


POLICY 410	RETIREMENT BADGE/IDENTIFICATION CARD	
	REVISED: 06/97, 06/99, 09/02, 01/05, 06/10, 02/11, 10/15	RELATED POLICIES:
	CFA STANDARDS:	REVIEWED: 01/05, 06/10, 02/11, 10/15

A. PURPOSE

The purpose of this policy is to establish clear requirements for attaining the official status of "Sworn Police Retirement," or "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

1. To attain the status of "Sworn Police Retirement," the employee must:
 - a. Serve a minimum of twenty (20) years of sworn service with this Department.
 - b. The twenty (20) year requirement may include time served in the status of disability due to on-duty injury. Such determination shall be made by the Chief of Police with a review and recommendation by the Senior Staff.
 - c. Serve a minimum of ten (10) years of sworn service with this Department AND be 55 years of age or older.

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 Personnel 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 sworn employee's pending retirement, will contact the Information Services Division and Property Supply to request that 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 Personnel 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. The Training Unit will coordinate with the Office of the Chief in the selection of a date for a retirement ceremony to be held at the Department, and said date should fall within the employee's final thirty (30) working days.
8. Announcements concerning the retirement ceremony will be disseminated throughout the Department by the Office of the Chief.
9. The retiring employee's immediate supervisor will be designated to review the employee's personnel folder and to prepare a summary of that employee's accomplishments for use by the Chief of Police during the ceremony.
10. A 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.
11. The Department retirement ceremony will be presided over by the Chief of Police (or his official designee), who will present the various awards, gifts and certificates.
12. 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.

ATTACHMENT I

Sample letter of congratulations to retiring employee from Chief of Police
(On Department letterhead)

(Date)

(Insert employee name)

Fort Lauderdale Police Department
1300 W. Broward Boulevard
Fort Lauderdale, FL 33312

Dear (first name),

It is with great pleasure that I congratulate you on your retirement from the Fort Lauderdale Police Department. You have been a loyal employee for the last -- years and -- months, and your service to the community has been appreciated by all.

During your time with this Department you served in the following capacities:

- (list in chronological order all assignments)
- (continue list)
- (use as many lines as necessary)
- (also include promotions in this list, with dates)

You were also the recipient of the following awards:

- (list number of Departmental commendations)
- (list number of public commendations)
- (list all Departmental awards such as Officer of Month)
- (use as many lines as necessary)

Again, thank you for your many years of dedicated service to the residents of the City of Fort Lauderdale, and good luck in any future endeavors you may undertake.

Sincerely,

(Insert name)

Chief of Police

(Initials)/(Initials)