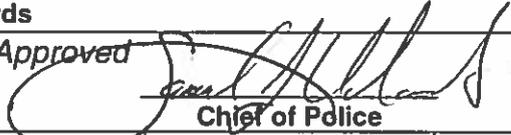


**LANCASTER POLICE DEPARTMENT
GENERAL ORDERS MANUAL**

Effective Date August 12, 2015		Amended Date June 30, 2020		Directive 1.06.3	
Subject Honorably Retired Peace Officer Identification Cards					
Reference			Approved  Chief of Police		
Distribution All Personnel City Manager City Attorney		TPCA Best Practices Recognition Program Reference None		Review Date June 30, 2020	
				Pages 5	

This Operations Directive is for internal use only and does not enhance an officer's civil or criminal liability in any way. It should not be construed as a creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this Operations Directive, if proven, may only form the basis for a complaint by this Department, and only in a non-judicial administrative setting.

SECTION 1 PURPOSE

The purpose of this policy is to afford to honorably retired peace officers the appropriate credentials and assist them in complying with the statutes regarding the concealed carry of a weapon. It is the intent of this directive to meet the requirements of Federal statutes which authorize properly credentialed retirees who demonstrate weapons proficiency as specified herein to carry a firearm in any state.

SECTION 2 POLICY

Consistent with State and Federal statutes and regulations it shall be the normal practice of the department to provide a requesting department retiree with credentials, which may include a weapons proficiency endorsement. The department retains all discretionary rights afforded under controlling statutes and regulations.

SECTION 3 PROCEDURES

A. General Provisions

1. Texas statutes and regulations grant Police Chiefs the authority to issue credentials that allow an honorably retired peace officer the authority to carry a handgun. The controlling statutes and regulations require the retiree to possess a department issued photographic identification card indicating their retired status and a current valid weapons proficiency certification.
2. The authority to carry a firearm under the provisions of this directive, and the statutes and regulations informing this directive are not the same as those governing a retiree License to Carry (LTC). The "no waiting" purchasing privileges only apply to those officers and retirees who possess a Texas LTC.
3. For the purposes of this directive, the term "police officer" has the same meaning as the term referenced in statute and regulations as "peace officer" and refers only to a Lancaster Police Officer.
4. For the purposes of this directive, a valid firearms proficiency certificate shall be the proficiency endorsement noted on the retiree's identification card.

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5. A retiree is considered properly credentialed and authorized to carry a firearm if they possess a Lancaster Police Department retiree's identification card indicating a current and valid firearms proficiency endorsement.
6. The Police Chief reserves the authority to deny or revoke a weapons proficiency certificate at any time, with or without cause.
7. The issuance of an identification card and/or weapons proficiency certificate in accordance with the provisions of this directive does not confer upon a retiree commissioned peace officer status with the department nor does it grant any rights, duties or privileges of a peace officer under the laws of this State.

B. Eligibility

1. All honorably retired full-time Lancaster Police Officers are eligible to submit a request for authorizing credentials, subject to the following limitations and provisions.
 - a. The officer must have retired after not less than 15 years of total service as a commissioned officer as reflected in their Texas Commission on Law Enforcement (TCOLE) records.
 - b. The officer did not for any period during their term of service as a commissioned officer have their license revoked or suspended.
 - c. The officer is entitled to benefits under the City's retirement plan.
 - d. The officer has no psychological or physical disability that would interfere with the proper handling of a handgun.
 - e. The officer is not legally prohibited from possessing a firearm by virtue of a felony conviction, a conviction for a family violence offense, or a court order forbidding possession of a firearm.
2. Those honorably retired Lancaster Police Officers meeting the requirements specified above may request credentials by submitting an original sworn affidavit to the Police Chief as described under Section C: "Retiree Weapons Proficiency."

C. Retiree Weapons Proficiency

1. The Lancaster Police Department will provide a weapons proficiency endorsement to honorably retired Lancaster Police Officers only, without regard to residency status, in accordance with the provisions of this directive.
2. Any retiring Lancaster Police Officer with a current firearms qualification may submit a written request to the Police Chief requesting firearms proficiency credentials be issued upon retirement.
3. Any previously retired employee desiring the department provide weapons proficiency certification credentials must submit an original sworn affidavit to the Police Chief which states the following.

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- a. That they are honorably retired as defined under this directive and specifically state the character of that retirement.
 - b. During the time they held commissioned status their peace officer's license was never revoked or suspended.
 - c. They are entitled to benefits under the City's retirement plan.
 - d. They have no psychological or physical disability that would interfere with their ability to handle a handgun.
 - e. They are not legally prohibited from possessing a firearm by virtue of a felony conviction, a conviction for a family violence offense, or a court order forbidding possession of a firearm.
4. Once the affidavit has been completed and signed by the retiree and approval is granted by the Police Chief, the retiree will be directed to the Lancaster Police Department Training Coordinator. The Coordinator will schedule the retiree a time to demonstrate their weapons proficiency before a designated Lancaster Police Department firearms instructor.
 4. Retirees must provide at least 50 rounds of factory first run ammunition. No reloaded ammunition will be allowed. All ammunition must be on the department's approved ammunition list or it will not be allowed. A firearms instructor has the authority to inspect and deny the use of ammunition.
 5. A retiree-supplied handgun must be in safe and working condition. No handgun may have any internal modification that compromises the safety of the weapon. Handguns are subject to inspection by the department's firearm instructors prior to training and at any time during the training course. If the instructor finds that a weapon is unsafe the instructor will not allow the retiree to use the weapon to demonstrate proficiency. The instructor may require any handgun deemed unsafe to be secured or removed from department premises. The inspection conducted by the instructor will be documented and placed in the retired officer's firearms proficiency log.
 6. The retiree shall demonstrate their weapons proficiency following courses designed and provided by the Lancaster Police Department Training Coordinator with the approval of the Police Chief. The course must have the following.
 - a. A classroom component of sufficient length to brief the retiree on statutory changes and legal updates as well as safety issues.
 - b. A course of fire in which the retiree demonstrates proficiency with an instructor approved handgun.
 7. The course of fire must meet the standards specified in Texas Commission on Law Enforcement rules.
 8. The retiree will be required to demonstrate their proficiency under the supervision of a Lancaster Police Department firearms instructor with an approved handgun on the normal department approved firearms qualification course. The retiree must demonstrate proficiency with a minimum score of at least eighty percent (80%).

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9. Any retiree failing the course of fire will be given supervised training with a department firearms instructor and another opportunity to demonstrate firearms proficiency. If the retiree is unable to successfully demonstrate their proficiency, the retiree will be given a recommendation to practice and seek professional instruction from a private firearms instructor. The retired officer will then be rescheduled for a third attempt. If the retiree is unable to demonstrate proficiency at this point, the firearms instructor will notify the Police Chief in writing and recommend that a proficiency endorsement not be issued.
 10. A department firearms instructor qualifying a retiree under the provisions of this directive shall note the following in the retiree's weapons proficiency log kept in the Training & Recruiting Section. At a minimum the log shall:
 - a. Identify the retiree by name and driver license number.
 - b. Specify weapon type and model used to demonstrate proficiency.
 - c. Describe the course of fire and the passing score.
 - d. Give the retiree's score on the course of fire.
 - e. Identify the date proficiency was demonstrated.
 - f. Be signed by the firearms instructor before whom proficiency was demonstrated.
 11. A weapons proficiency endorsement issued to a retiree under this directive expires one year from the date proficiency was demonstrated.
 12. Subsequent yearly proof of continued proficiency will be completed through the Lancaster Police Training Coordinator or any other Texas law enforcement agency using the standards specified in Texas Commission on Law Enforcement rules for qualification. Proof of continued proficiency obtained through another Texas agency, may be sent to the Lancaster Police Department by mail or email, to be kept in the Training & Recruiting Section.
- D. Retiree Identification Cards**
1. The department shall provide to honorably retired officers a photographic identification card which shall contain the following at a minimum.
 - a. The name of the retiree and their rank at retirement.
 - b. A photograph of the retiree.
 - c. The retiree's date of birth.
 - d. The date of their retirement.
 - e. The signature of the Chief of Police.

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- f. If the retiree has elected to participate in the firearms qualification as described above and the retiree has met the department's standards for weapons proficiency then the card will also include a weapons proficiency endorsement to include the type of weapon (revolver, automatic, or both) and the date of expiration of the endorsement. A retiree who is currently employed by another law enforcement agency as a paid or unpaid employee in this state or any other state is not eligible to obtain the weapons endorsement from this department.
 2. It is not a requirement that the retiree pursue a weapons proficiency endorsement in order to be issued an identification card under this section.
- E. The Support Services Assistant Chief or his designee shall be responsible for ensuring compliance with this directive and the dissemination of the identification cards.
- F. SCOPE OF RESPONSIBILITY
1. All members of the Department shall know and comply with all aspects of this directive.
 2. All Division Commanders and supervisory personnel are responsible for ensuring compliance with the provisions and intent of this directive.