DEPARTING EMPLOYEES PLAQUES

B. Procedure

1. If an employee has 5 or more years of service with the department and is leaving in good standing, the department shall pay for a plaque.
   a. If the departing employee is an agent who is leaving in good standing, the department allows the agent to retain the badge, which shall be mounted on the plaque.
   b. Wording of the plaque, purchase of the plaque, and mounting of the badge in the above described situation is the responsibility of the departing employee's present division Commander who shall expend such funds from his respective division budget.

2. If an employee has less than 5 years service with the department and is leaving in good standing, the employee's division Commander has the option of taking up a collection to purchase a plaque with other than City funds. The departing employee with less than 5 years service may request to have a flat badge, which he has purchased, mounted on the plaque.

3. A departing employee with 3 years' but less than 5 years' service with the City and is leaving in good standing receives a letter of commendation from the Chief of Police.

4. Retiring employees receive a mayor/council proclamation in addition to the plaque.

5. The purchase and presentation of cakes for ceremonial occasions is the responsibility of the presenting division.

C. Rule

1. If the departing agent has less than 5 years service, the badge shall normally be turned in to the Administrative Services Division for reissue.

2. A departing agent with less than 5 years service may be allowed to purchase the badge.