3-02/170.51 - Procedure for the Issuance of Retirement Credentials

The following procedures shall be followed to correctly process and determine a retiree's credential status.

The employee shall advise Personnel Administration of their intent to retire. Such notification should occur at least ninety (90) days prior to the intended date of separation, or issuance of credentials may be delayed. Teletypes reminding personnel of the ninety (90) days lead period will be issued by Personnel Administration twice a year.

Personnel Administration shall notify the employee's division chief of their pending retirement, and the type of retirement, via the form for the recommendation of retirement credentials.

The concerned division chief shall make a recommendation as to whether a sworn employee should be Fully Credentialed, Partially Credentialed, or Non-Credentialed. The division chief shall make a recommendation as to whether a civilian employee should be issued a civilian retirement badge and/or a civilian retirement identification card.

Issuance of Less than Full Retirement Credentials for Sworn Personnel

Recommendations for issuance of less than full retirement credentials for sworn personnel shall include the cause(s) for restricting credentials and privileges in a comprehensive investigative document to be presented to the Executive Review Panel at Case Review.

Before the recommendation can be presented to the Executive Review Panel, it will be necessary for the concerned division chief to forward all pertinent documentation to the director of Administrative Services Division. It shall be Personnel Administration's responsibility to verify the correct procedural method and subsequently prepare, in final form, a summary for Case Review. Any errors and/or omissions in the documentation will be noted and returned to the concerned division for editing, prior to presentation at Case Review. Any questions by the concerned division, regarding specific guidelines in the completion of documentation for Case Review, are to be directed to the Employee Service Center.

If the recommendation for partial or non-credentialing is approved at Case Review, Personnel Administration shall notify the retired sworn employee, in writing, of the Department's intent to deny carried concealed weapons (CCW) privileges or full credentials, and will specify the grounds upon which the intended denial is based. If the retired employee is denied CCW privileges based upon reasons other than psychological analysis, the retired employee will be advised that they have fifteen (15) days from the date of notice to respond and request a hearing. Failing to respond to the notice, forfeits the right to the hearing.

The retired employee shall also be notified that any hearing conducted shall be held before a three-member panel. One member of the board shall be selected by the Department and one member shall be selected by the retired employee or his/her employee organization. The third member shall be selected jointly by the Department and the retired employee, or his/her employee organization, and be mutually agreeable to both parties. Additionally, the retired employee shall be informed that any decision by the hearing board shall be binding for the Department and the retired employee.

If the retired employee responds and requests a hearing within the fifteen (15) day notice, Personnel

Administration is responsible for scheduling the hearing and coordinating the formation of the hearing board.

Once a final decision is rendered by the hearing board, the hearing board shall notify Personnel Administration, in writing, of the decision. Personnel Administration shall be responsible for notifying the retired employee of the decision.

If the retired employee fails to respond within the fifteen (15) days, Personnel Administration shall notify the retired employee, in writing, the Department has denied the privilege to carry a concealed firearm or issue full credentials.

Additionally, the retired employee shall be advised the granting of a retirement badge is a Department prerogative, not a right of the retired employee, and is not subject to review by the hearing board.

All requests for appeals regarding the denial of CCW privileges and/or retirement badges for employees, who retired prior to January 1, 1981, will be handled by Personnel Administration, whose responsibility will be to investigate and prepare the appeal for Case Review. A copy of the appeal will be forwarded to the concerned division chief for his/her review. It will be the responsibility of the concerned division chief to prepare the Recommendation for Issuance of Retirement Credential memo, outlining their recommendation with regard to either upholding the Department's original decision, or amending the recommendation. This memo is to be forwarded to the Director of Personnel Administration. This memo will be incorporated into the final analysis of the appeal, which will be presented at Case Review.