

OFFICE OF THE CHIEF OF POLICE

ADMINISTRATIVE ORDER NO. 2

June 13, 2024

SUBJECT: SHADOW BOX CONTENTS FORM – DEACTIVATED; VARIOUS RETIREMENT FORMS – REVISED AND RELOCATED

PURPOSE: The purpose of this Order is to deactivate the Shadow Box Contents Form, relocate various retirement forms, and provide a revised Badge Order Form. The relocated forms will be exclusively retained, disseminated, and processed by Personnel Division (PER), Retirement Section and will no longer be available on the Local Area Network (LAN) and E-Forms.

PROCEDURE:

- I. SHADOW BOX CONTENTS FORM – DEACTIVATED.** The above listed Department form has been deactivated.
- II. BADGE ORDER FORM – REVISED.** The above listed Los Angeles Police Revolver and Athletic Club form has been revised.
- III. VARIOUS PERSONNEL DEPARTMENT FORMS – RELOCATED.** The Department forms listed below have been relocated and listed for internal use by Personnel Division, Retirement Section:
 - Pre-Retirement Medical Examination;
 - Retirement Checklist;
 - Letter – Disability Retirement;
 - Letter – Retirement Change;
 - Letter – Retirement;
 - Letter – Retirement Rescind;
 - Letter – DROP Enrollment;
 - Letter – DROP Rescind;
 - Letter – DROP Termination Change;
 - Letter – DROP Termination Rescind;
 - Letter – DROP Termination;
 - Wearing of the Department Uniform by Retired Sworn;
 - Weapon Transfer Certificate;
 - Weapon Purchase Certificate;
 - Badge Order Form;
 - Retired Police ID Card Renewal Form and Data Sheet; and,
 - Agreement/Request for Retention and Mounting of Badge.

FORM AVAILABILITY: The relocated forms will be available exclusively through Personnel Division. Revisions have been made to the various forms and all current versions should be discarded. For further questions please contact Personnel Division, Retirement Section, at (213) 486-6610 or RCO@lapd.online.

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AUDIT RESPONSIBILITY: The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.

A handwritten signature in black ink, appearing to read 'D. Choi', with a vertical line to the left of the first letter.

DOMINIC H. CHOI
Chief of Police

Attachments

DISTRIBUTION "D"

LOS ANGELES POLICE REVOLVER & ATHLETIC CLUB, INC.

P.O. Box 861148
Los Angeles, CA 90086-1148
(323) 221-5222 Ext. 202

BADGE ORDER FORM

Description	Cost (tax included)												
Affix "HONORABLY RETIRED" ribbon on Duty Badge	\$19.25												
Affix "HONORABLY RETIRED" ribbon on Flat Badge	\$19.25												
Affix "HONORABLY RETIRED-CCW RESTRICTED" ribbon on Flat Badge	\$19.25												
Clean, Rouge Buff Only, Re-lacquer badge (MANDATORY) I, _____ (Initials) fully understand that the process may remove some enamel.	\$57.50												
Re-Enamel badge with Soft Enamel Only I, _____ (Initials) fully understand that the process cannot be applied to severely worn badges.	\$11.25												
Re-Created Duty Badge	\$147.00												
<table border="1"> <tr> <td> Name: _____ <small>Initial (Print exactly as desired on Lucite block)</small> </td> <td align="center" rowspan="5"> STYLE 4 ½" X 6" Lucite Desk Wedge </td> <td align="center"> COLOR (CIRCLE ONE) </td> <td align="center" rowspan="5"> \$205.72 </td> </tr> <tr> <td> Serial No: _____ <small>Initial (Print exactly as desired on Lucite block)</small> </td> <td align="center"> Navy Blue Transparent Blue </td> </tr> <tr> <td> APPOINTED: _____ <small>Initial (Print exactly as desired on Lucite block)</small> </td> <td align="center"> Black </td> </tr> <tr> <td> RETIRED: _____ <small>Initial (Print exactly as desired on Lucite block)</small> </td> <td align="center"> Clear </td> </tr> <tr> <td colspan="2"> <small>(*Note- Price Does Not Include Cleaning, Rouge, Re-lacquer, Re-enamel, or Re-chroming.)</small> </td> </tr> </table>	Name: _____ <small>Initial (Print exactly as desired on Lucite block)</small>	STYLE 4 ½" X 6" Lucite Desk Wedge	COLOR (CIRCLE ONE)	\$205.72	Serial No: _____ <small>Initial (Print exactly as desired on Lucite block)</small>	Navy Blue Transparent Blue	APPOINTED: _____ <small>Initial (Print exactly as desired on Lucite block)</small>	Black	RETIRED: _____ <small>Initial (Print exactly as desired on Lucite block)</small>	Clear	<small>(*Note- Price Does Not Include Cleaning, Rouge, Re-lacquer, Re-enamel, or Re-chroming.)</small>		
Name: _____ <small>Initial (Print exactly as desired on Lucite block)</small>	STYLE 4 ½" X 6" Lucite Desk Wedge		COLOR (CIRCLE ONE)		\$205.72								
Serial No: _____ <small>Initial (Print exactly as desired on Lucite block)</small>			Navy Blue Transparent Blue										
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<small>(*Note- Price Does Not Include Cleaning, Rouge, Re-lacquer, Re-enamel, or Re-chroming.)</small>													
LUCITE ENCASMENT FOR SHADOW BOX (Approximate size: 4 ½" X 3 ½" X 1") <small>(*Note- Price Does Not Include Cleaning, Rouge, Re-lacquer, Re-enamel, or Re-chroming.)</small>	Shadow Box Minimum Size Drill and Tap Block	Clear	\$118.63										
<div style="border: 1px solid black; padding: 5px;"> Sun Badge is unable to expedite the process after the work has begun on the badge. It will take a minimum of four months for the work to be completed. </div>		SHIPPING & HANDLING	\$26.00 *										
TOTAL →													

Attach a check made payable to LAPRAAC with this form. Note- LAPRAAC will contact the concerned officer for any fees that may exceed the quoted price.

Date: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____
(Residence Address Only- P.O. Box Address not acceptable)

Home Phone: _____ Email: _____
(Mandatory) (Mandatory)

Serial No.: _____ Badge Rank: _____ Badge No: _____

**There is a \$33.00 shipping and handling fee to ship outside of California.*