

- I. Eligibility for Retirement Badges/Credentials
- II. Replacement of Retirement Badges / Credentials

- I. Eligibility

Officers eligible for retirement credentials are:

- A. Officers with a minimum of 10 years of aggregate service as a police officer.
- B. Officers with less than 10 years of aggregate service, as a police officer, retiring as a result of a service connected disability.

- II. Replacement of Retirement Badges / Credentials

- A. All requests for replacement identification cards and badge will be submitted to the Internal Affairs Commander. Requests must include the reason for replacement, i.e. lost, stolen or damaged.
- B. Replacement identification cards and badges may be authorized for lost, stolen or damaged credentials. Replacement photo identification cards will not be reissued for changes in personal appearance, age or when a new Park Police Chief takes office.
- C. Retirees residing within the Washington Metropolitan area must appear in person to have a replacement identification card re-issued. Retirees residing out of the Washington Metropolitan area may with approval of the Chief, Park Police Division submit a digital passport photo and have the credentials mailed.
- D. The following procedures will be followed regarding the issuance of replacement retirement identification cards and retirement badges:
 - 1. Whenever a retirement identification card or badge is stolen, a police report will be made within the jurisdiction where the theft or loss occurred. A copy of the police report must accompany the request for replacement.
 - 2. Retirees must pay current cost for any badge or wallet replacements.
 - 3. Upon approval by the Chief, Park Police Division, the Property Specialist will issue retirement identification cards and badges. Retirees may be required to sign for cards and badge.

**Approved Park Police Document
Signed Original on File**

End of Directive