

 City of Norfolk	Administrative General Order – 498		Retired Officers' Weapons
	Department of Police General Order		
	CALEA:	none	
	VLEPSC:	none	
LEGAL REVIEW DATE:	October 7, 2010	PRESCRIBED DATE:	12-30-10 ^{WPS}
City Attorney:	<i>Wayne Reig</i>	City Manager/Director of Public Safety:	<i>James H. Williams</i>
APPROVED BY THE AUTHORITY OF THE CHIEF OF POLICE:		<i>[Signature]</i>	

Office of Preparation: Strategic Management Division / acb

Purpose

This order establishes procedures enacting the policy of allowing qualified and approved retired police officers to purchase service handguns and to receive authorization from the Chief of Police for a concealed weapon permit.

Policy

It is the policy of the City of Norfolk and the Norfolk Department of Police to recognize the long and respectable service of sworn employees upon their retirement from public safety service, and to promote retirees' continued contribution to public safety as much as is reasonably possible.

Authorization for qualified and approved retired officers to purchase their service weapon and to carry a concealed weapon may establish a means for qualified retired officers to protect themselves and others from criminal action and promote public safety.

In accordance with this policy and Sections 59.1-148.3 and 18.2-308 of the Code of Virginia, 1950 as amended, the City of Norfolk and the Norfolk Department of Police allow qualified and approved retiring Norfolk Police Officers an opportunity to purchase their service handgun. Additionally, qualified and approved retiring/retired Norfolk Police Officers may apply for concealed weapon authorization issued by the Chief of Police.

Supersedes:

1. G.O. ADM-498, dated May 14, 2009
2. Any previously issued directive conflicting with this order

Order contents:

- I. Authorization and Responsibility
- II. Applicable State Codes

I. Authorization and Responsibility

- A. The Chief of Police, in accordance with Virginia State Codes, authorizes implementation of the procedures outlined in Attachment A of this order.
- B. The Chief of Police assigns the Central Records Division responsibility for implementing and administering the procedures cited in Attachment A.
- C. Personnel preparing to retire and who desire to purchase their service handgun and/or receive authorization to carry a concealed weapon must submit, via the chain of command, PD Form 932 Norfolk Department of Police Concealed Weapon Authorization/Purchase of Service Handgun Application. To allow time for processing, applications must be submitted no later than 30 days prior to retirement.
- D. Retiring officers approved by the Chief of Police to carry a concealed weapon will be issued a Police Identification Card. The card will identify the holder as a retired Norfolk Police Officer and having authorization from the Chief of Police to carry a concealed weapon in accordance with Section 18.2-308 of the Code of Virginia, 1950 as amended.
- E. All other retiring officers, including those seeking concealed weapon permits from the court, will be issued a Norfolk Police Identification Card. The card will identify the holder as a retired Norfolk Police Officer and will not include the concealed weapon authorization from the Chief of Police.
- F. Retired Norfolk Police Officers who desire a concealed weapon authorization from the Chief of Police are directed to submit a PD Form 932 to the Central Records Division. Retired officers should submit applications for concealed weapon authorization 60 days prior to the expiration of any existing concealed weapon permit.
- G. All fees for processing applications as noted in Section I. C and F of this order, may be waived, except that personnel will be required to remit the applicable purchase cost to the Property and Evidence Unit to be granted ownership of the service handgun if purchase of the weapon is approved.

II. Applicable State Codes

- A. Section 59.1-148.3 of the Code of Virginia 1950 as amended. Purchase of handguns by certain officers. This code provides authorization for officers to purchase their service handgun upon honorable retirement from service.
- B. Section 18.2-308 of the Code of Virginia 1950 as amended. Personal protection; carrying concealed weapons; when lawful to carry. This code authorizes the Chief of Police to issue concealed weapon permits to retired police officers in lieu of a permit being issued by the Circuit Court.

Related Document:

G.O. OPR-110: Firearms

Attachment:

- A. Procedures for Purchase of Service Weapon/Concealed Weapon Authorization

PROCEDURES FOR PURCHASE OF SERVICE WEAPON AND CONCEALED WEAPON AUTHORIZATION BY RETIRING OFFICERS

- I. Procedure for Purchase of Service Handgun by Retired Norfolk Police Officers
 - A. Retiring officers submit PD Form 932, *Service Handgun Purchase and Concealed Weapon Authorization Application*, to the Central Records Division, via the chain of command. The PD 932 will be submitted thirty (30) days prior to retirement to allow time for processing.
 - B. The Central Records Division will conduct a Criminal History Record check and confirm the applicant's retirement status and years of service. The Central Records Division will forward the PD 932 application to the Chief of Police.
 - C. Approved applications will be returned to the Central Records Division.
 - D. The Property and Evidence Unit will contact the officer and schedule a date to transfer ownership of the weapon.
 - E. The retiring officer must bring the weapon into the Property and Evidence Unit for serial number verification. This will be done as part of the retirement process of returning all other city-issued equipment. Upon verification of the weapon's serial number and remittance of any appropriate fee, the retiring officer will be granted ownership of the service handgun.
 - F. Officers/retirees who do not meet the requirements for purchase of the service handgun set forth in Section 59.1-148.3 of the Code of Virginia 1950, as amended or who do not pass the Criminal History Record check will be notified of the disqualification by the Central Records Division.
- II. Procedures for Concealed Weapon Authorization by the Chief of Police for Retiring or Retired Norfolk Police Officers.
 - A. Retiring officers and retired officers will submit to the Central Records Division, PD Form 932, *Service Handgun Purchase and Concealed Weapon Authorization Application*. For retiring officers, the PD 932 will be submitted thirty (30) days prior to retirement via the chain of command.
 - B. The Central Records Division, upon receipt of the PD Form 932, will conduct a Criminal History Record check and confirm the applicant's retirement status and years of service of the applicant. After completing the Criminal History Record and Service Status check, the Central Records Division will forward the PD Form 932 and appropriate Police Identification Card to the Chief of Police.
 - C. Upon approval by the Chief of Police, the PD 932 and signed Police Identification Card will be returned to the Central Records Division for further processing.
 - D. The Central Records Division will notify the applicant of the approval and provide a date and time for the applicant to return to the Central records Division to complete the process.

- E. Applicants not meeting the qualifications for a concealed weapon authorization set forth in Section 18.2-308 of the Code of Virginia 1950 as amended, or who did not pass the Criminal history Record check will be notified of the disqualification by the Central Records Division.
- F. There will not be a fee assessed to the applicant for the processing of concealed weapon authorization requests or the processing of a Concealed Weapon Permit.
- G. Retirees will undergo Criminal History Record checks every five (5) years to renew their concealed weapon authorization. Renewal applications will follow the same procedure outlined for new applicants utilizing PD 932.

III. Procedures for Concealed Weapon Authorization by the Circuit Court

Retired officers seeking a concealed weapon permit from the Court will obtain an application from the Clerk of Court of the city or county in which the retiree resides. The retiree will submit the application to the Police Department of the city or county in which the retiree resides for processing.

IV. Types of Police Identification Cards for Retirees

A. Card Format With Concealed Weapon Authorization

- 1. “RETIRED POLICE OFFICER” will be printed above the picture of the retiree.
 - i. The field “VOID AFTER” will have an expiration date of five (5) years from the date of issue.
 - ii. The back of the card will contain the following authorization:
“The bearer of this card, after consultation and favorable review, is authorized by the Chief of Police to carry a concealed weapon in accordance with Section 18.2-308 of the Code of Virginia 1950 as amended.”

B. Card Format Without Concealed Weapon Authorization

- 1. This card has no expiration date in the “VOID AFTER” field.
- 2. This card has no authorization declaration on the back.