

Retiree Concealed Firearms Procedure

220.1 PURPOSE AND SCOPE

This procedure provides guidelines for the issuance, denial, suspension, and/or revocation of the Union City Police Department identification cards under the Law Enforcement Officer's Safety Act (LEOSA) and California Law (18 USC 926C: Penal Code 25455) for CCW.

220.2 PROCEDURE

The Chief of Police or his designee should review all employee's retirement status and make a determination whether or not to approve concealed carry permits.

220.3 FUNCTION

It is the responsibility of the Union City Police Department to determine if a former or retired employee should receive the appropriate identification card whether the employee chooses to obtain a LEOSA or California Concealed Carry permit. It is the responsibility of the employee to apply for the desired permit and keep track of their qualification status.

220.4 LEOSA - NATIONAL CCW STANDARDS

The Chief of Police or his designee may issue an identification card for LEOSA purposes to any qualified former or retired employee. See [Union City PD Policy Manual: 220.4 LEOSA](#)

220.4.1 LEOSA REQUIREMENTS - NATIONAL CCW

- (a) An application must be completed by all applicants.
- (b) Applicants are required to sign a waiver acknowledging personal responsibility as a private person.
- (c) A firearms **qualification course must be completed annually for National LEOSA CCW** requests. Firearms qualification courses can be completed by UCPD firearms instructors on designated dates at no cost to the applicant. Applicants can also qualify at a NRA approved range. Any costs associated with the use of an outside range qualification is the responsibility of the applicant.
- (d) Retired employees shall complete a Livescan upon retirement. Livescans do not need to be completed annually as the department will receive notification from the Department Of Justice (DOJ) in the event a retiree is arrested or fingerprinted. Livescans conducted at the PD shall be done at no cost to the retired employee. Retiree's are responsible for any costs associated with the use of a Livescan machine outside of Union City PD.
- (e) An accurate photograph of the applicant shall be maintained by the department. Applicants shall provide an updated photograph to the department in the event they have any significant changes in appearance.

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220.4.2 CALIFORNIA CCW & NATIONAL LEOSA DENIAL, SUSPENSION OR REVOCATION

- (a) A California or LEOSA ID card may be denied or revoked upon showing good cause as determined by the Department.
- (b) In the event it is revoked the former officer may request a review by the Chief of Police (COP).
- (c) The COP's decision is final.
- (d) See Union City PD Policy Manual: 220 Retiree Concealed Firearms "DENIAL, SUSPENSION OR REVOCATION OF A CALIFORNIA CCW ENDORSEMENT CARD"

220.5 CCW REQUIREMENTS

- (a) Applications must be complete and accurate. Applicants are required to complete an updated application if they have any changes in their status.
- (b) CCW applications are maintained by the department.
- (c) **Firearms qualification course must be completed every five years to maintain a California only CCW.**
- (d) Retired employees shall complete a LiveScan upon retirement. Livescans do not need to be completed annually (or every five years) as the department will receive notification from the Department of Justice (DOJ) in the event a retiree is arrested or fingerprinted.
- (e) An accurate photograph of the applicant shall be maintained by the department. Applicants shall provide an updated photograph to the department in the event they have any significant changes in appearance.

220.6 RETIREE IDENTIFICATION ONLY

For those who do not wish to obtain carry concealed permits, but would like a retiree identification card:

- (a) An application must be completed by all applicants.
- (b) An accurate photograph of the retiree shall be maintained by the department. The retiree shall provide an updated photograph to the department in the event they have any significant changes in appearance.

220.7 FIREARMS RESPONSIBILITY

- (a) The UCPD Firearms supervisor or his designee should schedule a range day for retiree's in order to allow retirees to comply with the procedures listed in this document.
- (b) Should retirees choose not to qualify at a UCPD range, they must qualify at an approved range and send P&T the appropriate forms.
- (c) Upon completing the CCW range, firearms instructors should list each weapon the retiree qualified with and have the retiree sign and date each form. The qualification forms will then be attached to the retiree's folder.

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220.8 PERSONNEL AND TRAINING RESPONSIBILITY

- (a) Upon retirement, P&T should ask the qualified former or retired employee if they wish to apply for a CCW.
- (b) If so, P&T should provide retiree with the appropriate forms.
 - 1. Forms are located on the [REDACTED]
- (c) Upon completion of the steps above, a P&T representative will email IT requesting ID cards to be made.
- (d) IT will make the cards and provide it to P&T upon completion (the card should include the date the retiree was tested and was determined to meet standards).
- (e) P&T will then send the ID card via certified mail to the appropriate retiree.
- (f) A copy of the certified mail receipt should be attached to the retiree's folder.
- (g) A copy of the firearms qualification form should also be attached to the retiree's folder listing all weapons the employee qualified with.

220.9 PERSONNEL AND TRAINING RESPONSIBILITY FOR FIREARMS QUALIFICATIONS

- (a) P&T will have IT create a Retiree CCW email group.
- (b) The P&T Supervisor or his designee should email the CCW group 3 months prior with a general notice of range qualifications approaching.
- (c) The P&T supervisor or his designee should email the group 1 month prior to a specific date being determined by firearms for range qualifications.

220.10 RETIREE RESPONSIBILITY

- (a) Retiree must provide P&T with an accurate email address, physical address, and contact number.
- (b) Retiree must respond to P&T regarding range dates and confirm their attendance.
- (c) Retiree must submit all applicable documents and qualifications to P&T in accordance with their appropriate ID designation.

220.11 REVISIONS

Procedure Adopted: June 18, 2018

Revised: June 21, 2019