

**COUNTY OF MONROE
OFFICE OF THE SHERIFF
ROCHESTER, NEW YORK**

GENERAL ORDER MULTI-BUREAU	DATE OF ISSUE October 10, 2022	EFFECTIVE DATE October 10, 2022	No. 034-22
SUBJECT: GENERAL ORDER Separation of Employment		DISTRIBUTION All Personnel	AMENDS
REFERENCE:			RESCINDS 034-19

Purpose: To familiarize members and employees regarding procedures necessary for the separation of employment.

Policy: Members and employees shall adhere to the procedures as set forth herein and shall obtain and complete MB-68 Routing Slip Separation of Employment form when ending service with the Monroe County Sheriff's Office (MCSO). The separation for employment process ends with the Undersheriff.

Definitions: Separation shall be defined as employment that is discontinued by reason of retirement, medical disability, or resignation. Employment ends when a member or employee formally separates from active service with the MCSO.

I. Separation Procedure

The separation process is complete when a member/employee completes the steps outlined below. These steps include appropriate documentation with supporting signatures on required forms.

- * A. The member/employee must submit a letter to the Sheriff with the intention to retire or resign at a minimum of two weeks before effective date of same, unless individual union contract dictates otherwise. Copies of the letter must be sent to the Sheriff's Budget and Personnel Office and the appropriate Bureau Chief.
- B. Member/employee must obtain a copy of a routing slip (MB-68). A copy of the letter of separation (if applicable) must be attached to the form. The member must then meet with the persons listed on the form in order to complete the separation process.

II. Procedure for Completion of Process

- A. The immediate supervisor will:
 - 1. Take possession of any department equipment that is not charged out through the Quartermaster (i.e., building keys, tactical unit equipment, key fobs and/or specialized equipment).
 - 2. Sign routing slip and refer member/employee to the appropriate Command Officer.
- B. The Command Officer shall sign the routing slip and refer member/employee to the appropriate division or Bureau Chief.

- C. The division or Bureau Chief shall sign the routing slip and refer the member/employee to the Quartermaster.
- D. Quartermaster shall:
1. Take possession of all items signed out to the member/employee that are noted on his/her permanent equipment issue record (i.e., badges, issued equipment and/or portable radio/pager).
 2. Prepare an itemized list of any items not returned and forward the list to the Sheriff's Budget and Personnel Office.
 3. Sign the routing slip and refer the member/employee to Staff Services.
- E. Staff Services shall:
- * 1. Take possession of the employee's agency issued ID card, school ID cards (Police Bureau), Garmins, Aircards/MIFI devices, issued cell phones, laptops and peripherals. Staff Services will deactivate the ID card and dispose of the ID card. If the employee is separating due to retirement and wishes to obtain a retirement ID the employee must fill out a MB-021 Identification Card Information Sheet and bring the form to Staff Services.
 - * 2. Sign the routing slip and refer the member/employee to the Budget and Personnel Office.
- F. The Sheriffs Budget and Personnel Office shall:
- * 1. Take possession of any issued gas cards and parking passes.
 - * 2. Review the last paycheck/stub instructions with the member and/or employee and select the option to either mail their final check to a different address or the address in SAP.
 - * 3. Sign the routing slip and refer the member/employee to the Undersheriff's Office.
- * G. All departing sworn members in good standing that appear on the DCJS Registry as certified police or peace officers for at least ten or more years prior to their departure will be issued a "Letter of Good Standing" to facilitate future HR-218 certification.
- * H. The Undersheriff shall sign the routing out slip, and will be the last stop in the process.

Note: Members/employees who fail to complete the termination process may have his/her final paycheck delayed until the process is completed.

By Order of the Sheriff,



Todd K. Baxter