



ALBUQUERQUE POLICE DEPARTMENT  
ADMINISTRATIVE ORDERS

SOP 3-23

Effective: 08/13/2021

Review: 08/13/2022

Replaces: 01/15/2016

### 3-23 RETIREMENT OBSERVANCE

#### Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

[1-57 Identification/Disposition Unit](#)  
[2-2 Department Property](#)

B. Form(s)

Department Firearms Qualification  
PD 2401 Law Enforcement Officers Safety Act Request for Albuquerque Police  
PD 4418 Badge/Weapon Purchase Request

C. Other Resource(s)

18 U.S.C. § 926C Carrying of Concealed Firearms by Qualified Retired Law Enforcement Officers  
City of Albuquerque and Albuquerque Police Officers' Association Collective Bargaining Agreement (CBA)  
City of Albuquerque Personnel Rules and Regulations, § 800 Termination of Employment

D. Rescinded Special Order(s)

None

#### 3-23-1 Purpose

It is the purpose of this policy to provide the Albuquerque Police Department (Department) with requirements to honor the formal retirement of sworn and civilian personnel.

#### 3-23-2 Policy

It is the policy of the Department to formally recognize the retirement of Department personnel.

#### 3-23-3 Definitions

None

#### 3-23-4 Procedures

A. City of Albuquerque Employment Guidelines



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1. Department personnel may refer to City of Albuquerque Personnel Rules and Regulations, Section 800, for further guidelines on termination of employment.

B. Retirement Notification

1. Eligible Department personnel who plan to retire will submit a letter of notification at least two (2) weeks in advance, through their chain of command. They will send a copy to the Personnel and Payroll Section, the Property Unit, the Fiscal Division, and the Office of the Chief.
  - a. Department personnel will include requests for an honorary upgrade to the next rank with the retirement letter.
2. The notification will consist of a letter on Department letterhead to the Chief of Police indicating their anticipated retirement date.
3. Sworn personnel will include their concealed carry request for the Chief of Police's approval.
4. If sworn personnel wish to purchase their current badge and or duty pistol/shotgun, a Badge/Weapon Purchase Request Form will be submitted to the Chief of Police through their chain of command for approval and forwarded to the Property Unit Manager for review and processing. The purchase price for the weapon(s) will be consistent with SOP Department Property.

C. Coordination of Retirement Observance

1. Retirement observances will be coordinated through Operations Review and the Office of the Chief of Police.

D. Sworn Personnel Retirees

1. Upon retirement, sworn retirees will receive:
  - a. A retirement badge and a plaque commemorating the number of years of their service;
    - i. A list of eligible sworn personnel will be provided by the Office of the Chief of Police and to the Property Unit. The Office of the Chief will be responsible for the purchase of these items.
    - ii. Operations Review will maintain a list of retirees that will be provided to the Office of the Chief of Police at their request.
  - b. An honorary upgrade to the next rank, at the discretion of the Chief of Police; and
  - c. A certificate of continuous service.
    - i. The certificate shows the amount of continuous time with the Department with no break in service.



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E. Civilian Retirees

1. Upon retirement, civilian retirees will receive:

- a. A plaque commemorating the number of years of their service. The plaque will be obtained and provided by the Property Unit; and
- b. A certificate of continuous service.

F. Retired Officers' Concealed Carry Weapon

1. The Department Firearms Range personnel will:

- a. Conduct firearms qualifications for retired Department personnel who wish to carry a concealed weapon under the Law Enforcement Officers Safety Act (LEOSA) of 2004. Qualifications will be conducted at the Department Firearms Range under the following guidelines:
  - i. The applicant will:
    1. Certify that they meet the criteria for the standard consistent with 18 U.S.C., § 926C of the LEOSA by qualified retired law enforcement officers;
    2. Present the Retiree LEOSA Certification Card to the Department Range Master;
    3. Complete the Concealed Weapon Carry Application form at least two (2) weeks before the qualification date;
      - A. This form is kept on file at the Department Firearms Range.
    4. Prior to shooting the qualification standards outlined in the LEOSA, discuss the below points with Department Firearms Range personnel:
      - A. LEOSA, including compliance with all sections;
      - B. A firearms safety review; and
      - C. Fundamentals of marksmanship; and
      - D. Concealed Carry Qualification
  - ii. The retired officer will:
    1. Pass a qualification course designated by the State of New Mexico Law Enforcement Academy (NMLEA);
    2. Supply all ammunition and firearm(s);
    3. Be responsible for maintaining proficiency with the firearm(s). The Department Firearms Range personnel are not required to give remedial training; and
    4. Be held responsible for scheduling training and the qualification shoot.
  - iii. Department Firearms Range personnel will:
    1. Ensure that all documentation has been given to the retired officer upon completion of the qualification; and
    2. Document the date of qualification and the type of weapon(s) on which they qualified.



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2. The Chief of Police has the authority to deny an applicant the opportunity to qualify at their discretion and will include the opportunity to review the Internal Affairs personnel file of the individual making the request.