



City of Racine Police Department
Policy and Procedure

Number: 114

Subject: Identification Cards for Retired Officers		
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POLICY

The Racine Police Department will issue retired identification cards to qualified, retired officers in good standing. The issuance of an identification card to a qualified, retired officer in good standing does not carry any law enforcement powers or concealed weapon privileges.

A SLEO CCW identification card may be issued to qualified, separated officers in good standing if the separated officer has met the qualification to carry a concealed weapon as provided by House Resolution 218 also known as "The Law Enforcement Officers Safety Act of 2004". Contact the Planning Lieutenant for information on obtaining such a card.

DEFINITIONS

Qualified, Retired Officer is a person who:

- Resigned from the Racine Police Department in good standing from service as a law enforcement officer other than for reasons of mental instability; and
- Has a non-forfeitable right to benefits of the retirement plan of the Department; and
- Before retirement was regularly employed as a law enforcement officer for an aggregate of 15 years or more; or
- Retired from the Department, after completing the initial probationary period, due to a service connected disability, as determined by the Department.

In Good Standing:

- Means, at the time of retirement, the officer was not facing disciplinary action that could have resulted in his or her termination for misconduct or unfitness for office.

PROCEDURE

RETIRED MEMBER

Any member who has submitted a letter of resignation, or a former member, who meets the requirements of a qualified, retired officer in good standing may request an identification card from the Department.

1. Contact (e-mail, telephone, memo, etc.) the Planning Lieutenant stating how he or she meets the requirements of a qualified, retired officer in good standing, and advise what type of card is being sought.
2. Upon receiving approval to receive an identification card the member shall contact the Identification Unit to make arrangements for his or her photograph and receive the identification card(s).
 - a. Present the copy of the approval to the Identification Unit.
 - b. The initial identification card will be provided by the Department.
 - c. There will be a charge for additional or replacement cards.

IDENTIFICATION UNIT

When contacted by a member or former member of the Department:

1. Schedule a time to photograph and issue the identification card(s).
2. Ensure approval has been given before processing the identification card.
3. Issue the number of cards designated on the approval.
4. Note the date the identification card(s) were issued and notify the Planning Lieutenant via memo or email. Issuance of cards without the Planning Lieutenant's approval is prohibited.

PLANNING LIEUTENANT

Upon receipt of a request for an identification card from a member who has submitted their letter of resignation, or a former member:

1. Determine whether the person meets the requirements of a qualified, retired officer in good standing and what type of card they are eligible for.
2. If the retired member meets the requirements of a qualified, retired member in good standing, notify the person requesting the identification card:
 - a. Take payment for any replacement identification cards (not including the initial card).
 - b. Provide a copy of the approval to the member stating the number of cards to be issued.
3. Maintain a file of persons approved.
4. When a member resigns, place a letter in his or her file indicating if the member left the Department as a qualified retired officer in good standing.

RELATED PROCEDURES

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