



MYRTLE BEACH POLICE DEPARTMENT

ADMINISTRATIVE REGULATIONS AND OPERATING PROCEDURES

Subject: *Retirement Honors*

Number: *118-E*

Effective Date: *February 1, 2004*

Revised Date: *May 1, 2026*

Rescinds: *118 Retirement Honors*
118-A Retirement Honors
118-B Retirement Honors
118-C Retirement Honors
118-D Retirement Honors

Dated: *02-01-2004*
03-10-2006
11-16-2010
03-01-2016
02-10-2019

Approved By:

I. PURPOSE

To establish eligibility requirements and guidelines for the awarding of an officer's badge, duty weapon, and police department "Retired" identification card at the time of or following their retirement from the Myrtle Beach Police Department.

II. POLICY

Eligibility to carry a firearm under the Federal Law Enforcement Safety Act (LEOSA) is conditional. It may be suspended or revoked when a retiree no longer meets statutory requirements or agency standards. The Department shall ensure that LEOSA credentials are issued, suspended, or revoked in a manner that is consistent, documented, and legally defensible.

III. DEFINITIONS

- A. Honorable Circumstances – An Employee is in good standing with the Department at the time of separation. An employee cannot be under investigation whereby the results could be termination, retiring in lieu of termination, or retiring to avoid an investigation.
- B. Immediate Family – Spouse, children, parents, brothers, sisters, or grandparents.

IV. PROCEDURE

A. Eligibility of Officers in SCPORS (sworn or non-sworn)

A full-time, sworn Myrtle Beach Police Department Officer who is a member of the SC Police Officers' Retirement System will be eligible to receive their issued badge, duty weapon, and Myrtle Beach Police Department "Retired" identification card at their time of retirement if the officer:

1. Retires under honorable circumstances from the Myrtle Beach Police Department; and
2. Has completed a minimum of twenty (20) years of law enforcement service with the Myrtle Beach Police Department. The total service does not have to be consecutive.

B. Eligibility of Officers in the SCSRS (non-sworn)

A full-time, non-sworn officer of the Myrtle Beach Police Department will be eligible to receive their issued badge and duty weapon if the officer:

1. Retires under honorable circumstances from the Myrtle Beach Police Department; and
2. Carried a duty weapon as part of their employment function; and
3. Has completed a minimum of twenty (20) years of law enforcement service with the Myrtle Beach Police Department. The total service does not have to be consecutive.

C. Eligibility of retired officers (sworn) to carry concealed weapons (H.R.218 – Dated 2004):

Retired Myrtle Beach Police Officers who meet the criteria established by federal statute (commonly referred to as H.R. 218 or LEOSA) will have a concealed weapon endorsement added to the rear of their retired identification cards.

1. ID Cards issued with the weapon endorsements will be reissued and dated annually following compliance with firearms qualification guidelines. Each ID Card with a firearms endorsement will contain an expiration date one year from the date of qualification.

2. Retired non-sworn personnel will not receive a concealed carry endorsement or expiration date.
3. Certified firearm instructors of the Myrtle Beach Police Department will conduct weapons qualifications for retirees.
4. The Administrative Captain will approve an appropriate Retiree Weapons Qualification Course.
5. Retired officers living out of state may seek an endorsement card with an expiration date from a local police agency. If the retiree wishes, the qualification information can be forwarded to the Training Lieutenant of the Myrtle Beach Police Department, and it will suffice as evidence for the issuance of an updated MBPD Retired ID card.

D. Line of Duty Deaths

A member of the immediate family of a full-time officer of the Myrtle Beach Police Department who dies in the line of duty will be eligible to receive the issued badge of the deceased Officer.

E. Retroactively

Retired employees meeting the established criteria from 1997 to the date of approval of this procedure are eligible to receive a retired identification card.

F. Exceptions

Exceptions may be made in the awarding of the badge, duty weapon, and retirement identification card at the discretion of the Chief of the Police.

G. Grounds for Suspension or Revocation

An employee's LEOSA eligibility shall be suspended or revoked when any of the following conditions exist:

1. Failure to meet firearms qualification requirements,
2. The retiree becomes prohibited under federal or state law from possessing a firearm,

3. A qualified medical or mental health professional determines the retiree is unfit to safely carry a firearm, and/or
4. Discovery of information negating “good standing” at the time of separation.

H. Immediate Suspension Authority

The Chief of Police, or designee, is authorized to immediately suspend LEOSA eligibility when credible information indicates that continued eligibility poses a risk to public safety, agency liability, or statutory compliance.

I. Required Administrative Actions

When LEOSA eligibility is suspended or revoked, the Administrative Captain shall send a written notice to the retiree stating:

1. The reason for suspension or revocation ,
2. The effective date,
3. Any conditions for reinstatement, and
4. A demand that all awarded badges and credentials be returned to the Department.

J. Reinstatement

Eligibility may be reinstated when the retiree again meets all statutory and agency requirements. Reinstatement requires:

1. Clearance of disciplinary, medical, or legal disqualifiers,
2. Verification of firearms qualification , and
3. Reissuance of LEOSA identification

K. Records Retention

1. The Training Unit shall update qualification and eligibility records in the Department’s tracking system.
2. All actions related to LEOSA eligibility, including suspension, revocation, and reinstatement, shall be retained in accordance

with the Department's records retention schedule and accreditation standards.