

RETIREMENT BADGES

1525

(No. 34 Nov. 1994)

To retire a badge, send the badge and completed form ([CDF 347](#)), at least six to eight weeks prior to the retirement date, to Sacramento Business Services. Be sure to include the contact person, the name, badge number, title and location of the retiree. All completed retirement badge requests will be returned to the requesting administrative unit.

Normal turnaround time is six to eight weeks. Under special circumstances, this time frame may be modified. Please contact the Assistant Procurement Officer at (916) 324-1638 to arrange special handling. The cost of special handling is \$20.00. This is in addition to any other cost associated with the retirement of the badge. NOTE: Special handling does not occur automatically. Contact the Assistant Procurement Officer for expedited arrangements.

The cost of one badge with retirement rocker is covered by the Department for all collective bargaining Unit 8 employees and all supervisors/managers. Any additional costs (e.g., wallet or engraving) are to be purchased from non-state funds. A personal check, or one from the retirement/gift fund or another source made payable to CDF is acceptable.

If the retiring employee has more than one badge (e.g., A.I.U.) only one badge retirement will be funded by the state. All other badge retirements are to be paid from a non-state funded source. Contact Sacramento Business Services for current cost of badges and related items.

Requests for retirement rockers can be made to Sacramento Business Services. There are two types of retirement rockers available. For a star badge retirement please provide a memo with the name, badge number and current location of individual retiring. For shield badge retirement, provide a memo as for a Star Badge and indicate the type of badge (e.g., Captain, etc).

If a wallet is desired, please indicate which type of wallet. Two styles are available for each type of badge; one with a cutout for an engraved name plate and one without a cutout. The request must include payment for the cost of the wallet, engraving, handling, etc.

Badges cannot be gifted. If an employee separates from CDF prior to retirement, all assigned badges must be returned. The only exception is when an employee dies, either in the line of duty or after serving three or more years with the department.

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

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