

RESIGNATION

I. **PURPOSE:** To define the process for an S.A.V. member to resign from S.A.V.

II. **GENERAL:** A member may resign from S.A.V. at any time.

III. **PROCESS:** The member will submit a written request for resignation to the Commander, establishing an effective date of resignation.

A. The member will return all S.A.V. equipment to the Commander on the effective day of resignation, or sooner. This includes badge, I.D. card, keys, ERT uniforms and equipment, SHERIFF safety vest, uniforms, uniform brass and other items issued by S.A.V.

B. If the member is also eligible for retirement, the Commander will make the appropriate arrangements for a retirement recognition award to be presented.

C. The Commander will provide a copy of letter of resignation to the Director of Administration, who will notify the Pima County Sheriff's Office personnel department. A copy of the letter will also be provided to the Deputy Commanders.

D. The Commander will provide each retiring/resigning member with a survey form asking members to indicate good areas of S.A.V., areas of concern and suggestions on how S.A.V. can be improved.

IV. **RECOGNITION:** In those cases where the member is not eligible for retirement, or declines retirement, the Commander will determine the appropriate form of recognition.