



**DEPARTMENT OF PUBLIC SAFETY  
POLICIES & PROCEDURES**



<b>POLICY NUMBER</b>	
PRS: 18	
<b>EFFECTIVE DATE:</b> 10/07/2021	<b>ORIGINAL ISSUED ON:</b> 11/15/1994
<b>REVISION NO:</b> 3	

**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 the effective date of your resignation.

**B. Retirements**

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

