



**DEPARTMENT OF PUBLIC SAFETY
POLICIES & PROCEDURES**



POLICY NUMBER	
PRS: 18	
EFFECTIVE DATE: 03/27/2017	ORIGINAL ISSUED ON: 11/15/1994
REVISION NO: 2	

SUBJECT: RETIREMENTS AND RESIGNATIONS

1.0 PURPOSE

It is the purpose of this policy to establish a process which New Mexico State Police commissioned employees follow when planning to retire or resign from the department.

2.0 POLICY

It is the policy of the New Mexico State Police to set forth a process to guide commissioned employees when they are planning to retire or resign from the department.

3.0 APPLICABILITY

This policy applies to all State Police commissioned employees.

4.0 REFERENCES

NONE

5.0 DEFINITIONS

- A. **Chief** – Chief of the New Mexico State Police.
- B. **Working Day** – Any day Monday through Friday, excluding holidays recognized by the State Personnel Office.

6.0 PROCEDURE

A. Resignations

1. Employees planning to resign from the department must complete an Inter-Departmental Correspondence (IDC) to the Chief of the State Police, through their chain of command.
2. The IDC must include your name and effective date of your resignation.
3. An employee may rescind a letter of resignation within three (3) working days of its submission. The day of submittal is considered to be the first working day. The department must honor the rescission when submitted within the prescribed period. It is the Chief’s discretion to accept a rescission when submitted after the prescribed three (3) working day period.

B. Retirements

1. Employees planning to retire from the department must complete an IDC to the Chief, through their chain of command.

RETIREMENTS AND RESIGNATIONS

2. The IDC must include your name and effective date of retirement. Official documentation from the Public Employee Retirees Association stating your effective date of retirement must be attached to the IDC.
3. When a commissioned employee retires, in good standing, they will receive a retiree badge, pocket and wall commission, and a letter stating they are retiring in good standing from the department.
4. If a commissioned employee is retiring in lieu of termination, the retiree will not receive a retiree badge, pocket or wall commission, or letter from the department.

7.0 ATTACHMENTS

NONE

8.0 APPROVAL

APPROVED BY: S/Scott Weaver **DATE:** March 27, 2017
DPS Cabinet Secretary