3-01/040.60 - Badge Duplicate Memento

Department policy precludes the removal from service of any assigned badge number upon the retirement or death of a Department member.

A retiring member, his authorized representative, or a family member of a deceased member of this Department may request a duplicate of the badge, and any previous badges, of the member be permanently encased in a solid, clear plastic block of at least one inch in thickness as a memento. Only those retirees, who are authorized to receive an official retirement badge, shall be favorably considered. Upon approval of a request, all costs shall be paid by the requestor at the time the order is placed.

Personnel Administration, Administrative and Training Division, shall be responsible for processing all requests and shall ensure that duplicate badges are properly encased before releasing them to the authorized recipient.

Requests shall be made on an SH-AD-131, memorandum and directed to Personnel Administration, Office of Administration Services.