

MARIN COUNTY SHERIFF'S OFFICE
CIVIL/DOCUMENTARY SERVICES POLICY AND PROCEDURE MANUAL

CHAPTER 8- Records Process
CIV -08 -34
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DATE
12-4-13

RETIREE IDENTIFICATION CARDS, ISSUANCE OF

POLICY

It shall be the policy of the Marin County Sheriff's Office to provide personnel who retire in good standing a valid Sheriff's Office Retiree ID-Card.

DEFINITIONS

RETIREE ID-CARD: An official department identification card that records the retired status and last held job classification / rank of a Sheriff's Office employee who has retired in good standing from the department. The word "RETIRED" shall be embossed across the face of the card.

RETIREE ID-CARD AUTHORIZATION FORM: A form used to confirm the retired employee can be issued a Retiree ID-Card. The form is further used to determine the specific type of Retiree ID-Card to be issued.

ELECTRONIC RETIREES LIST: An electronic computer file located within the Livescan folder on the Warrants Share Drive listing the different retirees who have been issued Retiree ID-Cards.

RETIREE BINDER: A binder maintained by the Livescan SSA that contains a printed copy of all the Retiree ID-Cards that have been issued and all completed Retiree ID-Card Authorization Forms

HONORABLY RETIRED: A person must enter retirement from active service as a peace officer to be considered a peace officer who is honorably retired to qualify under the statute to carry concealed weapons. At separation, the employee falls into one of three categories- a resigned employee, a terminated employee, or a retired employee. These categories describe the manner in which the employment ended.

PROCEDURE

Prior to an employee's appointment to obtain a Retiree ID-Card , the SSA shall submit a Retiree ID- Card Authorization Form to the Administrative Support Services Bureau Captain for approval. That form shall indicate the effective date of the employee's retirement. The Administrative Support Services Bureau Captain shall determine the specific type of card the retiree is authorized to receive and shall record that decision on the form provided.

A professional staff member who has retired in good standing will be issued a Retiree ID-Card listing the job classification last held by the retiree.

A sworn staff member who has honorably retired will be issued a Retiree ID-Card listing the rank last held by the retiree. The Administration and Support Services Bureau Captain shall determine whether or not the retiree meets the criteria necessary to carry a concealed weapon pursuant to 12027 PC. If eligible, the Captain shall note that on the form provided and the issuing SSA shall select that option from the appropriate Andover System drop down box. The resulting Retiree ID-Card shall state "AUTHORIZED

PER 12027 PC” on the reverse side of that card.

If the Administration and Support Services Captain determines the retiree does not meet the criteria to carry a concealed weapon as established by 12027 PC, the Captain shall note that on the form provided and the issuing SSA shall select that option from the appropriate Andover System drop down box. The resulting Retiree ID-Card shall clearly state “NOT AUTHORIZED PER 12027 PC” on the reverse side of that card.

All Retiree ID-Cards issued shall expire on the first Sunday in January every election (fourth) year. That expiration date shall be clearly recorded on the reverse side of the card and the card shall become void after that date

After a Retiree ID-Card Authorization Form has been submitted and authorization/permissions have been granted, the Electronic Retirees List housed within the Livescan folder on the Warrants Share Drive shall be updated by the issuing SSA with the information maintained in that system. A hardcopy printout of the Retiree ID-Card from the Andover machine and the corresponding Retiree ID-Card Authorization Form signed by the Administration and Support Services Bureau Captain shall be joined and retained in the Retiree Binder maintained by the SSA – Livescan Technician.

RELATED STANDARDS:

Gore v. Yolo County District Attorney’s Office, February 28, 2013

AFFECTED DIVISIONS:

Civil & Documentary Services

DATE OF REVISIONS:

09-05-07

By Order Of:

DAVID M. AUGUSTUS
Sheriff’s Captain