Memorandum

Date:

July 26, 2011

To:

Commanders and

Chief Financial Officer Doug Martin

From:

Chief Deputy Donald Patterson

Subject:

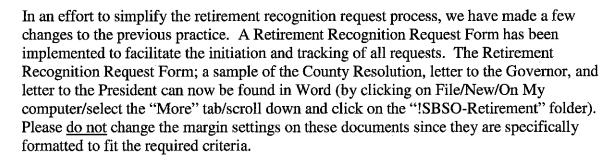
Retirement Recognition Responsibilities

REVISED

CC:

Sheriff, Undersheriff, Chiefs, Lieutenants, Sergeant Brad McVay,

Administrative Professional Janie Taylor



When an employee announces his/her retirement date, he/she should submit a memorandum or letter to the Sheriff via the chain of command. Upon receipt of this memo, the employee's Division Commander (or the Commander's designee) should complete a Retirement Recognition Request Form. The form must be e-mailed to the individuals listed on the bottom of the form.

Depending on years of service, the retiree is entitled to receive the following:

Retirement Flat Badge

All sworn retirees are eligible to receive a retirement flat badge. The turnaround time is at least six weeks. Please note the retiree's name on the Retirement Recognition Request Form will be the name that will appear on the wallet, unless otherwise specified in the special instruction/comments section on the form.

Certificate of Retirement

All retirees will receive a Certificate of Retirement. To request this certificate, please complete the Retirement Recognition Request Form. This certificate will be presented by the



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Sheriff at the individual's retirement event. Please be sure to provide the celebration date on the form so that it can be noted on the Sheriff's calendar.

County Resolution

Retirees with 20+ years of county service are eligible to receive a County Resolution. Please complete a sample resolution with the retiree's pertinent information and submit one month prior to the individual's retirement date for processing.

<u>State/Federal Legislature and Governor Letter</u> (25+ years) <u>Presidential Letter</u> (30+ years)

To request a letter from the State/Federal Legislature, Governor or President, please complete the sample letter provided in Word. The turnaround time for these letters is approximately one to two months.

This process may be altered on a case-by-case basis.

Thank you for your assistance.

Donald Patterson, Chief Deputy CUSTODY OPERATIONS