

Policy Series 600: Awards and Assistance to Members  
620 - Retirement, Death, and Tenure Awards

Policy 620-4

**I. INTRODUCTION**

- \* Department members, reserve officers, and auxiliary service volunteers may receive tenure, retirement, and death awards based on their status and length of service to the department.

**II. POLICY**

A. Retirement

1. Sworn members who retire will receive their most current badge mounted on a plaque, a retired officer badge, and a retired officer identification card.
2. Non-sworn members who retire will receive their badge, if issued, mounted on a plaque and a retired member identification card.
3. Reserve officers who retire and have completed ten years of service will receive their badge mounted on a plaque, a retired officer badge, and a retired reserve officer identification card.

\* B. Death

The family of a deceased active member will be provided the member's badge, if issued, mounted on a memorial plaque.

\* C. Tenure

Department members, auxiliary service volunteers, and reserve officers who complete twenty-five years of **department service** will be awarded a department ring recognizing length of service and dedication. The service can be achieved in any one or a combination of sworn, non-sworn, reserve, and auxiliary categories; however, it must be actual department service.

- D. Possession of a retirement badge, identification card, and a member's badge at the time of retirement is a privilege and may be revoked at such time as the department becomes aware of any inappropriate use or display of the badge or identification card.

**III. PROCEDURE**

- A. Human Resources Division will notify the Media Relations Office of:
  - 1. Retiring members and reserve officers.
  - \* 2. Reserve officers and auxiliary service volunteers completing twenty-five years of service.
- B. Information Services Division will submit a list of members for calculation of tenure to the Media Relations Office.
- \* C. The Media Relations Office will coordinate the preparation of appropriate retirement, death, and tenure awards and their presentation to department members, reserve officers, and auxiliary service volunteers, or their families.

Richard D. Easley  
Chief of Police

Adopted by the Board of Police Commissioners this \_\_\_\_\_ day of \_\_\_\_\_, 1999.

Jeffrey J. Simon  
President