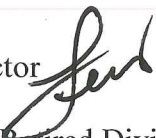


NC Division of Parks and Recreation

October 21, 2013

STAFF DIRECTIVE 13 - 3

TO: Administrative Staff
Section Chiefs
District Superintendents
Park Superintendents

FROM: Lewis R. Ledford, Director 

SUBJECT: Identification Cards for Retired Division Commissioned Staff

This staff directive, effective immediately shall set the Division policy for the issuance of photographic identification cards to retired commissioned law enforcement staff from the Division.

In consideration of a retired commissioned employee's service with the Division and the State of North Carolina, a Division issued photographic identification card may be issued to each retired Division employee who was commissioned as a special peace officer (*law enforcement officer*). The retired officer must have been commissioned as per North Carolina G.S. 113-28.1 and must submit their written request to the Division Director or designee for approval.

To be eligible for issuance of this retired identification card, the retired commissioned employee must have retired in good standing from the Division, meet the State's qualification for service, early or disability retirement and must not have been charged, convicted or under criminal investigation for a crime other than a minor traffic violation at the time of their retirement.

These retired law enforcement officer identification cards shall include the name, signature, date of birth, title/rank, date of retirement and the Division's authorized photograph of the retired employee. Additionally, the words "Honorably Retired" shall be clearly visible on all identification cards

One retired identification card may be issued to a retired employee upon approval by the Director or designee through the Division's request form. The request form shall indicate the retired employee's acknowledgement that the card is for identification as a retired special peace officer (*law enforcement officer*) purposes only and does not provide the retired employee any auxiliary, reserve or otherwise law enforcement authority.

LRL/bd

Attachment: Retired Commissioned Employee Identification Card Request Form

North Carolina State Parks and Recreation
Retired Commissioned Employee Identification Card Request

I _____ (full name), am a retired *ranger* / *superintendent* / commissioned law enforcement officer from the North Carolina State Parks System. I am requesting a photographic retired officer identification card. I understand that this identification card does not identify me as an officer nor provides me with any law enforcement authority for enforcing laws or rules. I also acknowledge that any misuse or misrepresentation of this card or of myself as a current law enforcement officer may subject me to criminal prosecution.

Retiree's Full Name: _____

Home Address: _____

Telephone Number: _____

Date of Birth: _____

Retirement Date from the Division: _____

Rank/Title Upon Retirement: _____

Duty Station at Retirement: _____

Retiree's Signature

Date

Approved:

Director

Date