


<b>PBP FORM 290</b>  <b>PITTSBURGH BUREAU OF POLICE</b> <i>"...accountability, integrity and respect."</i>		<b>SUBJECT:</b> <b>"RETIREMENT / RESIGNATION"</b>		<b>ORDER NUMBER:</b> <b>25-01</b>
		<b>CALEA STANDARD:</b>		<b>PAGE 1 OF 2</b>
<b>RE -ISSUE DATE:</b> <b>3/30/15</b>	<b>EFFECTIVE DATE:</b> <b>3/30/15</b>	<b>ANNUAL REVIEW DATE:</b> <b>MARCH</b>	<b>RESCINDS:</b> <b>ALL PREVIOUS</b>	<b>AMENDS:</b> <b>ALL PREVIOUS</b>

**1.0 PURPOSE**

1.1 The purpose of this policy is to direct members on the steps required upon retirement or resignation.

**2.0 POLICY**

2.1 A member who is retiring or terminating his /her employment for any reason shall download and complete Section 1 of the Retirement or Resignation from the Bureau form (*PBP Form #25.20*)

2.1 The member will then follow the steps on the form, in order, to complete their retirement/resignation.

2.2 Once all of the steps are completed, the original form will be given to Personnel & Finance and a copy will be made and given to the separating member.

**3.0 BENEFITS FOR RETIREES**

3.1 In view of the fact that some benefits may change with each new CONTRACT, or with the revision of the PENSION FUND regulations, members contemplating retirement should contact the Pension Board and Personnel and Finance well in advance of their planned retirement to ascertain the current benefit entitlement.

Approved by:

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 Cameron McLay  
 Chief of Police