
Retirement Recognition Procedure

1051.1 PURPOSE AND SCOPE

Specific guidelines are necessary to outline the proper procedure to follow when recognizing retiring employees. The Department must take into account its responsibility to the community as well as the importance of recognizing the length of service each employee has dedicated to the City of Union City and the law enforcement profession.

The guidelines will address the length of time an employee has served the City of Union City and as a law enforcement professional. The guidelines will also consider the rank of the retiree and the current assignment of the retiring employee.

The Department may honor a retiring employee with an appropriate gift that recognizes the service of the employee to the City of Union City/or law enforcement. The gift shall consider the necessity to maintain fiscal responsibility and meet the requirements of law governing gifts of public property. Acceptable guidelines for the purchase of a gift recognizing an employee's years of service are listed below under Sworn Police Employee Procedure and in the Civilian Police Employee Procedure sections of this policy.

Deviations from the guidelines of this policy can be made at the discretion of the Chief of Police.

1051.2 POLICY

The Union City Police Department will, whenever possible, recognize employees who retire from active police service. In order to assure proper decorum, established guidelines will determine the appropriate level of recognition for each retiring employee. The retiring employee's manager shall be responsible for coordinating events in accordance with this procedure unless, the retiring employee chose to forego any recognition at the time of the retirement.

1051.3 PROCEDURE

(a) Retirement/Honorable Separation

1. **Retirement** is the separation of an employee from department service following a career in law enforcement allowing the individual to collect a **longevity** pension under the Public Employee Retirement System (PERS), or a **duty-related disability** retirement.
2. A minimum of 20 years of service and attainment of the minimum retirement age under PERS is required for a career, **longevity retirement** status for an employee.
3. A minimum of 20 years of service and a **duty-related disability** retirement is required for a final roster recognition and department issued gift.
4. Under special circumstances, the Chief of Police may waive the 20 years of service requirement for **duty-related disability** retirements.

(b) Rank

Union City Police Department

UCPD Procedures Manual

Retirement Recognition Procedure

- (a) The rank of the employee at retirement should determine the appropriate level of recognition afforded by the Department.
 - (a) Sworn employees should be entitled to specific honors similar to those afforded members of the military determined by their rank at retirement.
 - (b) Civilian employees should be entitled to honors specifically appropriate to their position in the Department at the time of retirement.

1051.3.1 SWORN POLICE EMPLOYEE PROCEDURE

- (a) The Department may provide each retiring sworn employee with a gift recognizing their service to the City of Union City. The protocol for recognizing the retiree is described and based upon the rank and years of service of the retiree on the last scheduled workday.
 - 1. The employee's badge and hat piece may be gifted to the employee at the completion of the last workday. If desired by the employee, the Personnel and Training Unit will arrange for the retiring employee's badge and hat piece to be mounted in a shadowbox. The cost to create the display will be covered by the department and will include creation of the following:
 - (a) An 8.5 x 11 framed shadowbox, with the color of the frame being at the choosing of the retiring employee.
 - (b) Mounting of the employee's badge and hat piece.
 - (c) Mounting of a current Union City Police Department shoulder patch.
 - (d) Creation and mounting of a nameplate inside the shadowbox which minimally includes:
 - 1. Current rank
 - 2. Employee's name
 - 3. Badge number
 - 4. Years of law enforcement service
 - 2. Employees may elect to purchase a customized gift in lieu of the above described shadowbox. In such case, the Department may provide a credit of comparable value to help the employee offset the cost of purchasing a customized gift. Employees are responsible for all aspects involved in the purchase of a customized gift.
- (b) The employee or the employee's bargaining unit may host a reception utilizing the department briefing room or lunchroom. Light refreshments, cake, breakfast/lunch food and non-alcoholic beverages are appropriate for this activity.
 - (a) The employee's bargaining unit may choose to present a gift to the retiring member at this reception. The gift can be of the bargaining units choosing, but shall be in good taste and within established guidelines for appropriate conduct.

Union City Police Department

UCPD Procedures Manual

Retirement Recognition Procedure

- (b) The employee's shift or current co-workers may also present a gift at this reception. The standards established for the representative bargaining unit shall also be adhered to for the gift and presentation.

1051.3.2 CIVILIAN POLICE EMPLOYEE PROCEDURE

- (a) The Department may provide each retiring civilian employee with a gift recognizing their service to the City of Union City. The protocol for recognizing the employee is based upon the position, years of service, and position of the employee on the last scheduled workday.
 - (a) The employee's badge may be gifted to the employee on the last workday. If desired by the employee, the Personnel and Training Unit will arrange for the retiring employee's badge to be mounted in a shadowbox. The cost to create the display will be covered by the department and will include creation of the following:
 - (a) An 8.5 x 11 framed shadowbox, with the color of the frame being at the choosing of the retiring employee.
 - (b) Mounting of the employee's badge.
 - (c) Mounting of a current Union City Police Department shoulder patch.
 - (d) Creation and mounting of a nameplate inside the shadowbox which minimally includes:
 1. Current position
 2. Employee's name
 3. Badge number
 4. Years of law enforcement service and/or service to the City of Union City.
 - (b) The employee or the employee's bargaining unit may host a reception utilizing the briefing room or lunch room. Light refreshments, cake, breakfast/lunch foods, and non-alcoholic beverages are appropriate for this activity.
 - (c) The employee's bargaining unit may choose to present a gift to the retiring member at this reception. The gift can be of the bargaining units choosing, but shall be in good taste and within established guidelines for appropriate conduct.
 - (d) The employee's shift or current co-workers may also present a gift at this reception. The standards established for the representative bargaining unit shall also be adhered to for the gift and presentation.

1051.3.3 EMPLOYEE GIFT ELIGIBILITY

- (a) Eligibility to receive a gift from the City of Union City requires the following:
 - (a) Sworn and civilian employees must be vested with the City of Union City, having worked a minimum of 20 years.

Union City Police Department

UCPD Procedures Manual

Retirement Recognition Procedure

1051.3.4 MOTORCYCLE ESCORT

A sworn retiring employee may have a motorcycle escort on their last scheduled workday if they have worked a minimum of 20 years, or with approval by the Chief of Police. The number of motorcycles and distance of the escort allowed is based upon the rank of the retiree on the last scheduled workday; refer to the listed protocol procedures. The escort shall not utilize red light and sirens for the purpose of circumventing traffic or traffic control devices. Red lights may be activated upon exit of the PAB only.

1051.3.5 HONOR GUARD AND COLOR GUARD ELIGIBILITY

- (a) Sworn employees retiring after meeting the requirements for a longevity retirement, 20 or more years of law enforcement experience, or with approval by Chief of Police, may request an Honor/Color Guard detail at the conclusion of their last scheduled workday. This is a paramilitary honor afforded those who have taken an oath of office required of police officers in the state.
- (b) Civilian employees retiring after meeting the requirements for longevity retirement may not request an Honor/Color Guard. Civilian employees are not required to take an oath of office, and thus do not meet the requirements for uniformed guard. However, vested civilian employees who have worked a minimum of 20 years may request a static posting of the colors at the back entrance of the Department on their last workday.

1051.3.6 FINAL ROSTER AND ELIGIBILITY

- (a) The Department shall make every effort to provide a copy of the retiring employee's final roster for presentation. It is the responsibility of the employee's representative bargaining unit to mount and present the roster on a permanent display for the employee if desired.
- (b) The employee, fellow employees, or representative bargaining units may purchase other assigned equipment from the Department as desired. Such equipment may include; duty weapon, knife, baton, and flashlight, with approval by the Chief of Police.
- (c) Sworn and civilian employees must be vested with the City of Union City, having worked a minimum of 20 years to be eligible, or with approval by the Chief of Police.

1051.4 CHIEF OF POLICE PROTOCOL (LAST WORK DAY)

- (a) Gifts, light refreshments, and ceremonial presentations may take place at an approved location.
- (b) At the conclusion of the last work day, the Chief of Police will be afforded a full motorcycle escort from the Department to the employee's home. The Chief has the option of being driven by available command staff members during the motor escort.
- (c) Department formation is to assemble at the rear entrance of the Department. Debarkation of the Chief and his family members, if in attendance, will begin from the rear parking lot of the PAB. Honor Guard is to present colors. Formation of uniformed personnel will be held at attention, assembled from the rear exit door and extending through the parking lot.

Union City Police Department

UCPD Procedures Manual

Retirement Recognition Procedure

- (d) Captains will salute and greet as the Chief exits the rear door. Following review of the information, the Chief will enter the transport vehicle. The sergeant in charge of Honor Guard will open the transport vehicle door for the Chief and attending family members.

1051.5 CAPTAIN PROTOCOL (LAST WORK DAY)

- (a) Gifts, light refreshments, and ceremonial presentations may take place at an approved location.
- (b) At the conclusion of the work day, the Captain will be afforded a full motorcycle escort from the Department to the employee's home. The Captain has the option of being driven by an available command staff member during the motor escort.
- (c) Department formation is to assemble at the rear entrance of the Department. Debarkation of the Captain and family members, if in attendance, will begin from the rear parking lot of the PAB. Honor Guard is to present colors. Formation of uniformed personnel will be held at attention, assembled from the rear exit door and extending through the parking lot.
- (d) Employees in attendance will salute and greet as the Captain exits the rear door. Following review of the formation, the Captain will enter the transport vehicle. The sergeant in charge of Honor Guard will open the transport vehicle door for the Captain and attending family members.

1051.6 LIEUTENANT PROTOCOL (LAST WORK DAY)

- (a) Gifts, light refreshments, and ceremonial presentations may take place at an approved location.
- (b) At the conclusion of the work day, the Lieutenant will be afforded two or more motorcycles to participate in an escort from the Department to the city limits.
- (c) Department formation is to assemble at the rear entrance of the Department. Debarkation of the Lieutenant and family members, if in attendance, will begin from the rear parking lot of the PAB. Honor Guard is to present colors. Formation of uniformed personnel will be held at attention, assembled from the rear exit door and extending through the parking lot.
- (d) Employees in attendance will salute and greet as the Lieutenant exits the rear door. Following review of the formation, the Lieutenant will enter the transport vehicle. The sergeant in charge of Honor Guard will open the transport vehicle door for the Lieutenant and attending family members.

1051.7 SERGEANT PROTOCOL (LAST WORK DAY)

- (a) Gifts, light refreshments, and ceremonial presentations may take place at an approved location.
- (b) At the conclusion of the work day, the sergeant will be afforded two or more motorcycles to participate in an escort from the Department to the city limits.

Union City Police Department

UCPD Procedures Manual

Retirement Recognition Procedure

- (c) Department formation is to assemble at the rear entrance of the Department. Debarkation of the sergeant and family members, if in attendance, will begin from the rear parking lot of the PAB. Honor Guard is to present colors. Formation of the uniformed personnel will be held at attention, assembled from the rear exit door and extending through the parking lot.
- (d) Employees in attendance will salute and greet as the sergeant exits the rear door. Following review of the formation, the sergeant will enter the transport vehicle. The sergeant in charge of Honor Guard will open the transport vehicle door for the sergeant and attending family members.

1051.8 OFFICER PROTOCOL (LAST WORK DAY)

- (a) Gifts, light refreshments, and ceremonial presentations may take place at an approved location.
- (b) At the conclusion of the work day, the officer will be afforded two motorcycles as an escort from the Department to the city limits if the employee has worked a minimum of 20 years, or with approval by the Chief of Police.
- (c) Department formation is to assemble at the rear entrance of the Department. Debarkation of the officer and family members, if in attendance, will begin from the rear parking lot of the PAB. Formation of uniformed personnel will be held at attention, assembled from the rear exit door and extending through the parking lot. If the employee is eligible the Honor Guard will present colors at the formation.

1051.9 CIVILIAN EMPLOYEE PROTOCOL (LAST WORK DAY)

Gifts, light refreshments and ceremonial presentation may take place at an approved location.

1051.10 REVISIONS

Issued: March 18, 2020