

Reclamation Manual

Directives and Standards

Retention of Badges and Credentials

1. **General.** All badges and credentials which are expired, discontinued, no longer serviceable, or not going to be used for an official purpose shall be returned, through the supervisor, to the issuing authority and accounted for pursuant to Appendix D of this Directive and Standard (D&S).

2. **Retention of Badges and Credentials.**
 - A. **Employees Transferring to a Similar Position.** An employee who is reassigned, transferred, or moved to a different duty station within the Bureau of Reclamation, whether at the employee's or the government's initiative, but in a position requiring the same type badge and credentials, will retain the duty badge and/or credentials initially assigned. Retention will be based on:
 - (1) local/facility standing operating procedures; and
 - (2) concurrence of the Law Enforcement or Security Manager (LESM) at both duty stations, if applicable.

 - B. **Employees Whose Position No Longer Requires a Badge or Credentials.**
 - (1) Employees must meet the following basic criteria in order to be eligible to retain their badge in the prescribed method, which consists of embedding an item in an acrylic resin or plastic consisting essentially of polymerized methyl methacrylate commercially labelled Lucite and hereafter referred to as such.
 - (a) Employees must have worked for or been permanently detailed to Reclamation for the 5 years immediately preceding the request.
 - (b) Employees must have carried the badge for at least 3 years.
 - (c) Employees must leave the Reclamation position in good standing with no disciplinary actions pending.
 - (d) Employees must obtain the approval from their LESM.
 - (e) Employees must have completed the Reclamation "Badge Luciting Application" (Appendix G).
 - (f) Badges embedded in Lucite will be done at the employee's expense.
 - (2) Credentials will not be retained and must be turned into their supervisor for disposal in accordance with this Appendix.

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C. **Employees Who Resign from Reclamation.**

- (1) May choose to have their badge placed in Lucite providing they meet the criteria in Paragraph 2.B.(1) of this Appendix.
- (2) Credentials will not be retained and must be turned into their supervisor for disposal in accordance with Appendix E of this D&S.
- (3) Badges embedded in Lucite will be done at the employee's expense.

D. **Individuals who Retire or Whose Extended Detail with Reclamation is Terminated.** As deemed appropriate, Reclamation will provide the above identified employees with a token of appreciate for their Government service in the form of:

- (1) a badge placed in Lucite providing they meet the criteria in Section 2.B.(1) of this Appendix; or
- (2) a plaque which contains the badge and cancelled active duty credentials.
 - (a) The individual must meet the criteria in Paragraph 2.B.(1) of this Appendix.
 - (b) Credentials must be cancelled in accordance with Paragraph 4 of this Appendix.
 - (c) Badges and credentials must be permanently affixed to the plaque and officially marked as appropriate to identify non-serviceability.
 - (d) The plaque may be given to the employee as a token of appreciation for their Government service, at the expense of Reclamation if procured while the individual is still an employee.

E. **Survivors of Employees.**

- (1) A survivor of a Reclamation employee, who dies while in service, are afforded the right to have the Reclamation badge embedded in Lucite based on this D&S Appendix.
- (2) These are given to the survivor as a token of appreciation for the Government service of the deceased and will be done at the expense of Reclamation.

3. **Processing Badge in Lucite.** All requests to have a badge embedded in Lucite must be sent for approval and processing by the LESM to the Chief Security Officer (CSO). The request to have a badge placed in Lucite must be made on the Badge Luciting Application (Appendix G).

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4. **Cancelling of Credentials.** The CSO is responsible for procuring and retaining equipment to cancel credentials.
 - A. The authorized procedure for cancelling credentials is by use of a machine pin-hole method if it is to be preserved or used in plaques.
 - (1) The words “RETIRED” will be used on credentials for those individuals who are retiring as employees of Reclamation.
 - (2) The words “VOIDED” will be used on all credentials except for retirees.
 - B. All credentials which are not cancelled and used in a plaque must be destroyed in accordance with the procedures in Appendix D, Paragraph 5 of this D&S.

5. **Retirement and Honorarium Credentials.**
 - A. **Retirement Credentials.**
 - (1) The Director, SSLE, if appropriate, will issue “Retired” credentials to Reclamation employees who retire as a Reclamation Law Enforcement Officer (RLEO).
 - (2) The retiring RLEO must have returned his/her active duty credentials, badges, and other law enforcement property prior to issuance of retirement badges or credentials.
 - (3) The retirement credentials do not convey any law enforcement authority or authority to carry a concealed firearm.
 - (4) Reclamation will only issue retirement credentials to a retired RLEO meeting the criteria of a “qualified retired law enforcement officer” as set forth in 18 U.S.C. §§ 926C(c)(1)-(4), (6), and (7); specifically, an individual who:
 - (a) retired in good standing from Reclamation as a RLEO, other than for reasons of mental instability;
 - (b) before such retirement, was regularly employed as a RLEO for an aggregate of 15 years or more; or retired from service with Reclamation, after completing any applicable probationary period of such service, due to a service-connected disability, as determined by the agency;
 - (c) has a non-forfeitable right to benefits under the retirement plan of Reclamation;

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- (5) RLEOs who leave Reclamation, for reasons other than retirement, are not eligible to receive retirement credentials unless there is a recommendation by the immediate supervisor, concurrence by the CSO and approval by the Director, SSLE.
- (6) Retiring personnel must sign the Application for Reclamation Retirement Credentials form (Appendix H), agreeing to the following:
 - (a) The retirement credentials do not convey any law enforcement or security powers and/or authorities, and any representation of such by the holder constitutes impersonation of a Federal law enforcement officer.
 - (b) The retirement credentials do not entitle the bearer to any rights or privileges not enjoyed by the general citizenry, but may serve as an identification card to qualify for benefits that are available to law enforcement retirees (i.e., 18 U.S.C. § 926C).
 - (c) The retirement credential does not convey any law enforcement authority or authority to carry a concealed weapon under the provisions of the Law Enforcement Officers Safety Act of 2004.
 - (d) The retirement credentials are intended to be a personal keepsake in recognition of an employee's service to Reclamation. They are not to be traded, sold, or bartered privately or commercially.
 - (e) Retirement credentials remain the property of Reclamation and may be retrieved at any time for justifiable cause. Retiring operational employees will be required to sign a Memorandum of Understanding which will be retained by the badge and credentials program coordinator.
 - (f) The LESM must sign the form indicating concurrence with the applicant receiving the Law Enforcement Retirement Credentials.
 - (g) The completed and signed form is sent to the CSO for processing.

B. Honorarium Credentials.

- (1) The Director, SSLE may issue Reclamation honorarium credentials to an individual who leaves Reclamation prior to retirement or to any individuals whose record of service has contributed to the advancement of Reclamation or the Law Enforcement or Security programs.
- (2) The Honorarium credentials do not convey any law enforcement authority or authority to carry a concealed firearm, nor does it meet the requirements of, or

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convey to the bearer, any rights of the Law Enforcement Officer's Safety Act of 2004 (18 U.S.C. § 926C)

- (3) Honorarium credentials may not be issued if the employee:
 - (a) left Reclamation during a pending internal affairs or administrative investigation in which the employee has been proposed for removal or the facts would likely lead to removal; or
 - (b) is in the process of having or has had their security clearance suspended or revoked.
- (4) The Honorarium credentials will clearly be marked with the term "Honorary."