

# Memorandum

**Date:** May 10, 2016  
**To:** All Personnel  
**From:** Undersheriff Melekian  
**Subject:** Issuance of Retirement Badges



**Sheriff's Bulletin:** 16-11

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Recently, several employees who have voluntarily left the agency requested authorization to purchase their badges. As we have no formal policy on this, this bulletin will be the first step towards developing one.

A law enforcement officer's badge is a symbol of the public trust and of the office held by that officer. The retention of the badge is a mark of honorable service and reflective of the dedication required to serve in this profession.

Consequently, one of the following criteria must be met before a departing deputy will be permitted to purchase their badge:

1. The deputy is service retiring under honorable conditions
2. The deputy is leaving the agency, under honorable conditions with 10 or more years of service
3. The deputy is being medically retired as a consequence of injuries suffered in the line of duty
4. The deputy is being promoted

Notwithstanding the above criteria, the purchase of any deputy's badge must be approved by the Sheriff.

It shall be the responsibility of the Special Services to maintain a record of all badges approved for purchase. Such a record shall include the badge number, the employee to whom the badge was issued, the date of issuance and the reason for approval.

Bernard Melekian  
Undersheriff