



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Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):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 [\(Formerly 3-03 and 5-7\)](#)
- 2-2 Department Property [\(Formerly 3-75\)](#)

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D. Rescinded Special Order(s)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 Albuquerque Police Department (Department) personnel 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.

N/A 3-23-3 Definitions

None

N/A 3-23-4 Procedures

- A. City of Albuquerque Employment Guidelines



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP 3-23 (Formerly 3-61)

P&P Draft 11/30/2022

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:
 - a. Submit a letter of notification at least two (2) weeks in advance of their retirement date through their chain of command;
 - b. The letter of notification will consist of a letter on Department letterhead addressed to the Chief of Police indicating their anticipated retirement date; and
 - c. Send a copy of the letter of notification to the Personnel and Payroll Section, the Property Unit, the Fiscal Division, and the Office of the Chief of Police.
 - i. Department personnel may request an honorary upgrade to the next rank with the letter of notification.
2. Sworn personnel may include their concealed carry request for the Chief of Police's approval.
3. 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) is outlined in SOP Department Property.

C. Coordination of Retirement Observance

1. Operations Review section personnel and the Office of the Chief of Police will coordinate retirement observances.
2. Operations Review section personnel will maintain a list of retirees that may be provided to the Office of the Chief of Police at their request.
3. The Office of the Chief of Police personnel will provide a list of eligible sworn personnel to the Property Unit.

D. Sworn Personnel Retirees

1. Upon retirement, the Office of the Chief will be responsible for purchasing the following items that the sworn retirees will receive:
 - a. A retirement badge and a plaque commemorating the number of years of their service;
 - 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 continuous time with the Department with no break in service.

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

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1. The Department Firearms Range personnel shall:
 - 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.
 - i. Qualifications will be conducted at the Department Firearms Range.
 - b. Ensure that the applicant will:
 - i. 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;
 - ii. Present the Retiree LEOSA Certification Card to the Department Range Master;
 - iii. Complete the Concealed Weapon Carry Application form at least two (2) weeks before the qualification date;
 1. This form is kept on file at the Department Firearms Range.
 - iv. Before shooting the qualification standards outlined in the LEOSA, discuss the below points with Department Firearms Range personnel:
 1. LEOSA, including compliance with all sections;
 2. A firearms safety review; and
 3. Fundamentals of marksmanship; and
 4. Concealed Carry Qualification.
 - c. Ensure that all documentation has been given to the retired officer upon completion of the qualification; and
 - d. Document the qualification date and the type of weapon(s) on which they qualified.
2. The retired officer will:
 - a. Pass a qualification course designated by the State of New Mexico Law Enforcement Academy (NMLEA);
 - b. Supply all ammunition and firearm(s);
 - c. Be responsible for maintaining proficiency with the firearm(s). The Department Firearms Range personnel are not required to give remedial training; and
 - d. Be held responsible for scheduling training and the qualification shoot.



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SOP 3-23 (Formerly 3-61)

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3. 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 person making the request.

REDLINED



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 (Formerly 3-03 and 5-7)

2-2 Department Property (Formerly 3-75)

~~1-57 Identification/Disposition Unit~~ ~~1-57 Identification/Disposition Unit (Formerly 3-03 and 5-7)~~

~~2-2 Department Property~~ ~~2-2 Department Property (Formerly 3-75)~~ ~~(Formerly 3-75)~~

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) personnel 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.

N/A 3-23-3 Definitions

None

N/A 3-23-4 Procedures



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP 3-23 (Formerly 3-61)

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A. City of Albuquerque Employment Guidelines

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:

- a. Submit a letter of notification at least two (2) weeks in advance of their retirement date through their chain of command;
- b. The letter of notification will consist of a letter on Department letterhead addressed to the Chief of Police indicating their anticipated retirement date; and
- c. Send a copy of the letter of notification to the Personnel and Payroll Section, the Property Unit, the Fiscal Division, and the Office of the Chief of Police.
 - i. Department personnel may request an honorary upgrade to the next rank with the letter of notification.

~~Eligible Department personnel who plan to retire will submit a letter of notification at least two (2) weeks in advance, of their retirement date through their chain of command.~~

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~~a. Department personnel will may include requests for request an honorary upgrade to the next rank with the retirement letter of notification.~~

~~2. The letter of notification will consist of a letter on Department letterhead addressed to the Chief of Police indicating their anticipated retirement date.~~

~~3.2. Sworn personnel will may include their concealed carry request for the Chief of Police's approval.~~

~~4.3. 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 is outlined with in SOP Department Property.~~

C. Coordination of Retirement Observance

1. Operations Review section personnel and the Office of the Chief of Police will shall coordinate retirement observances.

2. Operations Review section personnel will maintain a list of retirees that may be provided to the Office of the Chief of Police at their request.



3. The Office of the Chief of Police personnel will ~~shall~~ provide a list of eligible sworn personnel to the Property Unit.

~~1. Retirement observances will be coordinated through Operations Review section personnel and the Office of the Chief of Police will coordinate retirement observances.~~

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D. Sworn Personnel Retirees

1. Upon retirement, the Office of the Chief will ~~shall~~ be responsible for purchasing the following items that the sworn retirees will ~~shall~~ receive:

- a. A retirement badge and a plaque commemorating the number of years of their service;
- 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 continuous time with the Department with no break in service.

~~1. Upon retirement, sworn retirees will receive:~~

- ~~a. A retirement badge and a plaque commemorating the number of years of their service;~~
 - ~~A list of eligible sworn personnel will be provided by tThe Office of the Chief of Police will provide a list of eligible sworn personnel and to the Property Unit.~~
 - ~~i. The Office of the Chief will be responsible for the purchase of purchasing these items.~~
 - ~~ii. Operations Review will maintain a list of retirees that will may 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.~~

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 shall ~~shall~~ will:



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- 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.
- ~~a.i.~~ Qualifications will be conducted at the Department Firearms Range ~~under the following guidelines:~~
- b. Ensure that ~~t~~The applicant will:
- ~~1.i.~~ 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.ii.~~ Present the Retiree LEOSA Certification Card to the Department Range Master;
- ~~3.iii.~~ Complete the Concealed Weapon Carry Application form at least two (2) weeks before the qualification date;
- ~~A. 1.~~ This form is kept on file at the Department Firearms Range.
- ~~4.iv.~~ Before shooting the qualification standards outlined in the LEOSA, discuss the below points with Department Firearms Range personnel:
1. LEOSA, including compliance with all sections;
 2. A firearms safety review; and
 3. Fundamentals of marksmanship; and
 - ~~4.~~ 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.~~ ~~4.~~ Department Firearms Range personnel will:
- ~~4.c.~~ Ensure that all documentation has been given to the retired officer upon completion of the qualification; and
- d. Document the ~~date of~~ qualification date and the type of weapon(s) on which they qualified.
2. The retired officer will:
- a. Pass a qualification course designated by the State of New Mexico Law Enforcement Academy (NMLEA);
 - b. Supply all ammunition and firearm(s);
 - c. Be responsible for maintaining proficiency with the firearm(s). The Department Firearms Range personnel are not required to give remedial training; and
 - ~~2.d.~~ Be held responsible for scheduling training and the qualification shoot.
- ~~2.3.~~ 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~~ person making the request.