DOUGLAS COUNTY SHERIFF'S OFFICE		Policy and Procedure
Specific Personnel / Administrative Policies		**P&P-D-111**
Commissioned Service Time Letters/Retiree Identification Cards/Badge Retention		
Effective Date: 07-01-26 Supersedes: 10-30-25	Approval: Sheriff	Number of Pages: 5
References: PP-F-101, 18 U.S.C. §926C, CRS 18-12-203 (1), CRS 18-12-212	Reevaluation Date: Annually	Standards:

I. POLICY

This policy establishes a consistent practice concerning the issuance of Commissioned Service Time Letters, Retiree Identification Cards, and the awarding of badges upon separation of commissioned Sheriff's Office members.

It is the policy of the Sheriff's Office to issue commissioned service time letters to commissioned members separating in good standing in accordance with this policy and per 18 U.S.C. §926C, CRS 18-12-203 (1) and CRS 18-12-212.

It is the policy of the Sheriff's Office to issue retiring commissioned members a Retiree Identification Card, which carries no authority to act as a peace officer or carry a concealed weapon.

It is the policy of the Sheriff's Office to award a badge to commissioned honorable retirees, who separate in good standing. This refers exclusively to those employees who were authorized when on active duty to carry a badge. When a badge is awarded, it will reflect the last rank held by the member. Awarding of badges is at the discretion of the Sheriff.

II. DEFINITIONS

Retiree

A commissioned member who has been with the Sheriff's Office for fifteen or more years and retires voluntarily; who has served as a commissioned law enforcement officer with one or more additional agencies for a combined total of 20 years or more; or whose service otherwise qualifies them as determined by the Sheriff.

Honorable Retiree

A retiree, who separates in good standing, and whose service to the Sheriff's Office exhibited an exemplary sense of personal moral standards and conduct. In all such cases, the Sheriff shall make the determination of whether the retirement is considered honorable.

Medical Retiree

A Sheriff's Office member who has been awarded a retirement due to medical impairment(s). Medical retirement will be generally considered honorable unless the retirement is based on substance abuse or some other condition that has resulted, or could result in, bringing discredit upon the Sheriff's Office or the retiree. In all such cases, the

Sheriff shall make the determination of whether the retirement is considered honorable and if the member has served a sufficient length of service for consideration.

Honorary Member
The Sheriff may bestow on any citizen the title "Honorary Member" with the Douglas County Sheriff's Office. This is an honorary title only and does not give the citizen any powers of arrest, authority to carry a concealed weapon (unless granted a concealed handgun permit through proper channels), or to work any assignments or tasks that are skill specific to fully P.O.S.T. certified peace officers.

Separated in Good Standing
An Office member who prior to separation, served as a commissioned deputy and who, at the time of separation –

- Was not on probation related to disciplinary action
- Was not on suspension
- Was not on a performance improvement plan
- Was not terminated for cause
- Did not resign or retire in lieu of termination for cause
- Did not resign or retire while the subject of an administrative investigation
- Did not resign or retire while the subject of a criminal investigation or case
- Did not resign or retire pending imposed disciplinary action

III. PROCEDURE

A. Upon notification that a commissioned member is separating from the Office, Professional Standards shall notify the Sheriff's Executive Assistant and the Internal Affairs Unit of the pending separation, by email.

B. The Internal Affairs Unit shall prepare a Good Standing Checklist Memorandum (See Annex A) and forward it to the Sheriff's Executive Assistant. The Sheriff's Executive Assistant will present the memorandum to the Sheriff for approval, at which time, the appropriate Service Time Letter (See Annex B) and Retiree Identification Card can be produced, as per the approval of the Sheriff.

C. Service Time Letters
1. A member separating in good standing shall be issued a Commissioned Service Time Letter. This letter is to serve as official notice of the number of years served in a commissioned capacity, and to document whether the individual, at the time of separation, meets the requirements of 18 U.S.C. §926C, CRS 18-12-203 (1) and CRS 18-12-212.
2. The Good Standing Checklist Memorandum from the Internal Affairs Unit, and the Service Time Letter, if issued, will then be placed in the member's personnel file on SharePoint.

D. Retiree Identification Cards
1. If approved by the Sheriff, retirees shall be issued an identification card bearing the retiree's photograph, rank at time of retirement, and the word 'RETIRED.'
2. Retiree Identification Cards carry no authority to act as a peace officer or carry a concealed weapon.

E. A badge of the Office symbolizes the employee's dedication, service and public trust. If a badge is awarded to a separating commissioned member upon retirement, it will be a reminder to the retiree and their family of their years of dedicated service, sometimes involving extreme hardship.

F. The Office may issue a retiree Identification Card and/or a badge posthumously to a commissioned member's family, at the Sheriff's discretion.

G. If an issued retiree identification card or awarded badge becomes lost or stolen, the retiree is responsible for notifying the Sheriff's Office, so that appropriate measures can be taken.

H. The Sheriff may recognize citizens of the county for their long-time support and relationship with the Sheriff's Office and/or the civil duties they have performed for the community. Individuals receiving the title of "Honorary Member" may be issued an identification card bearing the individual's photograph with the words 'HONORARY MEMBER' on it. This does not give them any authority as a peace officer. The Honorary Member may be issued a concealed handgun permit by following established procedures as set forth by state and federal laws in compliance with Office policy and procedure P&P-F-101 *Concealed Handgun Permits & HR218*. Honorary Member status may be revoked by the Sheriff at any time.

By Order of the Sheriff

ANNEX A

Memorandum

Office of the Sheriff

TO: Sheriff Darren Weekly

FROM: Internal Affairs Unit

DATE: September 20, 2025

SUBJ: Good Standing Checklist for Service Time Letter

The Internal Affairs Unit has been advised of the separation of:
Name: _____ OSN Number: _____

The Internal Affairs Unit has conducted a review and determined the separating member:

- ☐ Was on probation related to disciplinary action at the time of separation
- ☐ Was on suspension
- ☐ Was on a performance improvement plan
- ☐ Was terminated for cause
- ☐ Resigned or retired in lieu of termination for cause
- ☐ Resigned or retired while the subject of an administrative investigation
- ☐ Resigned or retired while the subject of a criminal investigation or case
- ☐ Resigned or retired pending imposed disciplinary action
- ☐ Letter of Discipline and Notice of Findings Attached.

The employee was employed by the Douglas County Sheriff's Office from:
_____ thru _____

- ☐ More than 10 years; or
- ☐ A total of _____ years

This employee's separation will be reported to POST as:

- ☐ Resigned or retired
- ☐ Terminated for cause
- ☐ Resigned/retired following an incident that led to investigation within 6 months
- ☐ Resigned/retired while under investigation
- ☐ Resigned in lieu of termination for cause

Verified by: _____ on _____
IAU Member Signature/OSN Date

Issued/Awarded:

- ☐ Service Time Letter
- ☐ Retiree Identification Card
- ☐ Badge

Sheriff Approval: _____ on _____
Date

*This form is to be maintained in the separating member's personnel record

ANNEX B

September 20, 2025

RE: 18 U.S.C. §926C – Carrying of Concealed Firearms by Qualified Law Enforcement Officer

To Whom It May Concern:

This letter shall serve as official notice that:

- XXXXXXXXXXXXXXX was employed by the Douglas County Sheriff's Office as a commissioned member from XXXXXX to XXXXXX totaling XX years; and
- Separated from sworn service in good standing; and
- Before such separation, the member was authorized by law to engage in or supervise the prevention, detection, investigation, or prosecution of, or the incarceration of any person for, any violation of law, and had statutory powers of arrest; and
- Meets the criteria of being separated from service in good standing set forth in 18 U.S.C. §926C – Carrying of Concealed Firearms by Qualified Retired Law Enforcement Officers; and
- On the date of separation, to the best of our knowledge and the information available to us, the separated member meets the criteria specified in the section CRS 18-12-203 (1) and CRS 18-12-212.

If you need additional information related to this former employee, please contact my office at 303-660-7505.

Respectfully,

Darren M. Weekly
Sheriff

Douglas County Sheriff's Office
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Castle Rock, CO 80109

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