



ALBUQUERQUE POLICE DEPARTMENT  
ADMINISTRATIVE ORDERS

SOP 3-23

Effective: 01/15/16 Review Due: 01/15/17 Replaces: 04/29/15

### **3-23 RETIREMENT OBSERVANCE**

#### **3-23-1 Policy**

It is the policy of the Department to recognize the retirement of employees and reserve officers formally.

#### **3-23-2 Procedures**

##### **A. Retirement Notification**

1. Eligible personnel of the department who plan to retire should submit a letter of notification at least six months in advance, through their chain of command, with a copy to the Personnel and Payroll Section, the Financial Management Division, and the Awards Review Committee.
2. The notification will consist of a letter to the Chief of Police, on Department letterhead, indicating their anticipated retirement date.
3. Sworn personnel should additionally include a request for an honorary upgrade, if so desired.
4. If sworn personnel wish to purchase their current badge and/or duty weapons, a Badge/Weapon Purchase Request form (PD form 4418) must be submitted to the Chief of Police through their chain of command for approval and forwarded to the Property/Inventory Manager for review and processing. The purchase price for the weapon(s) shall be fair market value as determined via appraisal by a federal firearms licensed dealer.

##### **B. Coordination of Retirement Observance**

Retirement observances shall be coordinated through the Personnel and Payroll Section, the Awards Review Committee, the Police Property Unit, and, if appropriate, the Fraternal Order of Police.

##### **C. Sworn Retirees**

Upon retirement, sworn retirees shall receive:

1. A retirement badge and a plaque commemorating the number of years of service obtained and provided for by the Police Property Unit.
2. An honorary upgrade to the next rank that is offered at the discretion of the Chief of Police. Acceptance is optional on the part of the retiring officer.
3. A certificate of continuous service.



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4. Sworn retirees may wear the appropriate uniform, denoting insignia achieved at the time of retirement, when attending Department special events.

D. Civilian Retirees

Upon retirement, civilian retirees shall receive:

1. A plaque commemorating the number of years of service. The plaque will be obtained and provided by the Police Property Unit.
2. A certificate of continuous service.

E. Reserve Officer Retirees

Upon retirement, reserve officer retirees shall receive:

1. With more than five years of service, a plaque with duty badge attached, commemorating the number of years of service, obtained and provided by the Police Property Unit.
2. With less than five years of service, a certificate commemorating the number of years of service, obtained and provided by the Police Property Unit.

F. Personnel Killed in the Line of Duty

1. Sworn

- a. As determined by the Chief of Police, an honorary upgrade may be awarded to an officer who has been killed in the line of duty or dies honorably of other causes while employed by the Albuquerque Police Department.
  - i. The honorary upgrade is an optional recognition that will be offered to the survivors of the deceased by the appropriate Deputy Chief/Major/Area Commander.
  - ii. The honorary upgrade will apply only to officers through the actual rank of lieutenant.
- b. An award will be presented by the Chief of Police or his designated representative during a Police Memorial Service unless otherwise requested by the surviving family of an officer killed in the line of duty or dying honorably of other causes while employed by the department.
  - i. The award will consist of a badge mounted on a plaque which will be engraved with the employee's name and dates of service. Police Property Unit will be responsible for the procurement of the badge and plaque.



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2. Reserve Officers and Civilian Employees

Reserve officers and civilian employees killed in the line of duty or dying honorably of other causes while employed by the Department will be recognized by the offering of a plaque to their family. The plaque will include the officer or employee's name, dates of service, and APD shield. The Police Property Unit will be responsible for the procurement of the plaque.

G. Retired Officers' Concealed Weapon Carry

1. The APD Firearms Range will conduct handgun qualifications for retired APD officers who wish to carry a concealed weapon under the Federal Law Enforcement Officers Safety Act of 2004. Qualifications will be conducted at the APD Firearms Range under the following guidelines:

2. Concealed Carry Qualification Application

- a. Present the Retirement Identification Card to the APD Range Master.
- b. Complete the Concealed Weapon Carry Application Form at least two weeks before the qualification date.
- c. Have a criminal history check conducted by the APD's Disposition Unit.
  - i. If approved, the retired officer will be scheduled for the next available training course and qualification shoot.
  - ii. Should the criminal history check be denied, the retired officer will not be scheduled for the training or qualification shoot.
- d. Attend a two-hour training, which will include review of the following:
  - i. Law Enforcement Officers Safety Act
  - ii. Firearms Safety Review
  - iii. Fundamentals of Marksmanship
  - iv. Comply with, and fall under all sections of the Law Enforcement Officers Safety Act of 2004.

3. Concealed Carry Qualification

- a. Must pass a qualification course designated by the Range.
  - b. Must supply all ammunition and firearm(s).
  - c. Responsible for maintaining proficiency with the firearm(s). The APD Range personnel are not required to give remedial training.
  - d. Will be held responsible for scheduling training and qualification shoot.
4. Firearms Range personnel shall ensure that all documentation has been given to the retired officer upon completion of the qualification, i.e., documentation that indicates the date of qualification and the type of weapon(s) qualified with.
5. The Chief of Police has the authority to deny an applicant the opportunity to qualify at his or her discretion.