



Austin Police Department

Identification Card Application Honorably Retired Peace Officer

This is an application for an identification card to identify a person as an honorably retired peace officer, as authorized by Texas Government Code, Section 614.124, Honorably Retired Peace Officer. For purposes of this application Honorably Retired means a former peace officer who:

- a. Previously served but is not currently serving as an elected, appointed, or employed peace officer under Art. 2.12., code of Criminal Procedure, or other law;
- b. Did not retire in lieu of any disciplinary action;
- c. Was eligible to retire from a law enforcement agency in this state or was ineligible to retire only as a result of an injury received in the course of the officer's employment with the agency; and
- d. Is eligible to receive a pension or annuity for service as a law enforcement officer in this state or is ineligible to receive a pension or annuity only because the law enforcement agency that employed the officer does not offer a pension or annuity to its employees.

ACTION NEEDED BY YOU:

1. Read this application carefully.
2. Sign the application as a verification of the accuracy of the information submitted.
3. APD's H.R. Manager/Designee verifies retirement status and signs below.
4. Submit form to the Chief's office for approval once the information below is completed.
5. Take approved application to 1124 South IH35 (COA Housing Authority), 3rd floor, CTM Security office
6. Report lost or stolen ID cards immediately to APD Watch Commander at 974-0913.

PRINT FULL NAME & RANK

APD EMPLOYEE NUMBER

DATE OF COMMISSION

HEIGHT, WEIGHT, EYE COLOR

DATE AT TIME OF RETIREMENT

SIGNATURE

DATE

Honorably Retired:

Yes No (circle one)

HR Manager/Designee Signature

Date

APPROVED:

DENIED:

Chief of Police/Designee's signature

Date



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As you can see by the application, this form is supposed to be signed off on by APD H.R.'s manager and then submitted to the Chief's Office. It is highly unlikely this can all be done in a short period of time so if you plan to walk it through the process, you may be looking at two trips to APD. We have asked that this form be revised as many of our members live out of State and out of the Austin area. Until it is revised we have created the below form in an attempt to save you a little time and gas. Once you have read the application carefully and signed it, mail it in to:

Austin Police Dept.
Human Resources Div.
P. O. Box 689001
Austin, TX. 78768-9001

Attach the form below with your application. At the bottom, where you sign you may want to include a phone number in case they need to contact you.

Be sure to include a self addressed stamped envelope.

APD H.R.

Dear Sir;

Enclosed is my application for an Honorably Retired Peace Officer's ID Card. I am required to submit this application for verification of my retirement status and signature to APD's H.R. Manager/Designee.

Once this form has been verified and signed off on by H.R., please forward it to the Chief's office for finale approval, as required by the application.

APD Chief's Office

Dear Sir;

This note should be attached to my application for my Honorably Retired Peace Officer's ID Card. The application indicates this form needed to be signed off on by HR and then submitted to the Chief's Office. As this is not a quick process I have attached a self addressed stamped envelope. Please mail this completed form back to me.

Thank you