

SPECIAL ORDER



DISTRICT OF COLUMBIA

Subject	Retirement Badges
Number	SO-14-02
Effective Date	March 19, 2014
Rescinds	SO-11-17 (Retirement Badges) Dated July 28, 2011

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I. BACKGROUND

The Metropolitan Police Department (MPD) provides retirement badges to sworn career members retiring from the MPD and qualifying Reserve Corps members. Sworn members 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 career members and qualifying Reserve Corps members who request a badge. The badge will be provided at no cost to the retiree or qualifying Reserve Corps member.

III. DEFINITIONS

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

1. Qualifying Reserve Corps Member – Reserve Corps member who has completed a minimum of 15 years of creditable volunteer service and has elected to leave the Reserve Corps in honorable status.
2. Retiree – Sworn career member who retires after attaining the applicable years of service with the MPD or a sworn career member that has been placed into retirement due to a disability.

IV. REGULATIONS

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

V. PROCEDURES

- A. Sworn Career Members
 - 1. Sworn career members may request a retirement badge when they interview with a Human Resource Specialist during their retirement process.
 - 2. Sworn career members 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).
- B. Qualifying Reserve Corps Members
 - 1. Qualifying Reserve Corps members may request a retirement badge when they meet with the Reserve Corps Liaison Official during their separation process. Qualifying Reserve Corps members must have a minimum of 15 years of credible service to qualify for a retirement badge.
 - 2. Qualifying Reserve Corps members shall complete the PD Form 295-A (Retirement Badge Request Form) (Attachment A) and submit the form to the Reserve Corps Liaison Official along with the PD Form 295 (Clearance Form).

VI. ROLES AND RESPONSIBILITIES

- A. For sworn career members, the Human Resource Management Division shall:
 - 1. Review the PD Form 295-A (Retirement Badge Request Form) for accuracy.
 - 2. Transmit the form to the Equipment and Supply Branch (ESB), General Support Services Division, Corporate Support Bureau, for processing.

3. Provide the retiree with a copy of the completed form.
- B. For qualifying Reserve Corps members, the Reserve Corp Liaison Official shall:
1. Review the PD Form 295-A (Retirement Badge Request Form) for accuracy.
 2. Transmit the form to the ESB for processing.
 3. Provide the Reserve Corps member with a copy of the completed form.
- C. The ESB shall contact the retiree or Reserve Corps member using the contact information supplied on the PD Form 295-A (Retirement Badge Request Form) when the badge is ready to be picked up.
- D. Sworn career members and qualifying reserve corps members who are retiring shall:
1. Pick up the badge from ESB once notified.

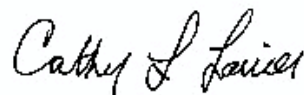
NOTE: The process may take up to seven (7) weeks. Retirees may check the status of their order by contacting ESB.
 2. Report a lost or stolen retirement badge to the local law enforcement agency and notify ESB.

VII. CROSS REFERENCE

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

VIII. ATTACHMENT

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



Cathy L. Lanier
Chief of Police



Corporate Support 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: _____