



COUNTY OF SAN BERNARDINO
DISTRICT ATTORNEY'S OFFICE
BUREAU OF INVESTIGATION

303 WEST 3RD STREET, 6th Floor
SAN BERNARDINO, CA 92415
(909) 382-3686



CARRY CONCEALED WEAPON (CCW)

INSTRUCTIONS FOR OBTAINING ID CARDS AND ENDORSEMENTS

Regarding the privilege to carry a concealed firearm, it is the intent of the San Bernardino County District Attorney's Office, Bureau of Investigation (SBCDA), to ensure that all Federal and State requirements are met, and that our Retirees continue to meet current safety standards, while adhering to the Bureau's policy.

All **qualified (honorably) retired** sworn peace officer personnel who wish to obtain a CCW endorsement per California Penal Code 25450 and/or a CCW endorsement per Federal Statute 18 USC § 926B (formally known as HR 218, but now known as LEOSA - Law Enforcement Officers Safety Act) on their SBCDA Identification Cards must complete the following steps. Each Retiree is responsible for the timely renewal of their ID card and/or CCW endorsements, and their firearms qualification.

Procedural Steps:

California CCW

Firearms qualification is required every **five (5) years**, per California Penal Code 25465. Every five (5) years you will receive a new ID card from SBCDA with a California CCW endorsement. Just prior to the expiration date on the card, Retirees should contact SBCDA at investigations@sbcda.org and schedule a date to qualify with all of the firearms you wish to carry concealed. SBCDA will confirm with DOJ that all listed firearms are registered. Upon satisfactory completion of your firearms qualification, SBCDA will issue you a new California CCW endorsed ID card with a new expiration date.

If a Retiree resides within San Bernardino County, they can qualify for the California CCW endorsement by scheduling a date with the SBCDA Bureau of Investigation Range staff at investigations@sbcda.org. Please take note of the San Bernardino County Sheriff Department's Rules of the Range on the "Retirees" website link, if you will be attending any qualification at their range. Each Retiree will provide their own ammunition for the qualification.

Those Retirees residing outside of San Bernardino County or California may complete a firearms qualification for a California or Federal CCW endorsement at a local law enforcement agency of their choosing. Proof of qualification from that agency *must* be returned to the Bureau of Investigation prior to the issuance of the CCW endorsement. If a Retiree does not pass a firearms qualification, SBCDA will re-evaluate their request for a CCW endorsement, and *may* allow the Retiree an attempt to re-qualify. SBCDA will maintain all firearm qualification records.



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Federal CCW

Firearms qualification is required **each and every year**, per 18 USC § 926C (c) (4), and will allow the Retiree to carry a concealed weapon outside of the state of California. You will receive a separate ID card from SBCDA with a Federal CCW endorsement. This card will be issued only one time, not each year. The Federal ID card will have an issue date, but *will not* have an expiration date, as it is only valid when accompanied by an annual firearms qualification card from a law enforcement agency.

Each year the San Bernardino County Sheriff Department will issue a new firearms *qualification card* to SBCDA Retirees specifically for LEOSA purposes only. They require that you bring your valid (not expired) SBCDA Retiree ID card with you to the qualification date. Call the Range office at (909) 473-2549 for more information regarding the monthly qualification dates.

Remember: your Federal firearms **qualification card** *is not* a CCW endorsement. It only confirms that you have qualified with a firearm. Only an SBCDA Identification Card containing a Federal CCW endorsement, accompanied by an annual LEOSA firearms qualification card, is considered a valid Federal CCW permit.

General Information

Retirees have the option of requesting just an ID card or ID cards with CCW endorsements.

Submit both an “**Application for SBCDA Identification Card**” and an “**Acknowledgement of Policies and Procedures**” form every 5 years, in order to renew your California ID card. You only need to submit the forms for a Federal ID card the first initial time, not each year, since this card does not contain an expiration date. SBCDA will provide confirmation that we have received your Application and Acknowledgement forms.

Once SBCDA Administration reviews your Application, you will receive confirmation advising you of an approval or a denial. The issuance of a Retiree’s CCW endorsement can be denied pursuant to California Penal Code sections 26310 - 26325. Also, the CCW endorsement can be revoked per California Penal Code 26315.

Live Scans only need to be completed **one time**, as California DOJ will notify SBCDA upon any future arrests. Since you have completed a Live Scan at the time you were hired, you do not have to complete any more Live Scans.

When applying for or renewing a Retiree’s California CCW Identification Card, SBCDA must have a new photo on file every five (5) years. The Retiree may accomplish this by having a photo taken at SBCDA, or they may forward a digital photograph via email attachment to investigations@sbcda.org. Photographs should be a standard type of ID photo: head-shot from mid-chest level and facing forward.

Retirees can locate the necessary CCW forms on the San Bernardino County District Attorney’s website at www.sbcountyda.org under the “Prosecuting Criminals/Bureau of Investigation/Bureau Retirees” links. The boxes on the forms are fillable and can be saved. Please scan/email, hand deliver, or mail the forms to the physical or email addresses listed in this notice.



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NOTICE TO RETIREES

Upon Retirement

Qualified (honorably) retired full time sworn peace officers will receive the following items from the San Bernardino County District Attorney's Bureau of Investigation.

1. Two (2) SBCDA Retired Peace Officer photo identification cards, containing a California CCW endorsement.
 - a. Must have qualified at the most recent Use of Force trimester range qualification prior to your retirement date.
2. Upon request: Two (2) SBCDA Retired Peace Officer photo identification cards, containing a Federal CCW endorsement. (valid when accompanied by an annual firearms qualification card from a law enforcement agency)
3. One (1) flat badge, indicating "Retired" and your rank at retirement.
4. One (1) flat badge wallet

After Retirement

The following are your options should your **badge** become damaged, worn, lost, or stolen.

1. You will be responsible to pay for any repairs or replacement.
2. Contact (909) 382-3686 or investigations@sbcda.org
3. If your badge becomes lost or stolen, you will be required to file a police report.
4. Notify SBCDA and provide a copy of the police report.

The following are your options should your **ID** card become damaged, worn, lost, or stolen.

1. SBCDA will replace, at no cost, a replacement ID card.
2. Contact (909) 382-3686 or investigations@sbcda.org
3. If your ID card becomes lost or stolen, you will be required to file a police report.
4. Notify SBCDA and provide a copy of the police report.

The following are your options should your **flat badge wallet** become damaged, worn, lost, or stolen.

1. SBCDA will order you a new one, however you will be responsible to pay for the replacement.
2. Or, you can purchase a flat badge wallet of your liking, at a vendor of your choice.

Remember:

Renewal of a Retiree's *California* CCW endorsement is required every five (5) years from the date of issuance. Renewal of a Retiree's *Federal* CCW endorsement is required each and every year from the date of issuance. The Retiree may choose whether or not to renew the CCW endorsements at the time of expiration. Please refer to the "Instructions for Obtaining CCW Endorsements" form for more information regarding the CCW procedures.



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ACKNOWLEDGMENT

**BUREAU OF INVESTIGATION POLICIES AND PROCEDURES FOR
CARRYING A CONCEALED WEAPON**

It is the responsibility of each Retiree to meet the standards set forth within California Penal Code 25465 and Federal Statute 18 USC § 926B (formally known as H.R. 218, but now known as Law Enforcement Officers Safety Act). At all times, the following shall be applicable and in full effect.

All firearm(s) which have been requested to be carried in a concealed manner must be properly registered with the Department of Justice and approved by the San Bernardino County District Attorney's Bureau of Investigation. All discharges of a firearm by a Retired or separated member of the Bureau of Investigation, other than at a designated firing range, shall be reported and investigated to determine if the shooting is within the law and bureau policy. Only Bureau approved ammunition may be carried and used in the approved weapon. The Retired or separated member of the Bureau shall carry their department issued identification card whenever carrying the approved firearm.

Please note that any Retired or separated peace officer of the San Bernardino County District Attorney's Office, Bureau of Investigation, who has been issued a California or Federal endorsement on their SBDA Identification Card, is PROHIBITED from the following while carrying a concealed weapon:

1. Consuming any alcoholic beverage.
2. Being under the adverse or inhibiting influence of any over the counter or prescription medication or narcotic drug.
3. Unjustifiably displaying any portion of a concealed weapon or carrying it in a manner in violation of Bureau policies.
4. Violating any law, ordinance, or municipal code; whether Federal, State, County or City.
5. Refusing to present their identification card or surrender their firearm to any peace officer upon demand.
6. Impeding any peace officer in the performance of their duties.
7. Identifying themselves as a "peace officer" or a person with any peace officer powers unless that person is in fact a peace officer, as defined by the California Penal Code or Federal Statute.

In addition, any Retired or separated peace officer of the San Bernardino County District Attorney's Office, Bureau of Investigation shall immediately notify the Bureau of Investigation Administration should any of the following occur:

- If the Retiree is arrested, detained, or becomes aware that they are the subject of any criminal investigation.
- If the Retiree is involved in the drawing, displaying or discharge of a firearm (other than at an approved range).
- If the Retiree is served with or is the subject of an injunction or temporary restraining order. (In some cases, relating to domestic violence restraining orders or convictions, it is illegal to possess any firearm).
- If the Retiree has a permanent change of address.

Any violation of the above restrictions may result in a Bureau of Investigation administrative review and may result in the suspension or revocation of the CCW endorsement, per California Penal Code 26315.

Retirees are cautioned that individual states may enact local regulations that permit private persons or entities to prohibit or restrict the possession of concealed firearms on their property, or that prohibit or restrict the possession of firearms on any state or local government property, installation, building, base, or park. Federal authority may not shield the Retiree from arrest and prosecution in such locally restricted areas.

I have read and understand the information in this document. I certify that I will abide by all the policies, procedures and restrictions of the Bureau of Investigation. I grant permission to the San Bernardino County District Attorney's Office, Bureau of Investigation, to check my background through a Live Scan for any prohibitive information. I also grant permission to the Bureau of Investigation to check my background through any local law enforcement agency, if I reside out of the county or out of the state. Finally, I understand and acknowledge that the San Bernardino County District Attorney's Office, Bureau of Investigation, incurs no liability for my actions, and that I am responsible to meet all guidelines that the Bureau has set forth.

Retiree Signature

Date

Retiree Printed Name

ID# (if known)

Assistant Chief Signature

Date

Assistant Chief Printed Name



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Application for SBCDA Identification Card

| PERSONAL INFORMATION | | |
|--------------------------------|-------------------------|----------------------------|
| First Name: | Middle Name: | Last Name: |
| | | |
| Mailing Address: | | |
| | | |
| City: | State: | Zip Code: |
| | | |
| Date of Birth: | Contact Phone Number: | Email Address: |
| | | |
| Retirement or Separation Date: | Rank: | Driver's License Number: |
| | | |
| Height / Weight: | Hair Color / Eye Color: | County Employee ID Number: |
| | | |

RETIREMENT TYPE (select one)

- REGULAR**
 DISABILITY

IDENTIFICATION CARD (select all that apply)

- CALIFORNIA CCW ENDORSEMENT**
 FEDERAL CCW ENDORSEMENT

| WEAPON INFORMATION | | | | |
|--------------------|-------|--------|----------|----------------|
| | Make: | Model: | Caliber: | Serial Number: |
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |

I acknowledge and understand the above listed weapons are the **only** weapons I am authorized by the San Bernardino County District Attorney's Office to carry concealed. I certify that the above listed weapons have been legally acquired. I have read California Penal Code 25450 and Federal Statute 18 USC § 926B and 926C, and I am a "qualified (honorably) retired law enforcement officer" as defined under these statutes. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed at _____ **on** _____
(City and state) (Date)

Signed: _____
(Signature of retired peace officer)