

# 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



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In an effort to simplify the retirement recognition request process, we have made a few changes to the previous practice. A Retirement Recognition Request Form has been implemented to facilitate the initiation and tracking of all requests. The Retirement Recognition Request Form; a sample of the County Resolution, letter to the Governor, and letter to the President can now be found in Word (by clicking on File/New/On My computer/select the "More" tab/scroll down and click on the "!SBSO-Retirement" folder). Please do not change the margin settings on these documents since they are specifically formatted to fit the required criteria.

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

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.

**State/Federal Legislature and Governor Letter** (25+ years)

**Presidential Letter** (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.

A handwritten signature in black ink, appearing to read 'Donald Patterson', written in a cursive style.

Donald Patterson, Chief Deputy  
CUSTODY OPERATIONS