



HOWARD COUNTY DEPARTMENT OF POLICE

GENERAL ORDER ADM-18 RETIREE HANDGUN PURCHASE

EFFECTIVE FEBRUARY 15, 2019

This General Order contains the following numbered sections:

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

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 by a qualified medical professional contracted by the Department to be unqualified to be employed as a law enforcement officer for mental health reasons shall not be permitted to purchase their HCPD handgun.
- B. The Chief of Police shall have the final authority to approve or deny any request to purchase an 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. Members who reside in a state other than Maryland must pay any additional charges associated with purchasing the handgun, i.e. transferring the handgun to an out-of-state Federal Firearms License (FFL) Dealer, etc.
- E. The purchase of the handgun shall include the weapon, three (3) magazines, a trigger lock, and the handgun case.
- F. The HCPD shall not include the purchased handgun in the retiring officer's shadow box that is presented at retirement.

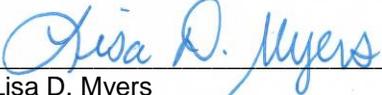
III. PROCEDURE

- A. Members who meet the eligibility requirements and wish to purchase their duty handgun shall submit a written request to the Firearms Section at least thirty (30) days prior to their anticipated retirement date.
 - 1. The request shall include:
 - a. The member's full legal name;
 - b. The member's home address and telephone number;
 - c. The anticipated date of retirement; and
 - d. The make, model, and serial number of the handgun.

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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.
- B. The retiring officer shall forward a copy of the handgun purchase request memo submitted to the Firearms Section to the Chief of Police through the chain of command.
1. The Division or Bureau Commander shall contact the Commander of the Internal Affairs Division to determine if the officer is retiring in good standing.
 2. If the officer is not retiring in good standing, the request shall be denied. The reason will be detailed on the request, and the Division or Bureau Commander shall notify the officer.
 3. If the officer is retiring in good standing, the Division or Bureau Commander shall recommend approving or disapproving the request and forward the recommendation to the appropriate Deputy Chief.
 - a. The Deputy Chief shall review the recommendation and forward the request with his endorsement to the Chief of Police.
 - b. The Chief of Police shall make the final decision on approval or disapproval of the request and return his decision to the retiring officer and the Firearms Section through the chains of command.
- C. The Firearms Section shall:
1. Review the written request provided by the officer.
 2. If the sale is approved by the Chief of Police, determine the replacement cost of the handgun and provide that information to the requesting officer and the Budget Fiscal Section.
- D. After receiving approval from the Chief of Police, the officer shall complete the Maryland State Form 77R, Application to Purchase a Regulated Firearm.
1. 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 the officer at time of completion.
 2. Upon receiving an approved Form 77R, the officer shall hand-carry a check made payable to "Director of Finance" in the amount determined by the Firearms Section to the Budget Fiscal Section.
- E. A copy of the request to purchase the handgun with all endorsements, whether approved or denied, shall be maintained in the retiring officer's personnel file by the Employment Services Division.

AUTHORITY:



Lisa D. Myers
Chief of Police