

## **NEW PROCEDURES - RETIRED PEACE OFFICER IDENTIFICATION CARDS**

Peace officers who retire have been permitted to retain their employee identification card once the card is perforated with the word "RETIRED." The function of perforating these cards has been performed by the OCA payroll office. Information contained on these perforated cards such as the peace officer registration number, shield number and statement on the back of the card representing the card holder's status as a peace officer is no longer valid. In addition, the card has an expiration date and the perforation is not easily detected.

Effective immediately, the process for obtaining the retired peace officer identification card and the format of the card has changed. The Department of Public Safety has assumed responsibility for issuing retired peace officer identification cards. Retirees will instead receive an identification card displaying the word "RETIRED" in red below the photograph together with the retiree's former title. The red background that indicates that the former employee held a title with peace officer status will remain on the retired identification card. If the retired employee had "no gun" status upon retirement this status also will remain on the retired identification card. Information that is no longer valid, shield and peace officer registration number and expiration date, will not appear on the retired peace officer identification card.

### **Procedures for Obtaining a Retired Peace Officer Identification Card**

1. "Retired" identification cards are issued to peace officer personnel upon their retirement from their court system. Other types of separation from service will not be considered.
2. Upon retirement, peace officer employees submit their employee identification card and agency-issued shield to the chief clerk, district executive or commanding officer of the court or district where the peace officer was last assigned.
3. The Department of Public Safety will issue a retired peace officer identification card once it has received the retiree's Employee Identification Card and official agency-issued shield from the court or district along with a memo confirming the former employee's status as retired.
4. The Department of Public Safety will mail the retiree identification card to the retiree's address as maintained in the court system's Human Resource's Information System (Peoplesoft). In the event that a retiree wants the retired identification card sent to an alternative address, the memo must be accompanied by a letter signed by the retired peace officer with the request that the card be sent to an address indicated in the letter.

### **Replacement Cards for Retired Peace Officers**

Former peace officer employees who retired after December of 2002 may request a replacement "Retired" identification card for a \$25 fee (money order payable to the NYS-Office of Court Administration). Retirees inquiring about a replacement card should be referred to the Department of Public Safety at (212)428-2766.