



# POLICY & PROCEDURE

## STURGEON BAY POLICE DEPARTMENT

**SUBJECT: RETIRED OFFICER/CONCEALED  
CARRY WEAPON**

NUMBER: 1.27

ISSUED: 08/02/2021

EFFECTIVE: 08/02/2021

SCOPE: All Department Personnel  
DISTRIBUTION: Policy & Procedure Manual

REFERENCE: 18USC.926C

RESCINDS  
 AMENDS  
WILEAG 5<sup>TH</sup> EDITION  
STANDARDS: N/A

---

INDEX AS: Concealed Carry  
Retired Officer

**PURPOSE:** The purpose of this Policy & Procedure is to establish procedures for the use of concealed firearms carry privileges to eligible retired officers of the Sturgeon Bay Police Department. Eligible retired officers are those officers that meet the criteria as set forth in 18USC.926C.

This Policy & Procedure consists of the following numbered sections:

- I. LAW ENFORCEMENT AUTHORITY
- II. PROCEDURE
- III. BACKGROUND INVESTIGATION
- IV. FIREARMS QUALIFICATION
- V. AUTHORIZATION/IDENTIFICATION
- VI. RENEWAL
- VII. REQUIREMENTS/RESTRICTIONS

## VIII. DISCLAIMERS/LIABILITY

## IX. ADMINISTRATION

### I. LAW ENFORCEMENT AUTHORITY

- A. Retired officers granted the Concealed Carry Weapon (CCW) privilege are not granted arrest powers or law enforcement authority and they are not to act in the capacity of a law enforcement officer on behalf of the Sturgeon Bay Police Department. Any action taken would be limited to that which is available to any citizen as authorized by law.

### II. PROCEDURE

- A. Retirees shall complete and submit an Application/Authorization/Waiver form and any other appropriate documentation requested.
- B. Retirees shall meet all standards for as stated in 18USC.926C.

### III. BACKGROUND INVESTIGATION

- A. The completed forms will be forwarded to the Investigative Division. A background investigation will be completed. The application, results of the background review, and recommendation will be forwarded to the Chief of Police for review.

### IV. FIREARMS QUALIFICATION

- A. Upon successful completion of the background investigation, the retiree must qualify with the weapon(s) he/she intends to carry. The qualification course will be that which is required of full-time officers of the Department.
- B. It is the retiree's responsibility to schedule the qualification with the Police Department's firearms instructors. The retiree must furnish all ammunition required for the training and qualification and may be required to pay for the firearms instructor/range time.

### V. AUTHORIZATION/IDENTIFICATION

- A. Upon successfully completing the Department's firearm qualification course, the retiree will be responsible for scheduling an appointment with the Chief or designee to obtain the "Retired Officers Firearms Authorization Card".
- B. The card and other forms of identification MUST be carried any time the retiree goes armed. Upon demand by any authority, the retiree must present the card and identification.

## VI. RENEWAL

- A. Retirees must submit an application form annually, but no later than 30 days of the expiration date appearing on their current card.
- B. Annual firearms qualification is required and it is the retiree's responsibility to contact the training office to obtain the Department's annual qualification schedule.

## VII. REQUIREMENTS/RESTRICTIONS

- A. Retirees are required to obey all current federal, state, and local firearms laws, restrictions, and registration.

## VIII. DISCLAIMERS/LIABILITY

- A. This Policy & Procedure does not authorize concealed carry any place that firearms are prohibited.
- B. Retirees are required to know and comply with the National LEO Safety Act and all Department firearms-related policies.
- C. Retirees are required to notify the Department immediately of any changes in their original application. Failure to do so will void the CCW privilege.
- D. Retirees are required to notify the Department immediately of any contact with law enforcement as a result of concealed carry.
- E. Retirees are prohibited from concealed carry while under the influence of alcohol or drugs.
- F. Retirees are prohibited from carrying any firearm(s) that are not recorded with the Department or are otherwise prohibited by law.
- G. The Department shall assume no liability for falsification of any information provided by a retired law enforcement officer.
- H. The Department shall not provide legal representation for any act arising from the use of a firearm authorized under this procedure.

## IX. ADMINISTRATION

- A. The Office of the Chief of Police will maintain any and all records pertaining to retirees who are authorized concealed carry.

B. The Captain and Firearms instructors shall prepare documentation on retirees as directed by the Chief.

C. School Grounds

1. Pursuant to 2015 WI Act 23, off-duty officers, qualified out of state law enforcement officers, and retired law enforcement officers are allowed to carry firearms on or near school grounds.

Clinton Henry  
Chief of Police

This Policy & Procedure cancels and supersedes any and all written directives relative to the subject matter contained herein.

Initial 06/29/2020