

## The retirement process for sworn members of the Chicago Police Department

Most members have questions about the steps to take when retiring from the Department. We have developed a guide to help you through the process.

### Electronic PAR form

Complete an electronic PAR form to resign for pension purposes. On the PAR form you must indicate the effective date of your retirement. **The effective date of retirement is the close of business on the last day for which you receive pay from the Department.** The PAR form requires a signature from your Unit Commanding Officer. If you are **55-59** you must check the box indicating that you are taking the staggered payout of comp time. If you are **50-54 or 60-63** you check the box lump sum payout for comp time. You must have an exit interview with your Unit Supervisor 3-4 weeks before your effective retirement date for the process to be complete. If you are 55-59 and taking advantage of the free retiree health care you must submit your PAR form by October 1<sup>st</sup> the year before your effective date of retirement. If you are 50-54 or 60-63 you can submit your PAR form the year you retire.

### Pension Board

The Policemen's Annuity and Benefits Fund is located at  
221 N. LaSalle, Suite 1626,  
Chicago Il.60601.

The telephone number is 312-744-3891 or Pax 0357.

Hours 08:30-16:30

You must call and make an appointment 3-4 weeks before your retirement date. The process takes approximately one hour to complete.

Bring an approved copy of your approved Clear form and a signed end of employment form.

### If you are married bring:

1. Spouses **certified** Birth Certificate
2. Spouses Social Security Number
3. **Certified** Marriage License
4. **Certified** Documents terminating any previous marriages for the retiring member and/or spouse, (Divorce Decrees, Death Certificate(s), Annulment Papers, etc.).
5. To continue medical coverage for children under the age of 25, you must provide their name(s), **certified** Birth Certificate(s), and Social Security Number(s). To qualify for continued medical coverage children ages 19-26 **must be full-time students**. If you retire 50-54 to qualify for continued medical coverage children 19-22 **must be full-time students**. If you are **55-63** your children are covered until they are 26.

### Deferred Comp

Members who participate in the deferred compensation program must contact **Nationwide Retirement Solutions at 312-443-1975** to make arrangements for disbursement at least 30 days prior to your retirement date. There is usually a 30 day wait as the City doesn't make notification of your retirement 30 days after you retire. Nationwide is located at  
205 Randolph Suite 1540  
Chicago Il.  
60606

### **Return Department Equipment**

Members must return Department equipment prior to their retirement date. Items must be returned to the Human Resources Division, Administrative Section located at Police Headquarters 3510 S. Michigan. Contact the Personnel Division at 312-745-5300.

- A. Star
- B. Hat Shield
- C. Identification Card
- D. Helmet and Face Shield
- E. Gas Mask/Respirator
- F. Ethics Statement

A copy of the Equipment Transaction Receipt will be issued for returned items.

### **Buy-Out Entitlement Process and Pick-Up of Buy-Out Check**

Based upon receipt of Time and Attendance records, the Finance Division will calculate your buyout. The buyout includes any combination of eligible furlough/baby furlough days, compensatory time, and duty availability. This process takes approximately 8 weeks.

If you are retiring **55-59** for the free health care or after June 1<sup>st</sup> 2017 2% health care you must take a staggered payout of comp time. On March 1<sup>st</sup> of the first calendar year following the date of retirement you will receive a check not exceeding \$15,000. If a remainder exists you will be paid one third of that remainder.

On or before March 1<sup>st</sup> the second calendar year following your retirement you will receive a check not to exceed \$20,000. If a remainder exists you will be paid one half of the remainder.

On or before March 1<sup>st</sup> of the third calendar year following the date of your retirement you will receive the remainder of all remaining time.

The Finance Division will contact the retiree when the buyout check is ready for pick up from the Finance Division, located on the 3<sup>rd</sup> floor of headquarters. If a member elects to have the check mailed, you will give the Finance Division the member's current mailing address and phone number. All checks mailed will be sent via U.S. certified mail, return receipt requested.

If you are retiring **50-54 or 60-63** you will receive a payout for all of your comp time.

### **Retirement Star**

You must have 20 years active years of service to be eligible for a CPD retirement star. If you want an old star you have to request it from Human Resources (they will tell you the cost) at 312-745-5300 or Pax 0340. Payment must be made by money order or cashier's check to *V.H. Blackington & Co.*

If you want an FOP retirement star call the FOP at 312-733-7776. If you want a shadow box or laminated star they can be purchased at the FOP Gift Shop located at 1412 W. Washington Blvd.

**Life Insurance**

You will be given the option of continuing the \$75,000 life insurance policy that the City provides at a cost to you. If you have questions call the Prudential at 800-778-2255.

**FOP**

If you want an FOP retirement star call the FOP at 312-733-7776. If you want a shadow box or laminated star they can be purchased at the FOP Gift Shop located at 1412 W. Washington Blvd.

November of the year you retire your FOP dues are \$40 a year. A reminder will be in the FOP newsletter and you can call to pay by phone or fill out the reminder and send it in with your check.

**IROCC**

As soon as you retire you must qualify for Illinois Retired Officer Conceal Carry H.R. 218. You can go to the Illinois State Police IROCC website and print out the form and follow the instructions. IROCC will send you a list of ranges around the State and you can now qualify at the CPD academy. If you retire out of State you have to contact the State Police where you reside to qualify for IROCC. H.R. 218 allows for retired officers to carry conceal anywhere in the United States. More information can be found at [irocc.org](http://irocc.org) or you can call Joe Maraffino at 773-294-9617.