

SPECIAL ORDER



DISTRICT OF COLUMBIA

Subject	Retirement Badges
Number	SO- 11-17
Effective Date	July 28, 2011
Rescinds:	Part 1-F of General Order 207.01 (Clearance Procedures) Teletype 06-040-11(Procedures for Ordering Retirement Badges), Dated June 9, 2011 Teletype 06-041-11(Addendum to TT 06-040-11), Dated June 6, 2011

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I. BACKGROUND

The Metropolitan Police Department (MPD) provides retirement badges to sworn employees retiring from the MPD. Sworn employees eligible for retirement badges are those who optionally retire with sufficient service time and those who retire on disability.

II. POLICY

It is the policy of MPD to provide retirement badges to all eligible sworn employees who request a badge. The badge will be provided at no cost to the retiree.

III. DEFINITIONS

For the purpose of this order, the following term shall have the meaning designated:

1. Retiree – Sworn employee who retires after attaining the applicable years of service with the MPD or a sworn employee that has been placed into retirement due to a disability.

IV. REGULATIONS

- A. Unless otherwise authorized by the Chief of Police, no volunteer or civilian employee shall be eligible for a retirement badge.

- B. Retirees may only be issued one (1) retirement badge. There are no provisions for the replacement of a lost or stolen badge.
- C. Sworn employees shall refer to General Order 207.01 (Clearance Procedures) for proper clearance procedures.

V. PROCEDURES

- A. Sworn employees may request a retirement badge when they interview with a Human Resource Specialist during their retirement process.
- B. Sworn employees shall complete the PD Form 295-A (Retirement Badge Request Form) (Attachment A) and submit the form to the Human Resource Management Division along with the PD Form 295 (Clearance Form).

VI. ROLES AND RESPONSIBILITIES

- A. The Human Resource Management Division shall:
 - 1. Review the PD Form 295A for accuracy.
 - 2. Transmit the form to the Equipment and Supply Branch, General Support Services Division, Corporate Support Bureau, for processing.
 - 3. Provide the retiree with a copy of the completed form.
- B. The Equipment and Supply Branch shall contact the retiree using the contact information supplied on the PD Form 295-A when the badge is ready to be picked-up.
- C. Sworn employees who are retiring shall:
 - 1. Abide by the procedures enumerated in this order and General Order 207.01.
 - 2. Pick up the badge from ESB once notified.

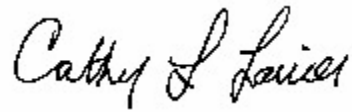
NOTE: The process may take up to seven (7) weeks. Retirees may check the status of their order by contacting ESB.
 - 3. Report a lost or stolen retirement badge to the local law enforcement agency and notify ESB.

VII. CROSS REFERENCE

- A. GO-PER-207.01 (Clearance Procedures)

VIII. ATTACHMENT

- A. PD Form 295-A (Retirement Badge Request Form)

A handwritten signature in black ink, reading "Cathy L. Lanier". The signature is written in a cursive style with a large initial "C".

Cathy L. Lanier
Chief of Police

CLL:PAB:MOC:CC



**Professional Development Bureau
Human Resource Management Division**

300 Indiana Avenue NW, Suite 6061, Washington D.C., 20001 (202) 727-4261

Retirement Badge Request Form

Full Name: _____

Address 1: _____

Address 2: _____

E-Mail Address: _____

Telephone: Home: _____ **Cell:** _____

Rank: _____

Badge Number: _____

Date of Appointment : _____

Retirement Date: _____

Signature: _____ **Date:** _____

When your badge arrives a member of the Equipment and Supply Branch will contact you at the telephone number or e-mail address you provided above. To check on the status of your order you may contact the Equipment and Supply Branch on (202) 645-0135. Please allow 7 weeks for delivery.

Human Resource Management Division Use Only

Authorizing Member's Name (Print): _____

Authorizing Member's Signature: _____

Date: _____