

RETIRING

PRIOR TO RETIREMENT

1. Contact NYS pension system to set up a date of retirement. Go through website www.osc.state.ny.us or

Call the State at 1(866)805-0990 or (518) 402-4433, along with your application, you will need to bring proof of date of birth for yourself and spouse. (Birth Certificate or passport). Also bring a voided check for direct deposit and your license.

It is recommended to go/retire at the end of a pay period (Thursday). Keep in mind that your last day on payroll will be the day before your effective retirement day with the State.

2. Contact P&A by email (PABRetirementAppointment@PDCN.ORG) and set up an appointment to sign your internal paperwork.

Email prior to appointment **and bring** to the appointment the paperwork from the State, a Pension statement and SS numbers for all dependents on your health benefits.

On the appointment day you will also see Colleen Bell. She will discuss your loss of dental and possible continuation of dental through COBRA. Phone (516) 573-7232 and email: CBell@pdcn.org to discuss your health benefits.

3. Adita Francois in P&A handles all your payouts – separation pay, lag pays and deferred holidays. She will give you a schedule of your checks. FYI – if you have direct deposit it ends on the date of your retirement – you will get paper checks for these payouts.
 - a. Email here Afrancois@pdcn.org
 - b. If you have any outstanding loans with the credit union – it will need to be deducted from your separation pay.
4. Contact Pistol License section ext:7559
 - a. If you live in Nassau County – you will deal with NCPD pistol section, make an appointment with them.
 - b. Suffolk County residents you should start process at least one month before retirement-consult NCPD Pistol section you may need your “Good Guy” letter to start the process.

DAY OF RETIREMENT

You must turn in your equipment. Use PDCN form 106S

Bring form to each unit you turn property into – form needs to be signed by each unit.

1. Go to firearms and turn in your Taser and mace.
2. Go to uniform section – turn in your face mask, riot helmet, bulletproof vest and any uniforms that have NOT been worn.
 - a. They do NOT want – the equipment bag, your memo book, old uniforms, rules and regs, procedure manual
3. Go to photo unit for your retirement ID.
 - a. You will turn in your FOB and Police ID here.
4. Last stop is property bureau
 - a. Turn in your shield, cap device and LIRR pass
 - b. Turn in the PDCN 106S form
 - c. FYI property bureau is closed 1200-1400
 - d. Call support ext: 7500 any problems with turning in property