SMPD Retiree Display

302.1 PURPOSE AND SCOPE

The San Mateo Police Department recognizes that employees that retire from public service deserve appreciation and recognition for their contribution to the Department and community. While there are many ways to appreciate and recognize our employees when they retire, one such manner will be listing them on Department Retiree Display plaques. These Displays will serve to honor our retired employees, their length of service, and the professionalism of our Department.

The Department will maintain two separate Retirement Displays, one for Sworn staff and one for Professional Staff. The Displays will be located in the Police Department's front lobby.

302.2 RETIREMENT DISPLAY PLATE INFORMATION

The Retirement Display will feature the following information for each employee listed:

- Name
- Rank
- Length of Service with our Department.
  - Gaps of service, where the employee was not employed by a law enforcement agency, but returned after the gap, will not count toward total time of service

The plates for all employees will be colored black, with gold colored letters and numbers. The one exception to this will be any employee that is killed in the line of duty. To honor their sacrifice, they will be listed on a gold colored plate with black colored letters and numbers.

302.3 CRITERIA FOR LISTING

The criteria for an employee being listed on the appropriate Retirement Display shall be the following:

- Any employee that separates from employment with a service retirement, regardless of length of tenure, will be listed on the appropriate Retirement Display.
- Any employee that separates from employment due to an Industrial Disability Retirement (medical retirement), will be listed on the appropriate Retirement Display if they have at least 15 years of service with a law enforcement agency and medically retire from our Department. If they have prior service with another law enforcement agency, that service time will count towards their total service time.
- Employees whose careers were cut short from our Department under extraordinary circumstances (such as on-duty fatalities, on-duty catastrophic injuries that render the employee unable to return to work, etc) shall be listed on the Display.
- Employees that separate employment for reasons other than retirement, or for Industrial Disability Retirements and having less than 15 years of service, will not be listed on the Display.

These guidelines will not apply to personnel already listed on the Display prior to 2018. Any cases not covered by the above guidelines will be decided on by the Chief of Police or their designee.

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302.4 MAINTENANCE OF RETIREMENT DISPLAYS

The Retirement Displays will be maintained by the Support Services Captain, or their designee.

The Displays will be updated on an annual basis, targeting the beginning of the calendar year for the update.

- The annual update of the Displays will be targeted to ideally coincide with our Department's annual Retiree event.

Any errors or oversights on the Display will be brought to the attention of the Support Services Captain, or their designee, as soon as possible.

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