



Kern County Sheriff's Office
Policies and Procedures

TITLE: Separation from Service		NO: J-0710	
APPROVED: Donny Youngblood, Sheriff-Coroner			
EFFECTIVE: April 24, 2013	REVIEWED: 6/1/2018	REVISED: 7/28/2014	UPDATED: 6/1/2018

POLICY

This policy is intended to provide Sheriff's Office employees and volunteers an orderly, efficient procedure by which they can go through the steps involved in separating from service. This policy shall apply to separations (service retirements, resignations, terminations, and dismissals) from service only.

PROCEDURE A- SEPARATION FROM SERVICE-RETIREMENT

Employees who are retiring from service with the Sheriff's Office shall:

- Contact the Kern County Employees Retirement Association to establish an appropriate retirement date and obtain relevant information regarding health benefits, etc.
- Contact the Sheriff's Office Human Resources Section and announce their intention to retire, along with the date of separation.
- Contact the Sheriff's Office Payroll Unit to verify sufficient accrual balances when terminal vacation will be used prior to the retirement effective date.
- Inform their immediate supervisor of the intention to retire.
- Employees who are retiring and wish to purchase their service weapon must complete the firearm transfer forms forty five (45) days prior to the effective date of terminal vacation or retirement date (as per Policy & Procedures Manuel section G-1020-Firearm Transfer).

PROCEDURE B- SEPARATION FROM SERVICE-RESIGNATION

Employees who are resigning from service with the Sheriff's Office shall report to HR to:

- Complete Resignation Form.
- Complete the Exit Questionnaire with the Human Resources Sergeant.
- Complete Employee Exit Form.
- Complete the Change of Employee Status Form

PROCEDURE C- SEPARATION FROM SERVICE-TERMINATION

Employees who are terminated from service with the Sheriff's Office shall report to HR to:

- Complete the Change of Employee Status Form.

PROCEDURE D- SEPARATION FROM SERVICE-DISMISSAL

Employees who are dismissed from service with the Sheriff’s Office shall report to HR to:

- Complete the Change of Employee Status Form

PROCEDURE E- SEPARATION FROM SERVICE- VOLUNTEER

Volunteers who are resigning from service with the Sheriff’s Office shall:

- Contact the Sheriff’s Volunteer Services Section and announce their intention to resign, along with the date of separation.
- Complete any exit forms with the Volunteer Services Sergeant.

HUMAN RESOURCES AND VOLUNTEER SERVICES STAFF WILL NOTIFY THE FOLLOWING UNITS OF THE EMPLOYEE’S INTENTION TO SEPARATE (AS APPLICABLE TO PROCEDURE A, B, C, D & E):

- Communications Center Staff will inactive the employee’s CAD ID on the separation date.
- Technology Services Staff will deactivate the employee’s email and other electronic accounts on the separation date.
 - TSS staff will make arrangements to retrieve the employee’s issued cellular telephone, IPAD, pager etc. as applicable.
- Property Room staff will be notified that the employee will be coming in to return all issued equipment.
- Training Section staff will deactivate the employee’s training file on the separation date.
- The Sheriff’s Office Fleet Manager will retrieve the employee’s issued vehicle and fuel cards, (if applicable).
- The Sheriff’s Office Risk Management Analyst will deactivate the employee’s medical and worker’s compensation files.
- The Sheriff’s Benefit Association will receive a courtesy notification of the separation.
- Financial Services Section staff will be notified to deactivate purchase cards, if applicable.
- HR staff will give the employee information on gift badges and firearm purchase (if applicable).

Human Resources and Volunteer Services Staff will direct the employee to go to the Sheriff’s Property Room, and other applicable locations, and return all County equipment prior to the employee’s last day of work.

Once the employee returns all issued equipment (as reflected on the property card maintained at the Property Room), Property Room staff will give the employee the Property Verification Form. The Property Verification Form must be turned in to Sheriff ‘s Office Human Resources or

EFFECTIVE: April 24, 2013	REVIEWED: 6/1/2018	REVISED: 7/28/2014	UPDATED: 6/1/2018
------------------------------	-----------------------	-----------------------	----------------------

Volunteer Services in order to complete the separation process.

The employee will return to the Human Resources Section on his/her last day of work and provide HR Staff with the verification form. Human Resources Staff will then:

- Complete the Change of Employee Status (CES) form.
- Complete the Retirement/Separation Exit form.
- Issue the employee (if a peace officer) a retired identification card (if applicable).
- Issue the volunteer (if a reserve deputy) a retired identification card (if applicable).

Exiting employees are advised that the Auditor Controller will not process a direct deposit transaction when an employee separates from County service. A check will be issued and delivered to the address on file upon separation.

EFFECTIVE: April 24, 2013	REVIEWED: 6/1/2018	REVISED: 7/28/2014	UPDATED: 6/1/2018
------------------------------	-----------------------	-----------------------	----------------------