



POLICY AND PROCEDURE NO. 97

Retired Officer Identification Cards

(LEOSA)

Massachusetts Police Accreditation Standards:
None

Date Issued: June 10th, 2026
Date Effective: June 10th, 2026

4 Pages

1. PURPOSE:

The purpose of this policy is to establish uniform standards and procedures for the issuance of retired law enforcement officer identification cards by the Worcester Police Department pursuant to 501 CMR 13.00 and the Law Enforcement Officers Safety Act of 2004 (LEOSA), 18 U.S.C. § 926C. This policy defines the term “retired in good standing,” establishes the criteria the Chief of Police shall apply in making that determination, and assigns responsibility for verification, approval, issuance, and recordkeeping.

2. POLICY:

It is the policy of the Worcester Police Department to issue a retired law enforcement officer identification card to any retiree of this Department who meets the definition of a Qualified Retired Law Enforcement Officer under 501 CMR 13.02, as verified by the Bureau of Professional Standards and approved by the Chief of Police. Because these identification cards are issued without an expiration date and enable nationwide concealed carry under LEOSA when combined with an annual firearms qualification, eligibility shall be verified with care and the basis for every determination shall be documented in writing at the time of issuance or denial.

3. SCOPE:

This policy applies to all requests for retired law enforcement officer identification cards submitted by sworn retirees of the Worcester Police Department, including requests for replacement cards. This policy governs only the identification card described in 501 CMR 13.00. It does not govern active-duty personnel identification cards, which are addressed in the Department’s personnel identification policy, and it does not govern the LEOSA firearms qualification card, which is issued by a certified instructor under 515 CMR 6.00 and is not a Department credential.

4. DEFINITIONS:

A. Qualified Retired Law Enforcement Officer

An individual who, pursuant to 501 CMR 13.02 and 18 U.S.C. § 926C(c): (1) separated from service in good standing with the Department as a law enforcement officer; (2) before such

separation, 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; (3) before such separation, served as a law enforcement officer for an aggregate of ten (10) years or more, or separated after completing any applicable probationary period due to a service-connected disability as determined by the Department; (4) has not been officially found by a qualified medical professional employed by the Department to be unqualified for reasons relating to mental health, and has not entered into an agreement with the Department acknowledging that he or she is not qualified for reasons relating to mental health; and (5) is not prohibited by federal law from receiving a firearm.

B. Retired in Good Standing

A retiree shall be deemed to have retired in good standing if the retiree separated from the Department by reason of retirement, including superannuation or disability retirement, and at the time of separation: (1) was not charged with, or under criminal investigation for, any criminal offense; (2) was not the subject of a pending or unadjudicated internal investigation or disciplinary action involving dishonesty, an ethical violation of Department rules, excessive force, or criminal conduct; (3) did not separate as a result of, or in lieu of discipline for, a sustained finding of such misconduct; and (4) was not decertified by, or the subject of pending decertification proceedings before, the Massachusetts POST Commission pursuant to G.L. c. 6E. Discipline that was fully adjudicated and served prior to separation, after which the officer returned to unrestricted duty, shall not by itself disqualify a retiree from a finding of good standing.

C. LEOSA

The Law Enforcement Officers Safety Act of 2004, 18 U.S.C. §§ 926B–926C, as amended, which permits a qualified retired law enforcement officer to carry a concealed firearm nationwide, subject to the conditions of the Act, when carrying both the identification card described in this policy and a current firearms qualification certification.

5. ELIGIBILITY VERIFICATION:

A. Application

A retiree seeking an identification card shall submit a request to the Bureau of Professional Standards. The request shall be documented on the Department's Retired Law Enforcement Officer Identification Card Eligibility Verification and Approval form. The request shall include a signed attestation, made under the penalties of perjury, that the retiree meets the criteria of 18 U.S.C. § 926C and 501 CMR 13.02, including that the retiree is not prohibited by federal law from receiving a firearm.

B. Verification by the Bureau of Professional Standards

Upon receipt of a request, the Bureau of Professional Standards shall verify each eligibility requirement in Section 4(A) against Department records, including the retiree's personnel and service record, internal affairs history, separation status, and POST certification status. The reviewing officer shall record the result of each verification on the form, state a recommendation, and forward the completed form through the chain of command to the Chief of Police.

C. Determination by the Chief of Police

The Chief of Police shall determine whether the retiree is a Qualified Retired Law Enforcement Officer, applying the definition of retired in good standing set forth in Section 4(B). The determination, whether approval or denial, shall be recorded on the form and shall state the basis applied. The completed form shall be retained by the Bureau of Professional Standards.

6. ISSUANCE:

Upon approval by the Chief of Police, the Bureau of Professional Standards shall notify the Training Division, and personnel designated by the Chief of Police shall order the identification card through the Massachusetts Chiefs of Police Association. The Licensing Division does not produce or issue these identification cards. Retirees should be advised that ordering and production timelines depend on vendor availability and that delays may occur.

7. DENIALS:

If the Chief of Police determines that a retiree does not meet the eligibility requirements, the Bureau of Professional Standards shall notify the retiree of the denial in writing. The notice shall identify the eligibility requirement that was not met. A denial shall be based only on the criteria set forth in this policy and the facts existing at the time of the retiree's separation, except that a federal firearms prohibition or POST decertification arising after separation shall also constitute a basis for denial.

8. REPLACEMENT CARDS:

A retiree may request a replacement for a lost, stolen, damaged, or worn identification card through the Bureau of Professional Standards. A replacement card shall be issued upon verification of the retiree's identity and confirmation that the retiree remains a Qualified Retired Law Enforcement Officer under this policy. In acting on a replacement request, the Chief of Police may reexamine whether the retiree retired in good standing, applying the definition in Section 4(B) to the facts existing at the time of separation; any denial shall comply with Section 7.

9. LIMITATIONS OF THE IDENTIFICATION CARD:

The identification card confers no law enforcement authority, powers of arrest, or employment status. The card alone does not authorize the carrying of a concealed firearm. Carry under LEOSA additionally requires a current firearms qualification certification, obtained annually and at the retiree's own expense from an instructor certified by the Department of State Police pursuant to 515 CMR 6.00; the Department does not administer or certify that qualification. Retirees remain responsible for compliance with all applicable federal and state firearms laws, including any licensing requirements applicable to Massachusetts residents. The identification card remains the property of the Worcester Police Department and shall be surrendered upon demand. The Chief of Police may revoke an identification card upon written notice where the retiree is no longer a Qualified Retired Law Enforcement Officer, including by reason of a federal firearms prohibition or POST decertification arising after separation.

10. RECORDS:

The Bureau of Professional Standards shall maintain the completed eligibility verification and approval form and any associated written determinations or denial notices for each request, in accordance with the applicable records retention schedule.

Per:

Paul B. Saucier
Chief of Police