

BATON ROUGE POLICE DEPARTMENT

General Order
No.142

Effective Date
08-01-06

Revised Date
06-30-2020

Subject: Retirement, Resignation, Military Deployment, and Discharge
Reviewed 6/11/20

POLICY

It shall be the policy of the Department that all sworn personnel shall return all Department issued equipment he/she received during the officer's tour of duty, prior to the officer's last date of service. No officer shall possess any Department equipment beyond his/her exit date unless authorized by the Chief of Police. Any officer that does not return his/her issued equipment shall be subject to the financial responsibility of the equipment's replacement.

It shall be the responsibility of the officer to notify the Chief of Police, in writing, through the Chain of Command as soon as feasibly possible of his/her deployment to any military service, whether short term or long term. If the officer is off duty, he shall contact the supervisor on duty for his Division or Section to forward the letter. If the officer's Division or Section is not operating, the officer shall notify any District supervisor to forward the letter. For short term deployment the officer shall only be required to turn in specific equipment prior to departure. For long term deployments, the officer shall turn in all of his/her issued equipment prior to departure. Upon the officer's return to police service, he/she will be re-issued all necessary equipment.

PROCEDURES

I. Retirement

- A. Upon scheduling a specific date of retirement with the City-Parish Retirement Office, where the officer's exit date is identified. The officer shall immediately notify the Chief in writing, utilizing Interdepartmental Correspondence of his/her intentions to discontinue services by retirement. This written notice should be given through the Chain of Command. Once the Chief's office receives the letter an exit interview will be scheduled with the Chief or his designee.
- B. After the officer completes his/her exit Interview, the officer will retrieve a Departure from Service Checklist form from the Chief's Office. The form will list all Divisions and Sections that equipment is issued from. The officer will then be directed to which division to turn in specific equipment. This form shall be completed at least one week prior to the officers last date of scheduled service.
- C. Once the officer has returned all required equipment identified on the Departure from Service Form, the officer shall return the completed form to the Planning and Research Officer for verification.
- D. Retiree Weapon Purchase
 1. Any officer who qualifies to retire with at least twenty years of active service may purchase his primary duty weapon at fair market value upon retirement, subject to approval by the Chief of Police.
 2. The following procedure shall be utilized by an officer desiring to purchase his service weapon:

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- a. The officer must submit a letter to the Chief of Police at least thirty (30) days prior to retirement.
- b. If the letter is approved, the officer will be notified by the Supply Division and advised of the purchase price.
- c. When the officer is completing the checkout process for retirement, he will present his approval letter and payment to the Accounting Division.
- d. The weapon and a copy of the receipt will be submitted to the Armory Officer or the Commander of the Pistol Range.
- e. Once all of the paperwork is completed and approved by the Chief, the officer will be notified that he may pick up the weapon from the Armory Officer or the Commander of the Pistol Range.

II. Resignation

- A. All officers who intend to resign from the Baton Rouge City Police Department shall notify the Chief of Police in writing. This letter of resignation shall be written utilizing Interdepartmental Correspondence. The letter will explain his/her intentions of discontinuing employment, two (2) weeks prior to the officer's expected last date of service. The letter shall be given through the Chain of Command.
- B. Once the Chief has received the officer's Letter of Resignation, the officer will receive or be directed to the Chief's Office to retrieve a Departure from Service Checklist form. The form will list all of the Divisions or Sections that equipment is issued from. The Officer will then be directed to the specific Division or Section the officer must contact to turn in specific equipment. This form shall be completed at least one week prior to the officers last date of scheduled service.
- D. Once the officer has returned all required equipment identified on the Departure from Service Form, the officer shall return the completed form to the Planning and Research Officer for verification.

III. Military Service Deployment

- A. Short Term Call for Military Deployment
 1. Upon the employee learning of their deployment for military service which will last less than 180 days, he/she shall notify the Chief of Police in writing as soon as feasible of his/her specific date of departure. This employee shall also supply the Chief a copy of his/her Military Orders, through his/her Chain of Command, utilizing Interdepartmental Correspondence.
 2. The employee will be directed to the Chief's office to retrieve a Departure from Service Checklist form. The form will list all Divisions or Sections that equipment is issued from. The employee will then be directed to the specific Division or Section the officer must contact to turn in specific equipment. This form shall be completed and the specific equipment turned in, as soon as feasible prior to the employee's deployment.

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3. This employee will only be required to turn in specific Department issued equipment.
4. The Chief of Police will designate a liaison to serve as the point of contact for employees' on military leave. The Liaison will work with both the Human Resources Department and the Municipal Fire and Police Civil Service Board if applicable.
5. Prior to deployment, the employee will meet with the BRPD Military Liaison for processing and an exit interview. All of the employee's contact information will be maintained by the Military Liaison. The employee shall contact the Military Liaison regarding any changes pertaining to his/her deployment status. During the exit interview, the employee and Military Liaison will discuss all questions and/or concerns relative to the employee's deployment. When feasible, the employee and Military Liaison will remain in contact
6. Specified departmental issued equipment returned prior to deployment will be stored and secured within the Firearms Division.

B. Long Term Call for Military Deployment

1. Upon the employee learning of his/her deployment for military service that will extend beyond 180 consecutive days, he/she shall notify the Chief of Police in writing as soon as feasible. The written notification must include his/her specific date of departure along with a copy of his/her Military Orders, through his/her Chain of Command utilizing Interdepartmental Correspondence.
2. The employee will be directed to the Chief's office to retrieve a Departure from Service Checklist form. The form will list all Divisions or Sections that equipment is issued from. The employee will then be directed to the specific Division or Section the employee must contact to turn in specific equipment. This form shall be completed and all equipment turned in, as soon as feasible.
3. This employee will be required to turn in all Department issued equipment.
4. The Chief of Police will designate a liaison to serve as the point of contact for employees' on military leave. The Liaison will work with both the Human Resources Department and the Municipal Fire and Police Civil Service Board when applicable.
5. Prior to deployment, the employee will meet with the BRPD Military Liaison for processing and an exit interview. All of the employee's contact information will be maintained by the Military Liaison. The shall employee contact the Military Liaison as applicable regarding any changes pertaining to his/her deployment status. During the exit interview, the employee and Military Liaison will discuss all questions and/or concerns relative to the employee's deployment. When feasible, the employee and Military Liaison will remain in contact.
6. Specified departmental issued equipment returned prior to deployment will be stored and secured within the Firearms Division.

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C. Training and Requalification

1. Prior to returning to full duty status following military deployment, employees' will meet with the BRPD Military Liaison to schedule his/her in processing and meeting with the Chief of Police or his designee. During the in-processing meeting, various resources, such as the Employee Assistance Program, shall be discussed.
2. The agency's military liaison will discuss refresher training, weapons requalification both lethal and less-lethal, and other specialized training, etc, required for reintegration before returning to full-duty status. Employee will be provided copies of policy update, new legislation, and other pertinent information.
3. The employee shall meet with the Military Liaison regarding the steps to reintegration prior to returning to full-duty status.

IV. Discharge

Upon an officer's termination, the Chief of Police will advise the officer that all of the Department issued equipment he/she he possesses shall be returned to its appropriate Division or Section. The officer will also be advised of the process for returning all of the Department's equipment. The Chief's Office will oversee this process until all equipment is returned. The Officer will be held financially responsible for any equipment that is not returned to its appropriate Division or Section.

V. The Departure from Service Checklist Form

The Form consists of the following Divisions or Sections to be contacted for equipment return.

- Chain of Command (Shift/Section/Division to the Chief's Office)
- Accounting (payroll, insurance, other paperwork)
- Fleet Management (Department vehicle)
- Mobile Data/Mobile Video (laptop, Laptop charger, BWC and BWC Accessories)
- Operational Management (radio and accessories)
- Supply (uniforms, accessories, flashlights, weapons, vest, etc.)
- Pistol Range (duty ammunition, taser)
- Homeland Security (pager, cellular phone)
- Specialty Units (K9, SRT, Motorcycle, Dive Team, etc.)
- Traffic/Criminal Records (outstanding reports)
- Other (anything not listed)

If the officer does have equipment from any particular Division or Section, the Research Officer will indicate it on the checklist.