


<b>POLICY 410</b>	<b>RETIREMENT BADGE/IDENTIFICATION CARD</b>	
	REVISED: 06/97, 06/99, 09/02, 01/05, 06/10, 02/11, 10/15, 01/21, <b>04/22</b>	RELATED POLICIES:
	CFA STANDARDS:	REVIEWED: AS NEEDED

**A. PURPOSE**

The purpose of this policy is to establish clear requirements for attaining the official status of "Sworn Police Retirement," or "Professional Civilian Police Retirement," and to establish guidelines for an official retirement ceremony at which a Fort Lauderdale Police Retirement Badge and/or Identification Card will be issued.

**B. REQUIREMENTS**

To attain the status of "Sworn Police Retirement," or "Professional Civilian Retirement" the employee must serve a minimum of ten (10) years of service with this Department, and is leaving in good standing.

**C. ADMINISTRATION**

Retiring sworn Police personnel shall be eligible to receive both a retirement badge and retirement identification card.

All retirement badges, retirement identification cards, and other Departmental or City awards shall be distributed in accordance with the provisions set forth below.

1. Upon deciding to retire, the retiring employee will contact the Police Payroll Unit and fill out all appropriate forms, which will be forwarded to the Chief of Police (via channels) by the employee.
2. The Training Unit, upon being notified of a qualified sworn employee's pending retirement, will contact the Information Services Division and Police Supply to request an official retirement identification card and retirement badge be prepared.
3. Once completed, the identification card will be forwarded to the Training Unit by the Information Services Division.
4. The Training Unit will obtain the retirement badge and/or identification card for all qualified active duty, on-duty disability and civilian personnel.
5. The Training Unit will prepare a certificate attesting to the employee's retirement (Department approved certificate ONLY).
6. Once notified by the Office of the Chief of an employee's official retirement, the Police Payroll Unit will notify the City Personnel Division of the same, and any

gifts due the employee from the City will be forwarded to the Training Unit where they will be assembled for presentation with the above certificate.

7. If the retiring employee desires a Department retirement ceremony, the retiring employee's command will coordinate with the Office of the Chief to select a date for the ceremony to be held at the Department. This date should fall within the employee's final thirty (30) working days.
8. The retiring employee's immediate supervisor will be designated to review the employee's personnel folder in order to include a summary of that employee's accomplishments to be included in the retiring employee's personal letter of congratulations.
9. The personal letter of congratulations from the Chief of Police to the employee will be generated by the employee's immediate supervisor and will be forwarded (through the employee's chain of command for approval) to the Chief of Police for presentation along with the retirement certificate.
10. The Department retirement ceremony will be presided over by the Chief of Police (or official designee), who will present the various awards, gifts and certificates.
11. In the event an additional outside party is planned for the employee, the Chief of Police (or other command officer designated by the Chief of Police) may, upon request, attend and make any other presentations deemed appropriate.

This shall not preclude the Chief of Police or other command officers from attending outside retirement functions in a non-official capacity.

**D. OTHER EFFECTS**

This policy shall have no effect on vested rights, benefits or any other provision of the City retirement system, the pension system or the labor contract.

