



3-23 — **RETIREMENT OBSERVANCE**

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

- ~~1-11 Behavioral Sciences Section~~
- ~~1-57 Identification/Disposition Unit~~
- ~~2-2 Department Property~~
- ~~3-24 In the Line of Duty Death Notification and Benefits~~

B. Form(s)

- ~~Department Firearms Qualification~~
- ~~PD 4418 Badge/Weapon Purchase Request Form~~
- ~~Albuquerque Police Department Law Enforcement Officers Safety Act (LEOSA)~~
- ~~Request for Albuquerque Police~~
- ~~PD 4418 Badge/Weapon Purchase Request~~

~~Department Firearms Qualification Form~~

C. Other Resource(s)

- ~~18 U.S. Code, § 926C Carrying of Concealed Firearms by Qualified Retired Law Enforcement Officers~~
- ~~Badge/Weapon Purchase Request~~
- ~~City of Albuquerque and Albuquerque Police Officers' Association Collective Bargaining Agreement (CBA)~~
- ~~PD 4418 Badge/Weapon Purchase Request~~

~~Law Enforcement Officers Safety Act of 2004 - HR218~~
~~(Placeholder. For example, Collective Bargaining Agreement Between the City of Albuquerque and the Albuquerque Police Officers' Association (CBA))~~
~~City of Albuquerque and the Albuquerque Police Officers' Association Collective Bargaining Agreement (CBA)~~

D. Rescinded Special Order(s)

- None
- ~~Related SOP(s):~~
- ~~2-2 Department Property~~
- ~~3-24 In the Line of Duty Death Notification and Benefits~~
- ~~1-11 Behavioral Sciences Section~~

3-23-1 — **Purpose**



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

3-23-2 _____ Policy

It is the policy of the Albuquerque Police Department (Department) to formally recognize the retirement of Department personnel employees and reserve officers.

N/A

3-23-3 _____ Definitions ~~(if applicable)~~

~~None~~ The title of defined word or unit ~~Letter of Intent~~

~~Describe terminology used~~.....

N/A

~~Retirement~~

~~_____~~

~~.....~~

~~Termination~~

~~_____~~

~~....~~

~~Resignation~~

~~_____~~

~~.....~~

~~The title of defined word or unit~~

~~Describe terminology used~~

3-23-43 _____ Procedures

A. Retirement Notification

1. ~~Eligible personnel of the Department~~ personnel who plan to retire ~~shall will~~ must should submit a letter of notification at least two (2) weeks in advance, through their chain of command. ~~They will shall will~~, with a send a copy to the Personnel and Payroll Section, ~~the Property Unit Section~~, the Financial Management Division, and the Office of the Chief Awards Review Committee.

~~4-a.~~ Department personnel shall will include =r Requests for an honorary upgrade to the next rank shall be included with the retirement letter.



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2. The notification ~~will~~shall consist of a letter to the Chief of Police, on Department letterhead, indicating their anticipated retirement date.
3. Sworn personnel ~~shall~~will ~~could additionally include a request for an honorary upgrade, if so desired~~include their concealed carry request for the Chief of Police's approval.
4. If sworn personnel wish to purchase their current badge and ~~for~~ duty pistol/shotgun, a Badge/Weapon Purchase Request ~~F~~Form (PD form 4418) shall~~will~~ ~~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~~will be made ~~constant~~consistent ~~with~~ per SOP Department Property.

B. Coordination of Retirement Observance

Retirement observances ~~shall~~will be coordinated through ~~the Personnel and Payroll Section, the Awards Review Committee, the Police Property Unit, and, if appropriate, the Fraternal Order of Police.~~Operations Review Unit (OPS) and the Office of the Chief of Police.

C. Sworn Personnel Retirees

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

- a. A retirement badge and a plaque commemorating the number of years of their service.
 - i. A list of eligible sworn personnel officers ~~will~~shall be provided by the Office of the Chief of Police and's office to the Property Unit. ~~The Property Unit shall be responsible for the purchase of these items.~~Office of the Chief shall ~~will~~ be responsible for the purchase of these items.
 - 1. Operations Review PS s ~~shall~~will maintain a list of retirees that ~~will~~shall be provided to the Office of the Chief of Police at their request; ~~to purchase.~~
 - ii. ~~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; and~~
- b. A certificate of continuous service.
- c. ~~The certificate~~is shows the amount of continuous time with the Department with no break in service.

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



D. Civilian Retirees

1. Upon retirement, civilian retirees ~~shall~~will receive:

~~1.a.~~ a. A plaque commemorating the number of years of their service. The plaque ~~shall~~will be obtained and provided by the ~~Police Property Unit; and~~

b. 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. This is and provided by the Police Property Unit; or~~

~~2. With less than five years of service, a certificate commemorating the number of years of service, obtained. This is d and provided by the Police Property Unit.~~

E. Retired Officers' Concealed Weapon Carry

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

a. Concealed Carry Qualification Application;

~~2.~~ The applicant will certify that they meet the criteria for the standard for House Bill (HB) 218;

b.

~~a.~~c. Present the Retirement Identification Card to the Department Range Master.

d. Complete the Concealed Weapon Carry Application ~~f~~Form at least two (2) weeks before the qualification date;

~~b.~~i. This form is kept on file at the Department Firearms Range.

~~e.~~ Have a criminal history check conducted by the Department's Identification and Disposition Unit consistent with SOP Identification Disposition Unit.

~~i.~~ If approved, the retired officer ~~shall~~ be scheduled for the next available training course and qualification shoot.

~~ii.~~e. Prior to shooting the HB 218 qualification, the below points will be discussed with the firearms training staff: ~~Should the criminal history check be denied, the retired officer shall not be scheduled for the training or qualification shoot.~~

~~d.~~ Attend a two (2) hour training, which ~~shall~~ include review of the following:

i. Law Enforcement Officers Safety Act of 2004;



- ii. A Firearms Safety Review;
- iii. Fundamentals of Marksmanship; and
- iv. Comply with, and fall under all sections of the Law Enforcement Officers Safety Act of 2004.

3.2. Concealed Carry Qualification;

- a. The retired officer shall will must pass a qualification course designated by the State of New Mexico Law Enforcement Academy Range Master.
- b. They shall will must Must supply all ammunition and firearm(s).
- c. They shall will must be Responsible for maintaining proficiency with the firearm(s). The Department APD Firearms Range personnel are not required to give remedial training.
- d. The retired Officer shall will will be held responsible for scheduling training and the qualification shoot.

3. Department Firearms Range personnel shall will ensure that all documentation has been given to the retired officer upon completion of the qualification.

- 4.a. The documentation shall will that indicates the date of qualification and the type of weapon(s) qualified with which they qualified.

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