

# General Policy

## Paralake Police Department



### DOCUMENT CONTROL

Title	Reinstatements and Resignations
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### PREFACE

This policy outlines our expectations on handling reinstatements and resignations within the Police Department.

### DEFINITIONS

For the purpose of this document:

- 1.1 'PLPD' will represent the organisation: Paralake Police Department.
- 1.2 'PLPD personnel' refers to any persons involved in the activities of PLPD either directly or indirectly.
- 1.3 'PLPD Supervisor' refers to any person holding a rank above Sergeant.
- 1.4 'Server' refers to the PERPHeads community PERP server.
- 1.6 'Human Resources' refers to the division within the Department responsible for reinstatements.
- 1.7 'Command Member' refers to an employee that is part of a division's management team.
- 1.8 'Commanding Officer' refers to an employee that is head of a division, typically ranked Captain.
- 1.9 'SMT' refers to the Department's Senior Management Team consisting of Majors and Chiefs of Department.
- 1.10 'Disciplinary action' refers to any type of disciplinary action listed in the Disciplinary Action & Appeals policy.

### REINSTATEMENTS

2.1 Any individual who wishes to return to the Department or to a previously obtained rank greater than their current rank **must** be reinstated through the reinstatement protocol available here and subject to the guidelines set forth in Appendices 5.1 and 5.2 below.

2.2 Any individual requesting to be reinstated who has an active Internal Affairs investigation open against themselves may not be reinstated until the investigation has concluded and voted on by the Complaint Committee.

2.3 Any individual must meet the requirements identified on the careers page for any given specific rank or role.

2.4 Any individual who has any form of disciplinary action issued on their record since their resignation will become ineligible for reinstatement.

2.5 Any individual wishing to be reinstated to the rank of Corporal or higher **must** have obtained at least one observation report within the past 30 days that demonstrates they are suitable for reinstatement. A member of Human Resources will set the individual to the rank of Senior Officer to allow them to obtain at least one observation report. Following on from this, the observation report will be reviewed by Human Resources and then if you are successful, you will be reinstated to the relevant rank.

2.6 Any individual who has demonstrated, in the opinion of the Head of Human Resources, a high degree of indecision with regards to reinstatements and resignations will be ineligible for reinstatement.

## RESIGNATIONS

3.1 Any individual who wishes to resign must submit a ticket through the help desk directed to Human Resources. Failure to notify Human Resources about your resignation will result in you being dishonourably discharged from the Police Department due to inactivity if any of your positions hold an activity requirement.

3.2 All Command Members and officers who hold an administrative position must give a minimum of 2 weeks' notice to their Line Manager or Commanding Officer (in a written ticket) prior to resigning from their role, unless in exceptional circumstances. Failure to do this will result in being dishonourably discharged and/or receiving disciplinary action.

3.3 Any individual requesting to resign who has an active Internal Affairs investigation open against themselves may not resign until the investigation has concluded and voted on by the Complaint Committee.

## POWERS

4.1 If an individual is being reinstated to a role with additional responsibilities, such as observation reports, Human Resources reserves the right to contact the individual's previous primary division to ensure their previous performance was adequate.

4.2 Human Resources reserves the right to perform a background check on any individual requesting to be reinstated to assess their eligibility and suitability.

4.3 Human Resources reserves the right to reject a reinstatement request if they believe the individual would not be suitable for the role, such as if their recently obtained observation report(s) are poor.

4.4 The Chiefs of Department have the power to veto any decision made by Human Resources employees if they have reason to believe it is unjust or unfair. The Head of Human Resources also has this power if authorised by the Chiefs of Department.

**APPENDIX**

5.1 If the individual who is applying for reinstatement has resigned in the time given below, the following guidelines are in place:

Rank Left At	Time Since Leaving	Returning Rank
Dismissal	Any	Reapply
Senior Officer	Under 2 months	Senior Officer
Corporal	Under 4 months	Corporal
Sergeant	Under 6 months	Sergeant
Command Member	Under 8 months	Sergeant
Commanding Officer	Under 1 year	Sergeant
SMT	Any	Sergeant

5.2 If the individual who is applying for reinstatement, longer than the time given above, the following guidelines are in place:

Rank Left At	Returning Rank
Senior Officer	Reapply
Corporal / Sergeant	Senior Officer
Command Member / Commanding Officer	Corporal