnel.

The member's final pay check will be distributed after the pay cycle in which the above steps have been completed.