



HOWARD COUNTY DEPARTMENT OF POLICE

GENERAL ORDER ADM-18 RETIREE HANDGUN PURCHASE

EFFECTIVE JUNE 17, 2022

This General Order contains the following numbered sections:

- I. POLICY
- II. ELIGIBILITY
- III. PROCEDURE
- IV. CANCELLATION

I. POLICY

The Howard County Department of Police (HCPD) may permit sworn members who retire in good standing and meet all eligibility requirements to purchase their issued primary duty handgun.

II. ELIGIBILITY

- A. Officers must have a minimum of ten (10) years of service as a sworn member of the Howard County Police Department to be eligible to purchase their assigned duty handgun.
 - 1. The Chief of Police may permit members medically retiring to purchase their issued HCPD handgun.
 - 2. Members retiring after being found unqualified to be employed as a law enforcement officer by a qualified medical professional contracted by the Department, shall not be permitted to purchase their HCPD handguns.
- B. The Chief of Police shall have the final authority to approve or deny any request to purchase a HCPD-issued handgun.
- C. Sales of handguns to retired officers are considered secondary sales and are subject to background checks and the mandatory seven (7) day waiting period.
- D. The purchase of the handgun shall include the weapon, three (3) magazines, a trigger lock, and the handgun case.
- E. The HCPD shall not include the purchased handgun in the retiring officer's shadow box that is presented at retirement.
- F. All processing fees associated with the purchase of the handgun will be the responsibility of the member.

III. PROCEDURE

- A. Member Responsibility:
 - 1. Members who meet the eligibility requirements and wish to purchase their duty handgun shall submit General Order ADM-18, Retiree Handgun Purchase - Appendix A, to their supervisor and the Firearms Section at least thirty (30) days prior to their anticipated retirement date.
 - 2. After General Order ADM-18, Retiree Handgun Purchase - Appendix A, has been approved by the Chief of Police, the officer shall complete the Maryland State Form 77R, Application to Purchase a Regulated Firearm.
 - 3. This form shall be completed by accessing <https://Licensingportal.mdsp.maryland.gov>. The application includes a required Maryland State processing fee that must be paid by

GENERAL ORDER ADM-18
EFFECTIVE JUNE 17, 2022

the officer at the time of completion.

4. Upon receiving an approved Form 77R, the officer shall hand-carry a check made payable to the "Director of Finance" in the amount determined by the Firearms Section to the Budget Fiscal Section.
5. All processing fees associated with the purchase of the handgun will be the responsibility of the retiring officer.

B. Supervisor Responsibility:

1. Upon receipt of General Order ADM-18, Retiree Handgun Purchase - Appendix A, the Division Commander will recommend approving or disapproving the request and forward it through the chain of command to the Commander of the Professional Standards Bureau.
2. The Commander of the Professional Standards Bureau shall contact the Commander of the Internal Affairs Division to determine if the officer is retiring in good standing.
 - a. If the officer is not retiring in good standing, the request shall be denied. The reason will be detailed on the request, and the Bureau Commander shall notify the member.
3. If the member is retiring in good standing, the Professional Standards Bureau Commander shall recommend approving or disapproving the request and forward the recommendation for approval to the Chief of Police.
4. A copy of General Order ADM-18, Retiree Handgun Purchase - Appendix A, with all endorsements, whether approved or denied, shall be forwarded to the Firearms Section for processing and maintained in the member's personnel file by the Employment Services Division.

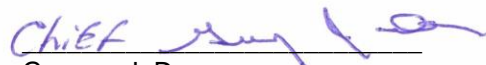
C. Firearms Section Responsibility:

1. The Firearms Section will review General Order ADM-18, Retiree Handgun Purchase - Appendix A, provided by the officer.
2. The Firearms Section shall have no additional contact with the retiring officer regarding the sale of the handgun unless approval for the sale has been granted by the Chief of Police.
3. If the sale is approved by the Chief of Police, the Firearms Section will determine the current value of the used handgun and provide that information to the requesting officer.
4. The Commander of the Education and Training Division will facilitate the final transfer of the firearm to the officer.

IV. **CANCELLATION**

This General Order cancels and replaces General Order ADM-18, Retiree Handgun Purchase, dated February 15, 2019.

AUTHORITY:



Gregory J. Der
Chief of Police