

# Departure From Employment

## 1055.1 PURPOSE AND SCOPE

To provide guidelines for the recognition of members who have honorably ended their service with the San Francisco Bay Area Rapid Transit Police Department.

## 1055.2 DEFINITIONS

A. Retirement Badge: A flat replica of the department badge with the word "RETIRED" used in lieu of the number.

B. Department Retirement Plaque: A suitable plaque with affixed/imbedded replica badge(s) for each rank commemorating the years of service of an employee of the department.

C. Recognition Documents: Recognition of retirement documents include the following:

- San Francisco Bay Area Rapid Transit District letter signed by the General Manager (after 5 years of service with the District)
- Congressional Letter (after 20 years of service with the District)
- Flag (Flown over the nation's capitol (after 20 years of service-sworn personnel only)
- Joint Resolution from the Senate and Assembly (after 25 years of service with the District)

D. "Law Enforcement Officers' Safety Act" (H.R.218): Exempts qualified active and retired law enforcement officers from local and State prohibitions on the carrying of concealed firearms.

## 1055.3 GUIDELINES FOR RETIREE IDENTIFICATION CARD ELIGIBILITY

A. Retirees may be eligible for a Retired identification card with "CCW" endorsement including H.R. 218 language unless one of the following exclusions applies (sworn personnel should also review Policy 220 for more details regarding the "CCW" endorsement):

- Employee retired with less than 5 years of service, unless it was a disability retirement
- Employee received a psychological retirement
- Employee retired in lieu of termination
- Employee did not complete probationary period

B. Retiree identification cards with a "CCW" endorsement, but no H.R. 218 language may be issued to qualified sworn retirees unless one of the following exclusions apply:

- Employee received a psychological retirement
- Employee retired in lieu of termination
- Employee did not complete probationary period

# Bay Area Rapid Transit Police Department

BART PD Policy Manual

## *Departure From Employment*

---

C. Retiree identification card with no CCW endorsement may be issued to all sworn retirees who have been excluded from the above types of retirement identification card endorsements. The request shall be made through the Chief of Police.

### **1055.4 GUIDELINES FOR ELIGIBILITY - PERS RETIREMENT**

All department classifications with five (5) years of service to the department may be eligible for recognition from the department for their years of service and upon their honorable retirement, and at the discretion of the Chief of Police:

Sworn members with five (5) or more years of service at the date of retirement may be eligible to receive:

- Retiree Identification Card
- Retiree Flat Badge (Per Policy 1052.2.1 Department Badges)
- San Francisco Bay Area Rapid Transit District letter signed by the General Manager

Sworn or civilian personnel who retire after five (5) or more years of service may be eligible to receive:

- Sworn employees may elect to have their duty badge encased in Lucite or mounted on a departmental plaque or duty badge with "HONORABLY RETIRED" added (Per Policy 1052.2.4 Department Badges)
- A departmental plaque
- Name plate on the department retirement plaque (after 5 years of service with the District)

Sworn and civilian personnel who retire after twenty (20) or more years of service may be eligible to receive:

- Congressional Letter (after 20 years of service with the District)
- Flag (F) flown over the nation's capital (after 20 years of service-sworn personnel only)
- Name plate on the department retirement plaque (after 20 years of service with the District)

Sworn and civilian personnel who retire after twenty-five (25) years of service may be eligible to receive:

- Joint Resolution from the Senate and Assembly

Personnel who do not meet the above requirements, or who retire as a result of a medical disability, may be eligible to receive the appropriate recognition depending on the circumstances that led to the end of service with the department. The Chief of Police or his/ her designee will evaluate each circumstance and make the final determination.

All requests for recognition documents should be directed to the chairperson of the Awards Committee.

### **1055.5 RETIREMENT WALK-OUT CEREMONY**

When feasible, on the final day of employment, or, on the last acknowledged day on property, the retiree will turn in their equipment and have their exit interview with the Chief of Police.

The Sergeant of the Honor Guard will be notified when the scheduled exit interview will be so steps can be made to assign Honor Guard members to assist in a timely manner. Honor Guard

# Bay Area Rapid Transit Police Department

## BART PD Policy Manual

### *Departure From Employment*

---

members already on duty will have the primary consideration to attend the ceremony. If additional members are needed, then they will be assigned based on the needs of the department.

On the date and time of the exit interview, the assigned Honor Guard members will arrive in proper Honor Guard uniform at the MET rear parking lot. The senior Honor Guard member will create a "gauntlet" style formation of two rows facing each other. The rows will start near the sliding glass doors that connect the "G" floor to the rear parking lot. The Honor Guard members will begin and end the two rows to create the gauntlet. The width of the two rows should be approximately ten feet apart, depending on the condition of the exit at the time the ceremony is performed. The ten feet width is to create a corridor with enough room for the retiree to safely walk and be seen and recognized by other BART employees that will attend the retiree's departure.

All employees that arrive to observe and participate will join into the two rows between the Honor Guard members that begin and end the rows. (See attachment)

A patrol vehicle will be parked at the end of the gauntlet. An assigned employee will have the vehicle prepared for the retiree's last 10-10 radio call. This assigned member will stand outside the patrol vehicle with the handheld radio mike.

The Chief of Police, or designee, will coordinate with the Honor Guard on when the gauntlet should start to be formed. This will be decided based on the date and time of the exit interview.

At the conclusion of the exit interview, the Chief of Police, or next highest-ranking member of the department available, will escort the retiree to the "G" Level at MET. Once the retiree arrives on the ground floor, the Honor Guard will call all uniformed personnel to the position of "attention." The Honor Guard will have all uniformed personnel "present arms" which has the uniformed members present a final hand salute. This should last for a few seconds to get the retiree into place at the head of the gauntlet formation.

When the retiree is staged at the entrance to the gauntlet, the Honor Guard will have the uniformed personnel "order arms" where they will lower their salute. The retiree will then be guided through the formation. The retiree has the opportunity to shake hands and have immediate interpersonal contact with their colleagues. This will continue until the retiree reaches the end of the two rows, where the patrol vehicle is waiting.

The Chief of Police, or designee, will take the hand mike from the member stationed at the patrol vehicle. The Chief of Police, or designee, will hand the radio microphone to the retiree who will perform their final "10-10 log off." Dispatch will be notified of the final call and be prepared to assist with the final log off.

After the final log off, the ceremony would be concluded. This ceremony is to be considered a semi-formal event so adjustments and spontaneous additions can be added, to include families, awards, etc.

This ceremony will be adjusted to any new facility or venue the BART Police Department deems worthy so this practice may continue.

[See attachment: 1055 attachment.pdf](#)

# Bay Area Rapid Transit Police Department

BART PD Policy Manual

## *Departure From Employment*

---

### **1055.6 ADMINISTRATIVE DAY ELIGIBILITY**

Any employee who voluntarily separates from the District via retirement is eligible to utilize their last worked day as an administrative day. Upon completion of their Human Resources checkout, the delivery of their firearm to the Range Staff, and the delivery of their equipment to Support Services, those eligible employees will be allowed the remainder of their shift to be considered fully worked and paid as such.

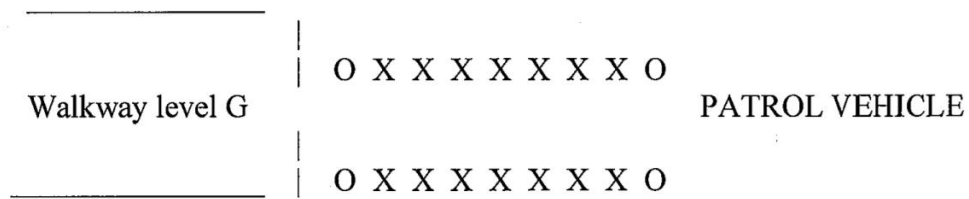
Any employee who voluntarily separates from the District via any other means is required to work their entire notice of separation (typically two-weeks), and is not eligible for the administrative day. Employees in this circumstance will need to schedule the delivery of firearms and equipment upon completion of their final worked shift.

## Attachments

## 1055 attachment.pdf

APPENDIX A

An example of the gauntlet is as follows: O = Honor Guard Member X = other personnel



NO FURTHER INFORMATION.