



PERSONNEL DIVISION RETIREMENT SECTION

The following Los Angeles Police Department retirees are authorized to purchase flat badges:

- All honorably retired sworn officers who possess valid CCW Approved retired police identification cards that are in compliance with both the California Penal Code and the Law Enforcement Officers Safety Act of 2004, or;
- All honorably separated reserve officers who possess valid retired police identification cards that are in compliance with the California Penal Code, and;
- All honorably retired sworn or honorably separated reserve officers who have purchased their duty badges for retirement, and have not reported their duty or previously issued flat badges lost or stolen
- **The purchase of duty badges by retirees who retired prior to January 1, 1993, shall be conducted through the Retirement Office. The purchase of a duty badge shall be completed before any flat badge request can be processed. Please note that no flat badge will be created for a duty or flat badge that is reported lost or stolen. If your flat badge is lost or stolen, you must report it to the nearest law enforcement agency and forward a full copy of the report to the retirement section. The Department will not authorize a duplicate badge to be produced to replace one that has been reported as lost or stolen. To receive a new flat badge, current policy dictates you would have to turn in the duty badge and be issued another duty badge carrying a different number. You would then be able to purchase a new flat badge with a corresponding number to the newly issued duty badge.**

All eligible honorably retired sworn or honorably separated reserve officers requesting flat badges shall do/complete the following:

- Sign an Agreement/Request for Retention and Mounting of Badge form (sworn), or;
- Sign a Reserve Officer Separation Letter (reserves), and;
- Complete the Retired Flat Badge and Related Products application form, and attach a check or money order for the cost of the badge, made payable to LAPRAAC, and;
- Provide a copy of your valid retired police ID card (both front and back), and;
- All honorably retired sworn officers who retired prior to January 1, 1993, who have purchased their duty badges, shall provide photographs of their duty badges, or mail/physically transport their duty badges to the Retirement Office for verification, and;
- All above requested information shall be mailed or presented to the Retirement Office for badge processing.

Note- All orders for retired badges will be processed through the Retirement Office. The process to create retired flat badges includes a background check which will be conducted by the Retirement Office. Upon approval by the Commanding Officer, Personnel Division, your order will be forwarded to LAPRAAC for processing.

Upon Completion of the background check, it is expected that your order will take a minimum of four to six months to process. You will be notified by a member of the LAPRAAC Office when your badge is ready for issuance. Do not call Sun Badge Company for updates or to have your order expedited.

**LOS ANGELES POLICE DEPARTMENT
RETIRED FLAT BADGE AND RELATED PRODUCTS
ORDERING INSTRUCTIONS**

The attached order form shall be completed for all retired police flat badges and related product orders. This order form must be presented or mailed to the Retirement Office, Personnel Division, with a personal check or money order made payable to “LAPRAAC”. The order form and the check/money order should be mailed directly to the following address:

**Los Angeles Police Department
Personnel Division
Attention: Retirement Section
100 West First Street, Room 228
Los Angeles, California 90012**

THIS FORM INCLUDES THE FOLLOWING SECTIONS THAT SHALL BE COMPLETED:

- **SHIPPING INFORMATION** – Upon completion of your badge, it will be shipped to LAPRAAC. LAPRAAC will then either notify you to pick up your badge at their office or mail the badge to your listed address. (Badges are shipped certified return receipt, requiring a signature.)
- **PRODUCT ORDERING SECTION** – Please complete the “Rank of Duty Badge” and “Duty Badge No.” sections, and make your choice of a case or notepad. **Your flat badge shall have the same rank and badge number as the duty badge you purchased for your retirement.**
- **LEATHER CASE OR NOTEPAD SECTION** – The Case is a leather credential & badge holder that opens from the side (like a book). The Notepad is a credential & badge holder that is top opening or opens vertically. Please note that you have the option, at no additional charge, of placing a gold-leafed “Los Angeles Police Department” embossment on the front of your case or notepad.
- **FLAT BADGE PRODUCT PURCHASE PAYMENTS** – A money order or personal check must accompany your order form. No cash will be accepted. Please make checks payable to “SUN BADGE COMPANY.” Orders without a check or money order will **not** be processed.
- **SIGNATURE** – Please read the acknowledgement, sign and date.

AVAILABLE RANKS OR TITLES:

* CHIEF * ASSISTANT CHIEF * DEPUTY CHIEF * COMMANDER * CAPTAIN * LIEUTENANT
* SERGEANT * DETECTIVE * POLICE OFFICER * POLICEMAN * POLICEWOMAN

SAMPLE VIEWING LOCATIONS – Sample flat badges can be viewed during office hours at:

Personnel Division, Records Section
100 West First Street, Room 228
Los Angeles, CA 90012

**LOS ANGELES POLICE DEPARTMENT
INDIVIDUAL ORDER FORM FOR RETIRED FLAT BADGE
PRICES EFFECTIVE FEBRUARY 8, 2018**

Personal Information (PLEASE PRINT)

Name: _____ Serial Number: _____

Rank: _____ Date of Retirement: _____ Phone: _____

Address _____
Street City State Zip

Email Address: _____

Duty Badge status: Purchased for Retirement Returned to Department Lost/Stolen Destroyed by Department

Product Ordering:

| <u>Item</u> | <u>Rank of Duty Badge</u> | <u>Duty Badge No.</u> | <u>Quantity</u> | <u>Price/Unit</u> |
|---------------------------|---------------------------|-----------------------|-----------------|-------------------|
| Two-Tone Badge with _____ | _____ | _____ | 1 | \$ 113.70 |

HONORABLY RETIRED Ribbon CCW Approved CCW Restricted

Case or Notepad

Choose a Case or Notepad for your flat badge below: (X)

| | | | |
|---|-----------|--------------------|-----------|
| Plain Black Case..... | Yes _____ | Subtotal: | \$ 113.70 |
| Black Case with Gold Leafing on Cover..... | Yes _____ | Tax @ 9.50% | \$ 10.80 |
| Plain Black Notepad..... | Yes _____ | Shipping* | \$ 20.00 |
| Black Notepad with Gold Leafing on Cover... | Yes _____ | Total: | \$ 144.50 |

**Additional charges by LAPRAAC will apply for shipping and handling out of State.*

Please mail the completed Flat Badge request form to:

Los Angeles Police Department
 Personnel Division
 Attention: Retirement Section
 100 West First Street, Room 228
 Los Angeles, CA 90012

PLEASE READ AND SIGN

I acknowledge that this badge remains the property of the Los Angeles Police Department and must be surrendered upon the return of the retired officer to active duty or upon demand of the Chief of Police.

Signature: _____ Date: _____

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|-------------------------|
| BACKGROUND CHECK |
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The above information has been reviewed. A thorough background check was conducted and this retired officer is honorably retired and in good standing with the Department. The following signature authorizes Sun Badge Company to manufacture and deliver to the Department the specified badge for the qualified retired officer.

 ELENA NIHOA-ASUCAN, Police Administrator
 Commanding Officer
 Personnel Division

