

CITY OF EL CENTRO POLICY STATEMENT

Policy Statement No: 210
Category: Personnel
Subject: Public Safety Retirement Badge and
ID Card

Adopted: December 15, 2004
Revised: N/A
Distribution: Public Safety Depts.

PURPOSE

To establish standards for the presentation of a retirement badge and retirement I.D. Card to public safety personnel, regardless of rank, upon retirement from the City of El Centro.

POLICY

The policy of the City shall be that members who have satisfactorily performed expected levels of responsibility and duties within their department, after a certain number of years, and have separated from the City while in good standing should be recognized by the City for their service.

CRITERION FOR QUALIFICATION

In order to receive a retirement badge and retirement identification card, the retiring public safety person shall meet one of the following criteria and be in good standing with the City:

- a. Worked for the City of El Centro for a minimum of twenty years in the fire or police department(s).
- b. Worked for the City of El Centro for a minimum of ten years in the fire or police departments(s) for duty related medical retirements.
- c. If under extraordinary circumstances, the Police Chief or Fire Chief wish to recommend presentation of a retirement badge and retirement I.D. card to a retiring person within their department with less than ten years of service, special justification shall be sent in writing to the City Manager's Office for approval.

AWARD PROCEDURES

- a. Flat Badge and Holder

An El Centro Police Department or El Centro Fire Department flat badge and badge holder shall be presented along with a plaque/proclamation of retirement from the City of El Centro to the retiring sworn personnel. The badge will be engraved with the rank

of the individual retiree and the word "Retired". A wallet sized standard badge holder of black genuine leather will be provided along with the flat badge. If the retiring person wishes to obtain a more expensive badge holder, the retiring person shall pay the difference between the cost of the more expensive holder and the standard badge holder.

b. I.D. Card

An I.D. card, with the word "RETIREED" stamped diagonally across the face of the I.D. card, from left to right, will be issued to the retired sworn personnel. The I.D. card shall contain a photograph of the retired person with his/her position designated by the word "Retired" followed by the last rank held by the person prior to retirement.

c. Presentation

The Mayor, City Manager, Police Chief, Fire Chief or other designated upper management personnel, shall present the flat badge and I.D. card, respectively, to the retiring person at a council meeting or a retirement function within 30 days from the date of the retiring persons date of retirement, or at a time that is satisfactory to the effected parties.

REVOCATION

In the event that the badge or identification card is utilized improperly, the City may demand its return and may revoke the privilege of possessing the badge and/or identification card permanently or for any given period of time. Failure to return all or part of the departmentally issued items may result in the imposition of civil remedies by the City.

Effective Date

The effective date of this policy is December 1, 2003.