



Personnel and Administrative Policy and Procedure

SUBJECT: Retirement Honorarium – Police Handgun	EFFECTIVE DATE: July 10, 2008 REVIEWED: February 10, 2012 REVISED:
CATEGORY: 200 POLICY NUMBER: 200.48	CROSS REFERENCE:

Purpose: To provide guidelines for when a Police handgun may be used as a retirement honorarium.

Policy: A service firearm, as defined below, may be given to an employee retiring from the Police department, who meets the criteria listed below.

Eligibility Criteria: To be eligible to receive a service firearm the retiree must meet the following criteria:

- A minimum of five (5) years or more of police service while at the City of Milwaukie.
- Be retiring from Police service at the City of Milwaukie.
- Have been employed as a sworn law enforcement officer for an aggregate of fifteen (15) years or more as defined by Oregon Revised Statutes and Department of Public Safety and Standards Training.
- Be eligible for career police retirement, as defined by the Oregon Public Employees Retirement System.
- Have no sustained discipline of a nature that would be considered dishonorable while at the City of Milwaukie, as determined by the City Manager, Chief of Police or his designee, and/or the Human Resources Director.
- No history of continuing disciplinary problems, as determined by the City Manager, Chief of Police or designee, and/or Human Resources Director in their sole discretion.
- No history of problems with firearms safety.

Service Firearm is defined as follows:

- A service revolver/handgun issued by the City of Milwaukie that was issued to the retiree and used personally by the retiree during the course of their official police duties while at the City of Milwaukie.
- The firearm must have a fair market value of no more than \$500.00 dollars.
- The firearm will be transferred without any ammunition and with all safety precautions in place.

Guidelines for Use

- The firearm will be given to the eligible employee the day after the person retires from employment at the City of Milwaukie. Until that time the firearm remains the property of the City.
- The individual receiving the firearm must sign the attached acknowledgement.

- The City relinquishes all responsibility for the firearm at the time it is given to the individual.

Responsibilities

City Manager and Human Resources Director or designee

- To ensure the recipient meets all the criteria.

Police Command Staff

- Verify that the firearm meets the listed criteria.

Recipient

- Verify that the firearm meets the criteria.
- Sign the attached receipt at time of transfer of the firearm.

Firearm Transfer Acknowledgement

Through the transfer of the sidearm serial number _____, the City of Milwaukie conveys all ownership and responsibility for the care, maintenance, safekeeping, liability and eventual disposal of the sidearm. By accepting the sidearm, the recipient acknowledges the assumption of all responsibility for the sidearm from the point of acceptance on. Any licensing, registration and safekeeping responsibilities for the sidearm that apply to a former law enforcement officer are solely the responsibility of the recipient.

Firearm transferred on: _____ at _____
Date Time

Singing on behalf of the City:

Bill Monahan, City Manager Date

Recipient's Signature

Print Name Here

Date