



# Alexandria Police Department

## Directive 4.11B



# Separating/Retiring From Employment

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### 4.11B.01 PURPOSE

The purpose of this directive is (i) to explain the procedures for separating from the employment of the Alexandria Police Department, (ii) to outline the available provisions in both Virginia and Federal law that allow retired law enforcement officers to carry a concealed firearm, (iii) to establish procedures to conform to the requirements associated with the laws that allow retired officers to carry a concealed firearm, (iv) to inform sworn law enforcement officers of the benefit of purchasing their Department handgun upon their retirement as provided for by state law, and (v) to outline procedures for obtaining retired officers credentials and for the purchase of a duty-weapon.

City Administrative Regulations govern many of the procedures associated with separating or retiring from employment as well as benefits. Employees are encouraged to review the Employee Handbook and other Pension Plan documents available on AlexNet and in the [City Human Resources Department](#), as there is a great deal of information available concerning benefits that are not contained in this directive. Police Directive 2.2, Rules of Conduct requires that employees turn in all uniforms and equipment upon separation.

#### 4.11B.02 POLICY

*It is the policy of this Department to ensure that applicable provisions of Virginia and Federal law regarding retired officers carrying concealed weapons are followed, as well as providing for the participation in firearms training by qualified retired law enforcement officers of this Department, as required.*

*Although Virginia law authorizes full-time sworn law enforcement officer retirees with at least 10 years of service to purchase their service weapon, it is the policy of this Department to extend that privilege to officers who have achieved at least 20 years of service upon retirement, and officers retiring with at least 10 years of service as a result of a service-incurred disability. Those officers will have the option to purchase their Department issued handgun for \$1 (one dollar), provided that the officer makes the request to purchase the handgun prior to the effective date of the officer's retirement or separation pursuant to the provisions of Paragraph A of Section 59.1-148.3, of the Code of Virginia.*

*Officers are reminded that for retired law enforcement officers, the carrying of and use or misuse of firearms may carry the potential for personal civil and criminal liability. The Alexandria Police Department assumes no liability in issuing authorizations pursuant to this directive and retired personnel are not entitled to sovereign immunity.*

#### 4.11B.03 DEFINITIONS

**Disability Retirement** - The retirement of an employee, who is unable to perform the duties of his or her position, due to an illness or injury. The process for the City's disability determination is detailed in City AR-6-6.

**Medical Termination** – An employee who is terminated due to his/her physical and/or mental incapacity to perform the usual and customary duties of his/her position shall have full access to the customary benefits, rights and procedures of an employee who voluntarily resigns his/her employment with the City. (AR 6-20)

**Resignation** – The voluntary separation of an employee from his/her position with the Department.

**Retirement** – The resignation of an employee from the Department upon completion of the required number of years of service and/or age to be eligible for a pension.

**Termination** – The involuntary separation of an employee from employment with the Department. An employee who is terminated from employment for disciplinary reasons forfeits all unused annual leave. (AR 6-18)

#### 4.11B.04 PROCEDURES

- A. Employees desiring to separate from the employment of the Police Department via resignation or regular retirement will give at least **two weeks notice** and submit a memorandum to the *Chief of Police*, through channels, advising of their intention to leave their employment. Anything less than a two week notice may constitute not leaving in good standing, at the discretion of the Chief of Police. A copy of the memo will be scanned to the *Human Resources and Recruitment Section* by the employee's immediate supervisor at the time it is received. The memo **must** contain a resignation/retirement date, or the last physical day worked will be used as the effective date of resignation/retirement.
1. Upon leaving City employment for any reason, all employees must contact the City Human Resources Department and schedule an appointment for an exit interview prior to their last day of work.
  2. For non-sworn employees retiring under the Virginia Retirement System (VRS), it is recommended that 90 days notice be given. This is to provide the City's Human Resources Department and Pension Administration Division in the Finance Department ample time to coordinate *the processing of the* retirement and benefits package with VRS.
  3. Sworn employees should contact the Pension Administration Office and allow at least 90 days' notice for the preparation of retirement benefits.
  4. It may be beneficial for employees to coordinate their retirement date either on the last day of the month or on the first day of the month. This decision should be made after discussing the effect on benefits the choice will make. *The City Human Resources Department* and the Pension Administration Office will be able to explain this in detail.
  5. Any changes to a resignation/retirement date must be made known to the *Human Resources and Recruitment Section* and may affect the employee's pension and benefits received. Employee's changing a retirement date must also notify the Pension Office of the new retirement date. *This should be done immediately once the decision to change the date is made.*

- B. Sworn employees hired prior to October 23, 2013, who have completed at least 30 years of credited service under the City of Alexandria Firefighters and Police Officers Pension Plan, are eligible to participate in the Deferred Retirement Option Plan (DROP). The DROP is a program that allows you to continue working for the City as a police officer for a period of up to 3 years and to have your retirement benefits credited to a deferred account at the same time. Participation in the DROP is entirely voluntary. Eligible officers not wishing to participate in the DROP may continue working beyond 30 years until ready to retire. However, once participation in the DROP begins, retirement must occur within a 3-year period. Eligible employees wanting to participate in the DROP should complete an application form in the Pension Administration Division office at least 60 days preceding the DROP election date.
- C. *Employees who have reached at least 25 years of service or age 55 with at least five years of service may elect to receive a one-time Partial Lump-Sum Option Payment (PLOP), which would result in a reduced monthly benefit. Employees should consult their financial planner and the Pension Office for further details.*
- D. Employees must report to work on their last day of employment and may not use their accrued leave balances to continue their active status. (Note: Employees who are terminated from employment are not required to submit a memorandum or report to work on their last day of employment. Those employees should follow the direction of competent authority regarding reporting to the Department.)
- E. Employees must obtain the Clearance Report (APD-30V) from the [Human Resources and Recruitment Section](#) and take it with them to [the City Human Resources Department](#), for the exit interview and have the form signed.
- F. Employees will have the APD-30V signed by the appropriate person in each office listed on the form. All issued items of uniforms, equipment, cell phone and radio must be turned in. The Chief of Police must approve any exceptions to this requirement in writing.
- G. The Technology, Data and Analysis Division Commander will ensure that the employee's passwords are removed from Police Department computer systems upon complete separation from the Department.

#### **4.11B.05 LEAVE BALANCES**

Employees voluntarily separating from employment may be paid for accrued annual and compensatory leave, not to exceed the maximum accrual cap. To separate from City service in good standing, employees must normally give at least two weeks written notice. Those who are terminated from service will forfeit all unused Annual Leave (see AR 6-18). Regular full time and regular part-time employees who have

completed 20 years or more of service and who voluntarily separate from City employment shall be paid 25% of their sick leave balance at the current rate of pay at separation (See AR 6-18).

Employees who are in positions identified as the Senior Executive Group (SEG) do not earn compensatory time and as such will be paid out their Annual Leave balance, up to the cap, and 25% of their sick leave balance, if applicable.

*Note: Employees separating from employment due to a medical termination shall have full access to the customary benefits, rights and procedures of an employee who voluntarily resigns employment with the City (see AR 6-20).*

#### 4.11B.06 RESPONSIBILITIES

- A. Employees separating from service are responsible for obtaining the necessary signatures on the APD-30V.
- B. Failure to return the completed APD-30V to the *Human Resources and Recruitment Section* will result in a delay in processing salary and benefits that the employee may be entitled to receive.
- C. *Sworn employees separating from the Department with ten years of service or more must complete a Retired Officer Credentials/Weapon Application (APD-0065) to make an election regarding the receipt of retirement credentials and the purchase of their duty-weapon if eligible. The APD-0065 form is available in the FORMS folder or may be obtained from the Crime Scene Investigation (CSI) Section.*
  - 1. *Officers who elect to obtain retirement credentials must follow the procedures outlined in section 4.11B.08B.*
  - 2. *Officers who elect to purchase their duty-weapon must follow the procedures outlined in section 4.11B.08F.*
- D. Employees who are terminated as a result of an investigation of misconduct will receive a written statement citing the reason for their dismissal, the effective date of the dismissal, and the status of their fringe and retirement benefits after dismissal. **[26.1.7.a.b.c.]**
- E. The *Human Resources and Recruitment Section* is responsible for the above notification statement of termination.
  - 1. The statement will be given to the employee at the time they are formally advised of their termination.

2. A copy of the statement will be maintained in the employee's police and City personnel files.
- F. The supervisor of an employee leaving this Department's employment will ensure that the employee completes a Property and Evidence Disposition Report (APD - 129) for all remaining property turned in by that employee. The supervisor will then complete a Property and Evidence Disposition Review (APD-128B) and forward it to the Property *and Evidence* Section supervisor. The Property and Evidence Section Supervisor will not sign off on the employee's APD-30V until receipt of the completed forms. *If the separating employee is a new recruit officer, the recruit officer or his/her Police Training Officer (PTO) will complete the 129B. The PTO the recruit officer was with at the time the evidence or property was collected should be assigned the item(s). The PTO will ensure the form is signed by a supervisor.*
- G. Employees will arrange an exit interview with the Chief of Police, or designee, and have the APD-30V signed.

#### **4.11B.07**      ***EMPLOYEES RE-HIRED AFTER SEPARATION***

- A. *A permanent City employee, following resignation with satisfactory service, may be reappointed to a permanent position in his/her former classification under the following conditions:*
1. *The former employee had satisfactorily completed the required probationary period and was converted to permanent status;*
  2. *The former employee was not involuntarily separated from the employee's former position under a dismissal action or a separation-disability action based on total disability;*
- B. *An employee who separates and then returns to City service within six months shall have his/her annual leave accrual rate restored; if the break in service is greater than six months, annual leave will accrue at the rate of a new employee.*
- C. *Regular full-time or regular part-time employees who separate from City service and who are reemployed (working at least 10 hours per week) within a period of 6 months will be credited with their full sick leave balance at the time of separation if they did not receive payment for sick leave hours upon the previous separation.*
- D. *Employees who are re-hired after separating from previous City employment shall serve a probationary period of twelve (12) months after their re-hire appointment. At the end of the probationary period, an employee will be moved from a probationary*



*period to regular status as a result of satisfactory performance during the probationary period.*

- E. The employee's original hire date with the City remains the same and is not able to be changed by the Department. The employee will be given a re-employment date based on the effective date of the re-hire with the City. The City issued re-hire date is what is typically used as the Date Entered Service (DES) for departmental purposes. Any change to the departmental DES requires the Chief's approval and is at the Chief's discretion. Written approval of a change in and employee's DES, for departmental purposes only, would need to be sent to the Human Resources and Recruitment Section for system update.*
- F. Employees must contact the Pension Administration Office (Finance Division) for all pension related questions, to include the effects of re-employment. Pension plan rules dictate how service is calculated.*
- G. Salary determination for an employee being considered for re-hire, will be recommended by the Chief of Police and approved by the City Human Resources Department Director. The salary rate will fall within the salary range applicable to the position classification to which an employee is re-hired.*

*H. REHIRE PROCEDURES:*

- 1. Any former employee interested in returning to the position from which they separated will send a letter to the Chief of Police to formally request re-hire consideration.*
- 2. The Chief of Police will confer with the Bureau Deputy Chiefs to determine whether or not the employee is eligible for rehire. Some of the criteria that will be taken into consideration include, but not limited to, the following:*
  - a. Reason for separation,*
  - b. The employee's personnel file,*
  - c. The employees training file,*
  - d. Performance evaluations, and*
  - e. Any other pertinent documentation related to the former employee.*
- 3. If it is determined that the former employee is eligible to be re-hired, notification will be made to the Human Resources and Recruitment Section.*
- 4. The Training Section will be notified and will coordinate ensuring the Police certification is up to date (if returning to the position of Police Officer).*
- 5. The returning employee will complete all applicable pre-employment testing required of the position to which they are to be re-hired.*

6. *Upon re-hire, the employee will be provided with his/her prior serial number. Employees re-hired to Police Officer positions, will be assigned to PTO for re-integration to be evaluated for solo patrol.*

#### **4.11B.08 CONCEALED WEAPONS PERMITS FOR RETIRED OFFICERS**

If an officer participates in the DROP, the employment status does not change. The officer is still an **active** law enforcement officer of the City of Alexandria. The procedures outlined below *will* be followed when an officer plans to retire, leaves employment with the Department, and wants to carry a concealed weapon. There are provisions in Virginia Law and Federal Law for qualified retired law enforcement officers desiring to carry a concealed firearm after they retire. Each has different requirements. The procedures to be followed are outlined in this section.

##### **A. VIRGINIA LAW**

VA Code 18.2-308 allows for the carrying of a concealed firearm in Virginia and reciprocating states only. *Under the Virginia statute*, there is no requirement to qualify with the firearm after retirement. *However, the Federal Law permitting retired law enforcement officers to carry concealed weapons has annual qualification requirements.*

1. The VA code requirement is:
  - a. Retired after at least 10 years of law-enforcement service, or
  - b. Who retired after reaching 55 years of age, or
  - c. Who retired with a service-related disability,
  - d. Provided such officer carries with him or her written proof of consultation with and favorable review of the need to carry a concealed handgun issued by the chief law-enforcement officer of the last such agency from which the officer retired. (18.2-308 at the time of this writing)
  - e. Provided he or she is not otherwise deemed disqualified from obtaining a concealed weapon permit by Virginia Law (18.2-308 at the time of this writing).

##### **B. PROCEDURES TO MEET VIRGINIA LAW REQUIREMENTS**

1. Retiring sworn officers desiring to carry a concealed weapon after retiring must complete a **Retired Officer Credentials/Weapon Application** (APD-0065) and must demonstrate in writing the need to carry a concealed weapon. *The retiring officer will submit the completed APD-0065 form to the Human Resources and Recruitment Section at least two weeks prior to their date of separation.* The APD-0065 form is available *in the FORMS folder* or may be obtained from the Crime Scene Investigation Section.



2. Upon receipt of the APD-0065, the *Human Resources and Recruitment Section* will verify and complete the dates of service blocks and forward it to the *Information Services Section (ISS)* for a criminal records check. If the *ISS Commander* identifies a reason for the application to be denied, the *CSI Commander* will be notified in writing of the reason.
3. The *Information Services Section* will submit the completed application to the *Crime Scene Investigation (CSI) Section*. Upon receipt of the application, *CSI* will photograph the applicant. The *CSI Commander* will forward the form to the *Chief of Police*.
4. The applicant will be contacted by the *Office of the Chief of Police* and a personal interview will be arranged. Based upon the consultation with the applicant, the *Chief of Police* or designee will complete the *Consultation Review Report* and either approve or disapprove the issuance of authorization to carry a concealed handgun. The *Chief's Aide* will forward the completed APD-0065 and the *Consultation Review Report* to the *CSI* section for processing.
5. The *Chief's Aide* will forward a memorandum to the *City Manager* or designee, requesting approval for the officer to purchase the handgun. Once the request is approved by the *City Manager* or designee, *Chief's Aide* will forward the memorandum to the *Property Section* to be placed in the officer's file.
6. If the *Retired Officer Credentials/Weapon Application (APD-0065)* was not approved, *CSI* will maintain the APD-0065 and the *Consultation Review Report* on file and no identification card will be issued.
7. Officers whose applications are approved will be issued an identification card with concealed weapon privilege, signed by the *Chief of Police* authorizing the retiree to carry a concealed weapon. The *ID credentials* will be issued in-person or by mail. The identification card must be carried when carrying the concealed weapon. The *Chief of Police* may revoke this authorization at any time for cause.
8. After the issuance of the approved identification card, the *Crime Scene Investigation Section* will send a letter with the information from the APD- 0065 form to the *Virginia State Police Firearms Transaction Center* for *VCIN* entry.
9. The *Crime Scene Investigations Section* will maintain the completed APD-0065 form (white copy) and the APD *Consultation Review Report* in their files. If the officer made no election to purchase their handgun, *CSI* will forward the yellow copy of the APD-0065 to the *Property Section* and provide the officer with the pink copy.
10. If the employee is eligible and elected to purchase their duty-weapon, *CSI* will maintain the original (white copy) of the APD-0065, provide the officer with the

*remaining copies of the APD-0065, and instruct them to follow the procedures outlined in section 4.11B.08F.*

### C. FEDERAL LAW (LAW ENFORCEMENT OFFICERS SAFETY ACT)

1. Federal Law (Law Enforcement Officers Safety Act of 2004 (Public Law 108-277). Codified at Title 18 USC §§ 926(B) and 926(C) allows qualified retired law enforcement officers to carry a concealed firearm in every state and the District of Columbia. There is a requirement that the retired officer qualify with the firearm every 12 months. *The retiree may either return to Virginia to qualify or meet* the State standard required for active duty law enforcement officers in the State where he or she lives or from the agency from which he or she retired.
2. By enacting this law, the federal government has effectively overridden state limitations on carrying concealed handguns by certain qualified personnel who meet the federal definition of active and retired law enforcement officer set forth in that section.
3. This law specifically recognizes the authority of private property owners and state and local governments to prohibit the carrying of concealed weapons on their property. A retired member carrying a concealed handgun under this law should also verify and comply with any restrictions applicable to military and federal facilities and parks prior to attempting to enter such facilities.
4. To be in compliance, the qualified retired law enforcement officer in question must carry a photo identification issued by the Department when carrying a concealed weapon.
5. **To meet the federal requirements, a retiree's identification must either contain or be accompanied by a certification that the retiree has, within the previous twelve months, been tested and met the standards established by the issuing agency for the training and qualifications required for active sworn law enforcement to carry a firearm.**

Or

6. A qualified retired law enforcement officer must carry photo identification issued by the agency from which he or she retired from service as a law enforcement officer **and a certification issued by the State in which they reside that indicates that they have been tested or otherwise found by the state to meet the standards established by the State for training and qualification for active law enforcement officers to carry a firearm of the same type as the concealed firearm within the past 12 months.** *The certification that the retiring officer has been tested or otherwise found to meet the established State standards may also be issued by a certified*

**firearms instructor *who* is qualified to conduct firearms qualification tests for active duty officers within that State, or by the agency from which the officer retired.**

7. Officers retiring and later moving to another state *may* qualify and arrange certification **in the state of residence** or from the agency from which he/she retired. The Department issued retired credential will be carried with the qualification certification when carrying a concealed handgun. Qualification with the handgun must be done every 12 months.
8. The provisions of this act indicate that such certification shall be at the expense of the retiree. The law allows the concealment of firearms only and specifically excludes machineguns, silencers, and destructive devices.

#### **D. PROCEDURES TO MEET FEDERAL REQUIREMENTS**

1. Retiring officers desiring to comply with the Federal Law must follow the same procedures outlined *in Section 4.11B.07B* above for obtaining retired credentials that meet the State Law and must contact the Range Manager to arrange for an appointment to qualify with their handgun.
2. The Range Manager will have the appropriate forms available to document and certify that the retired officer has met the DCJS standard for Virginia Law Enforcement Officers.
3. *Retired officers must contact the Range Manager annually to re-qualify or the Federal Conceal Carry authorization will automatically expire.*
4. *Retired officers are expected to comply with all legal requirements necessary for maintaining a Concealed Weapon permit and conduct themselves in a manner consistent with the image of the Department, law enforcement profession and responsible citizenship.*
5. *The Range Manager will supply Department approved ammunition to retirees for qualification, provided it is the caliber used by the Alexandria Police Department at the time of qualification.*

#### **E. CREDENTIALS**

1. Upon retirement, qualified sworn officers, with at least 10 years of service, *may* receive retirement identification credentials from the Department. *Officers must request the credentials at least two weeks prior to their date of retirement.*

2. Officers desiring to carry a concealed weapon in Virginia (and other states having mutual recognition or reciprocity agreement with Virginia) may complete an APD-0065 *following the procedures outlined above in Section 4.11B.08B*. Upon favorable review by the Chief of Police, they will be issued a retirement credential with concealed weapon privilege.
3. Retired officers desiring to qualify annually with their firearm must contact the Range to determine what dates are available and must schedule an appointment with the Range Manager.

#### **F. PURCHASE OF SERVICE WEAPON**

1. The disposition of the retired officer's Department issued service weapon is at the discretion of the Chief of Police and guided by Virginia law, i.e., § 59.1-148.3, and City ARs.
2. *Sworn officers who retire from the Alexandria Police Department will be allowed to purchase the service handgun issued to him or her by the agency at the price of \$1 (one dollar) under the following conditions:*
  - a. *If they retire after at least 20 years of service, or*
  - b. *If they retire as a result of a service-incurred disability.*
3. *The election to purchase the handgun must be made at the time of retirement.*
4. *Officers who are eligible to purchase their handgun and elects to do so must complete the following;*
  - a. *Once CSI has issued the I.D. credentials to the officer (See section 4.11B.08B), he or she will present the APD-0065 to Fiscal Management Section along with payment for the weapon. The Fiscal Management Section will provide the officer with a receipt, complete the Fiscal Management Section's block on the APD-0065, and forward a copy of the payment receipt via email to the Property Section.*
  - b. *Upon receipt of the memorandum request approved by the City Manager or designee and the email from the Fiscal Management Section, the Property Section supervisor will contact the officer and notify him or her of the date and time to report to the Property Section to receive the handgun.*
  - c. *The officer will submit the completed APD-0065 to the Property and Evidence Section supervisor for receipt of the handgun, including the box and two magazines. The Property and Evidence Section supervisor will maintain the memorandum request approved by the City Manager or designee, the email from the Fiscal Management Section, and the completed APD-0065 (yellow*

*copy) in the Property and Evidence disposition file and provide the officer with the APD-0065 (pink copy) for his or her records.*

***Note: No requests to purchase issued service weapons will be accepted after the effective date of the sworn employee's retirement or separation pursuant to the provisions of Paragraph A. of Section 59.1-148.3, of the Code of Virginia.***

**By Authority of:**

**Michael L. Brown  
Chief of Police**



Alexandria Police Department

RETIRED OFFICER CREDENTIALS/DUTY – WEAPON APPLICATION  
CONCEALED WEAPON AUTHORIZATION APPLICATION



FILE #

Name: \_\_\_\_\_ Agency Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Sex: \_\_\_\_\_ Race: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Eye Color: \_\_\_\_\_ Hair Color: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Any authorization issued pursuant to this application will be included in the retirement credentials and must be carried by the recipient at all times while in possession of a concealed weapon. The retiree must notify the commander of the Identification section immediately upon any change of address or any other information which would render this authority null and void. The Chief of Police reserves the right to revoke this authorization at any time for cause. **The permit is valid in Virginia and those states with a reciprocal agreement with Virginia.**

**I have been given the opportunity to receive the following at the time of my retirement/separation, if eligible, and I make the following elections:**

**Retirement Credentials:** I elect to receive  or I elect not to receive  retirement credentials.

**Department-Issued Duty-Weapon** (20 years or more service): I elect to purchase  or I elect not to purchase  the weapon.

I request authorization to carry a concealed weapon based on the following need (e.g., personal protection): \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

HUMAN RESOURCES AND RECRUITMENT SECTION				
Date Entered Service:	Type of Retirement: Reg. <input type="checkbox"/> Svc. Disability <input type="checkbox"/> 10+ years <input type="checkbox"/>	Date of Retirement/ Separation:	Total Years of Service:	Verified By:

INFORMATION SERVICES SECTION				
VCIN:	NCIC:	AJIS:	CW:	Verified By:

Date and time of interview with C.O.P. \_\_\_\_\_

Based upon consultation with the applicant, the issuance of authorization to carry a concealed handgun is: Approved  or Not Approved

Signature of Chief of Police \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICIAL  
FILE PHOTO**  
  
SUPPLIED BY CSI SECTION

FISCAL MANAGEMENT SECTION			
Receipt # from Fiscal:	Purchase Price:	Employee Receiving Funds:	Fiscal Employee Signature:

PROPERTY AND EVIDENCE SECTION			
File Number:	Weapon Type:	Serial Number:	Weapon Released Date:

Property & Evidence Section Supervisor \_\_\_\_\_ Date: \_\_\_\_\_





# City of Alexandria, Virginia

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## MEMORANDUM

DATE: JANUARY 01, 2017  
TO: DEBRA COLLINS, DEPUTY CITY MANAGER  
FROM: MICHAEL L. BROWN, CHIEF OF POLICE  
SUBJECT: WEAPON APPROVAL FOR RETIREE

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The purpose of this memorandum is to request approval to present [Insert rank and name] with his or her service weapon.

[Insert rank and name] will retire effective [Insert date], after [Insert number of years of service] years of dedicated service. The Police Department, as a matter of routine policy, presents retiring officers with their issued service weapon. [Insert rank and name] weapon is a Glock 22, .40 calibers, serial number [Insert serial number].

Thank you for your attention to this matter.

Approved

Not Approved

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Debra Collins, Deputy City Manager