

Retirements and Resignations – Police Officers

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Policy Statement

Summary

This policy sets out the legal requirements and West Yorkshire Police procedures that must be carried out when a police officer resigns or retires.

The aims of the policy are to ensure that:

- Officers are aware of what is required of them and what they can expect; and
 - People Services are aware of their responsibilities.
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Scope

This policy applies to all police officers.

Retirement

Principles

- Individuals may retire at any time, but when they will be able to draw their pension will depend on the scheme:
 - 1987 Scheme – after completion of 25 years' service and aged at least 50, **or** on completion of 30 years' service, **or** on attaining the former compulsory retirement age for their rank in place before October 2006.
 - 2006 Scheme benefits – age 55.
 - 2015 Scheme benefits – age 60 (available with actuarial deduction from age 55).
 - Once the letter of retirement or resignation is received, the individual may not withdraw it without the permission of their District Commander or Departmental Head.
 - In order to enable the individual to receive their pension payments at the appropriate time it is requested that, wherever possible, they give a minimum of three months' notice of their intention to retire from West Yorkshire Police.
 - For individuals who give a shorter notice period, the date of their pension payments may be delayed.
 - Individuals must hand their retirement letter to their manager. The manager must forward this letter to People Services.
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Resignation

Principles

- Individuals may resign from West Yorkshire Police at any time.
 - Once the letter of resignation is received, the individual may not withdraw it without the permission of their District Commander or Departmental Head.
 - Individuals must give a minimum of one month's notice of their intention to resign; however, a shorter period may be agreed by their District Commander or Departmental Head in exceptional circumstances.
 - Individuals must hand their resignation letter to their manager. Their manager must forward this letter to People Services.
 - Individuals who resign with less than two years' service are entitled to have their pension contributions refunded. Refunds will not be made via West Yorkshire Police's payroll. They will be refunded directly by the Force's Pensions Administrators. If, however, an individual's service with the Force combined with any transfer of pension into the scheme exceeds two years' service, a refund cannot be made.
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Responsibilities

People Services

Once the retirement/resignation confirmation is received the People Services Team are responsible for:

- Sending the forms to complete to action a colleague's retirement/resignation;
 - Sending an email to Line Managers detailing their responsibilities;
 - Notifying Pay Section and Pensions Department via the relevant form;
 - Updating the HR System;
 - Informing Duties of the resignation/retirement;
 - Requesting that fingerprints and DNA is destroyed and any other special authorities pertaining to the officer;
 - Emailing the colleague with the Exit Questionnaire;
 - Inviting the colleague to meet with the Chief Constable, if applicable; and
 - Arranging a Certificate of Service/Loyal Service as applicable.
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Pension Department

The Pensions Manager is responsible for:

- Requesting the individual's pension option forms from the scheme administrators upon receipt of the appropriate notification form from People Services.
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Line Manager

The Line Manager is responsible for:

- Completing certain duties in line with retirement and/or resignation of a member of staff once contacted by People Services. This will include

collecting equipment.

Individual

Individuals may be invited by the Chief Officer Team to be presented with whichever certificate is applicable.

Individuals are responsible for:

- Ensuring any outstanding annual leave is taken;
- Ensuring any outstanding TOIL is either taken or paid;
- Ensuring all outstanding Varied Rotary Leave (VRL) days are taken, before leaving West Yorkshire Police. There is no facility for officers to be paid for untaken re-rostered rest days under Police Regulations.
(For individuals who have not taken the whole or part of their leave entitlement, then this will be paid on termination of their service in their final salary. For individuals who have exceeded their holiday entitlement for the year, then the overtaken holiday hours will be deducted from their final salary.);
- Returning uniform and equipment to their line manager. It is accepted that some officers may wish to keep certain items of uniform for ornamental purposes, or as memorabilia, on their retirement. This is subject to the approval of the Chief Officer Team;
- If so, submitting a report, to their functional ACC, detailing the items they wish to retain and confirming that they will not sell them to any other individual. A decision will be made, and the individual will be notified of the items they may keep and that all other items must be returned in accordance with this policy.

Please see below examples of items that:

May be retained	May not be retained under any circumstances
Cap and badge	Warrant card
Helmet and badge	WYP stationery
Epaulettes	Pocketbooks
Old style: <ul style="list-style-type: none"> • Loose link handcuffs; or • Wooden truncheon 	Written authorities
Shirts	Baton
	Handcuffs
	Other personal protective equipment

Additional Information

Compliance

This policy complies with the following legislation:

- Data Protection Act 2018
 - Police (Conduct) Regulations 2020
 - Police (Performance) Regulations 2020
 - Police Regulations 2003
 - Police Pension Act and Regulations 1987 (as amended)
 - The 2006 Police Pension Scheme Acts and Regulations
 - Police Pension Regulations 2015
 - Police Pension (Amendment) Regulations 2022
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