



SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



430.03 RETIREMENT AND PURCHASE OF EMPLOYEE EQUIPMENT 1-17-23

PURPOSE

The purpose of this order is to establish procedures for employees to request to purchase Department-issued equipment in accordance with Section 3.82 of the Sacramento City Code.

POLICY

It shall be the policy of the Sacramento Police Department to allow employees who retire from the Department in good standing to request to purchase their issued duty badges, shields, hat pieces, and/or duty weapons with the approval of the Chief of Police (COP).

PROCEDURE

A. GENERAL

1. Badges of officers killed in the line of duty shall be retired from the Department badge roster.
2. The COP shall have the ultimate decision-making authority as to the purchase of any Department-issued equipment.
3. Employees leaving the Department prior to retiring may not purchase Department-issued equipment unless authorized by the COP as outlined in sections B and C below.
4. Upon reviewing a request to purchase Department-issued equipment, considerations by the COP may include, but are not limited to:
 - a. Current law
 - b. Needs of the Department
 - c. Original funding source of the equipment
 - d. Procurement regulations
 - e. Any other issues that may prohibit purchase.
5. Upon approval of the purchase and prior to the equipment being retained or returned to the employee, appropriate purchase agreements shall be signed.

B. BADGES AND HAT PIECES

1. Any employee wishing to purchase their badge, shield, and/or hat piece shall have had at least ten (10) years of continuous service with the Department.
2. The employee shall complete a Request to Purchase Department Issued Badge and/or Hat Piece Form (SPD 981) and email it to the Personnel Services Division (PSD) at "SPD Personnel" and cc their chain of command.
3. The PSD shall:
 - a. verify that the employee is eligible to purchase the equipment.
 - b. forward the completed SPD 981 to the COP for approval.
 - c. ensure that the employee pays for the cost of a replacement badge, shield, and/or hat piece and engraving; and
 - d. arrange to have the back of the badge properly engraved to indicate that it is no longer an official duty badge.

C. DEPARTMENT OWNED FIREARMS

1. To be eligible to request to purchase their duty weapon, the employee shall have served for a period of at least 10 years and will have been duly retired through a service retirement or, is a peace officer retiring from a job-incurred disability not related to a psychological disability and who has been granted the legal right to carry a concealed firearm.
2. Any employee wishing to purchase their duty weapon shall:
 - a. contact the Governmental Affairs Unit (GAU) and express their interest in purchasing their



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- duty weapon. The GAU shall obtain a fair market value for the weapon from the Department Armorer and contact the employee to inform them of the purchase price for the weapon; and
- b. submit a signed Agreement for Sale of Police Duty Weapon (SPD 982), including his/her name, make, model number, caliber, serial number, and price for the duty weapon, and a purchase memorandum addressed to the COP through his/her chain of command.
3. Supervisors shall:
- a. review the purchase memorandum and the SPD 982; and
 - b. forward the completed purchase memorandum and SPD 982 as outlined below.
4. To ensure the employee is “honorably separating” from the Department, the SPD 982 shall be reviewed by the following:
- a. Captain of last assignment
 - b. Internal Affairs Lieutenant
 - c. Personnel Division Captain
 - d. Deputy Chief of last assignment
 - e. Criminal Investigations Unit, which shall conduct criminal history checks to ensure the employee is legally able to possess the firearm
 - f. GAU
5. The GAU shall
- a. Forward the SPD 982 and the purchase memorandum to the COP for signature.
 - b. Ensure that payment is provided by the employee (checks shall be made payable to the City of Sacramento).
 - c. Process the SPD 982 and deliver the employee’s check to the Fiscal Operations Unit.
 - d. Ensure that, within 10 days of the date that the handgun is transferred to the retiree, the name of the officer and the make, model, and serial number shall be entered into the Automated Firearms System (AFS) via the California Law Enforcement Telecommunications System (CLETS) by the Evidence and Property Section.