

**PRINCE WILLIAM COUNTY POLICE DEPARTMENT
MANUAL OF GENERAL ORDERS**

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**SEPARATION FROM SERVICE: IDENTIFICATION CARDS, RETIREMENT
BADGE, AND SERVICE FIREARM AT SEPARATION**

The purpose of this General Order is to outline when a separating member is issued retirement credentials; a retirement badge; or a years of service identification card (See Appendix A below: Items Issued or Purchased Upon Separation matrix). It additionally covers the procedure to request the purchase of the service firearm upon retirement in compliance with VA State Code [59.1-148.3](#). For the purpose of this General Order, *Qualified Service* is defined as any prior experience as a law enforcement officer or prior service purchased through the Virginia Retirement System. Additionally, a member must have a minimum of 10 years aggregate service as a law enforcement officer to meet the *Qualified Service* definition.

A. Retirement and Years of Service Identification Cards

1. A full-time sworn member in good standing, who retires under either (i) Section F of General Order [11.01 Separation from Service: Types of Separation](#), Service Retirement and has a minimum of 10 years aggregate service as a law enforcement officer, or (ii) has an aggregate 20 or more years of qualified service, or (iii) is 70 years of age or older, or (iv) under Section G.2 of General Order [11.01 Separation from Service: Types of Separation](#), Work Related Disability Retirement (Service Incurred Disability) may, at the time of separation, be issued a Department retirement identification card.
2. A full-time sworn member in good standing, who separates employment and has served an aggregate 10 years as a law enforcement officer may, at the time of separation, receive an identification card indicating the 10 or more years of service for the sole purpose of being afforded privileges under the Law Enforcement Officer's Safety Act, as amended.

Refer to section D of this policy regarding the procedure for carrying a concealed handgun under the provisions of the Law Enforcement Officer's Safety Act, as amended.

B. Retirement Badge

A full-time sworn member in good standing, who retires under either (i) Section F of General Order [11.01 Separation from Service: Types of Separation](#), Service Retirement and has an aggregate 20 or more years of qualified service, or (ii) has an aggregate 20 or more years of qualified service, or (iii) is 70 years of age or older, or (iv) under Section G.2 of General Order [11.01 Separation from Service: Types of Separation](#), Work Related Disability Retirement (Service Incurred Disability) may, at the time of separation, be issued a Department retirement badge. The member may also receive their current duty badge mounted in a plaque and the Chief of Police may authorize the purchase of additional badges at the time of the member's retirement strictly for ceremonial display purposes.

C. Service Firearm at Retirement

1. The Chief of Police may allow a full-time sworn member in good standing, who (i) will have an aggregate 20 or more years of qualified service or (ii) is 70 years or older, or (iii) is retiring as a result of a Service-Incurred Disability (Work Related Disability), at the time of retirement or separation to purchase and retain their service firearm in accordance with Virginia State Code [59.1-148.3](#). The member must submit a PD-235 "Request to Retain Service Firearm upon Retirement" through the chain of command to the Chief of Police.
2. Upon approval, the member shall submit \$1.00 to the Fiscal and Policy Management Bureau, in a check payable to the Prince William County Director of Finance.
3. Once processed, the member should take the approval memorandum to the Firearms Range, where a concealed handgun identification card will be produced.
4. The member will retain the firearm, holster, magazines, and ammunition.
5. Copies of the approval memorandum are sent to the Logistics & Support Section, the Personnel Bureau, and the Academy.
6. The Logistics & Support Section will retain a copy of the memorandum with the member's uniform issue file and will update the computer system.

D. Conceal Carry

The Law Enforcement Officers Safety Act of 2004 (Public Law 108-277), as amended, allows (i) retired law enforcement personnel and (ii) law enforcement personnel who separate service in good standing with an aggregate 10 or more years of service, to carry a concealed handgun throughout the United States.

To be in compliance while carrying the concealed firearm, the retiree or eligible separated member must:

1. Carry a photo identification issued by the member's former law-enforcement employer
2. Requalify annually at the standards for qualification in the State in which the separated officer resides
3. Carry proof of requalification

Appendix A: Items Issued or Purchased Upon Separation

Situation	Retirement ID	LEO Service ID	Retirement Badge	Firearm
Any VRS Retirement and/or 20 years or more qualified service (10 yrs. as LEO)	X		X	X
Any VRS Retirement with at least 10 years aggregate service as LEO	X			
10 years or more, but less than 20, aggregate service as LEO		X		