

	LANE COUNTY SHERIFF'S OFFICE POLICY	Number: G.O. 6.42
		Issue Date: July 22, 2009
		Revision Date: March 20, 2014; January 29, 2019; October 6, 2020
CHAPTER: Human Resources		Related Policy:
SUBJECT: Retirements /Voluntary Resignation		Related Laws:

POLICY: The Lane County Sheriff's Office will officially acknowledge department retirements.

DEFINITIONS:

1. Years of Service: For the purposes of this General Order, years of service is defined as only that time employed by the Lane County Sheriff's Office.

RULE: None

PROCEDURE:

I. Retirement

A. Based on Age and Length of Service

1. The County Administrative Procedures Manual Chapter 3, Section 56 defines retirement as:
 - a. 50 years of age or older for employees who are designated as Police and Fire as defined in ORS 237.610 and 237.620, or 55 years of age or older for all other employees.
 - b. Eligible to immediately begin receiving benefits under PERS by the first of the month following separation from County employment.
 - c. Length of service - "Continuous years" means full uninterrupted years of service. A period of interruption as a result of voluntary leaves of absence without pay or a layoff and recall within the recall period, is deducted from the total time of service, but does not cancel prior service accrued.

B. Medical/Disability Retirement

1. A member of the Public employees' Retirement System (PERS) who has at least five years of service credit and who becomes totally unable to perform his/her current or any comparable job for which he/she is

qualified because of injury or mental or physical illness of a permanent nature is eligible to apply for a disability retirement.

II. County Recognition of Retirement/Voluntary Resignation

- A. To receive a Crystal Award and Certificate from the Board of County Commissioners the employee must meet the following criteria:
 - 1. Regular Retirement
 - a. 10 years of continuous service with Lane County and eligible to retire under PERS – see I.A.1. above.
 - 2. Medical/Disability Retirement (if not eligible for regular retirement)
 - a. 20 years of continuous service with Lane County and qualified to collect disability benefits. Exceptions are subject to individual analysis.
 - 3. Leaving County employment
 - a. 20 years of service

III. Sheriff's Office Recognition of Retirees/Voluntary Resignation for Years of Service

- A. Retiree
 - 1. An employee retiring with over 10 years of service will receive a DPSST Retirement Certificate and a Retiree Identification Card, if applicable. The employee will also receive, as recognition of service, a shadow box, badge of rank and a choice between a County Crystal Bridge or a Framed Sheriff's Office Challenge Coin. All retirees are eligible for a retirement party.
 - 2. An employee retiring with less than 10 years of service will receive a DPSST Certificate and Retiree Identification Card, if applicable. All retirees are eligible for a retirement party.
- B. Voluntary Resignation – Employee in Good Standing
 - 1. An employee with 10 to 15 years of service will be given a Certificate of Appreciation or a letter from the Sheriff and a small farewell party.
 - 2. An employee with 15 years of service or more will receive, as recognition of service, a shadow box, badge of rank, challenge coin, and a small farewell party.

III. Purchasing Equipment Upon Retirement/Voluntary Resignation in Good Standing

A. An employee who retires in good standing or voluntarily resigns in good standing with a minimum of 10 service years is eligible to purchase at fair market value the following:

1. Service Pistol
2. Other equipment as authorized by the Sheriff or designee