BROOMFIELD POLICE DEPARTMENT

RETIRERED / SEPARATED LAW ENFORCEMENT OFFICER
CONCEALED HANDGUN PERMIT INFORMATION PACKET

Note - Qualified retired/separated officers applying for a permit must reside or maintain a secondary residence within the City and County of Broomfield. If you are a retired officer from the Broomfield Police Department, contact J.R. Duncan, Background Investigator, at 720-887-2086.

Carefully read and complete the application. The application must be printed in ink or typed and completed in full. Please use additional sheets of paper if necessary to respond to the questions. If the application is not fully completed, it cannot be processed. The signature line on the application must be left blank, your signature must be witnessed by a police department representative at the time you submit the application. Once the application is completed contact J. R. Duncan, Background Investigator, at 720-887-2086 to schedule an appointment.


In addition to the completed application form the following items must be submitted:

- A personal check, cashier's check, or money order for $48.00 made payable to the Broomfield Police Department for processing and background check fees.

- A photographic identification issued by the agency from which you separated from service as a law enforcement officer.

- Proof of residency in the City and County of Broomfield. (Colorado Driver's License or Colorado ID Card)

An applicant must meet each of the following criteria to be authorized to carry a concealed firearm:

- Separated from service in good standing with a government agency as a law enforcement officer; and

- Before such separation, was authorized by law to engage in or supervise the prevention, detection, investigations, or prosecution of, or the incarceration of any person for any violation of law and had statutory powers of arrest; and

- Before such separation, was regularly employed as a law enforcement officer for an aggregate of 10 years or more; or separated from service with such agency after
completing any applicable probationary period of such service, due to a service-
connected disability as determined by such agency; and

- During the most recent 12-month period has qualified, at the expense of the
  individual, with a handgun; and

- Not under the influence of alcohol or another intoxicating or hallucinatory drug or
  substance; and

- Not prohibited by any State or Federal law from receiving or possessing a firearm;
  and

- Have in possession a photographic identification issued by the agency from which
  you separated from service as a law enforcement officer.

Firearm Qualification Process and Standards:

- Within one year of applying for the concealed carry permit, must be tested or
  otherwise found to meet the qualification standards established by the Broomfield
  Police Department.

- Will be subject to all Broomfield Police Department range safety rules and
  procedures, and abide by all safety rules while at the range and during live fire
  qualification. Any violation of safety rules, as determined by department range staff
  member, will result in immediate removal from the range and denial of application.

- Will sign a Release and Hold Harmless Agreement and a range safety sheet
  with the City and County of Broomfield prior to any firearms qualification at the range.

- Must provide the following items:
  - Unloaded handgun - The handgun must be the one intended to be carried
    concealed or of the same type as intended to be carried.
  - Twenty (20) rounds of factory ammunition – No reloads or specialty
    ammunition will be allowed (Additional rounds of ammunition may be needed
    if a passing score is not obtained during the first attempt).
  - Both the unloaded weapon and factory ammunition will be inspected prior to
    being allowed to enter the range.

Address Change, Loss, Theft or Destruction of Identification:

- Within thirty days after changing the address listed on the original application or
  within three business days after the permit card is lost, stolen or destroyed the
  individual shall notify the Chief of Police. If the permit card is lost, stolen or
  destroyed the permit holder will be responsible for obtaining a duplicate card from
  the department and charged a replacement fee of $15.00.
Renewal of the Authority to Carry Concealed Firearms:

- Pursuant to the Law Enforcement Officer Safety Act of 2004, the authority to carry concealed handguns must be renewed annually, at the expense of the individual, through successfully completing a firearms qualification course. Failure to successfully complete the course annually will cause the authority to carry concealed firearms to be rescinded by the department.

- Within thirty days prior to the expiration of the permit card, the permit holder shall successfully complete the approved firearms qualification course and submit a new application form so that an updated background check can be completed. The individual is also required to submit a new application fee of $48.00.

Revocation for Cause:

- In the event the Chief of Police is notified the permit holder fails or no longer meets any of the certification requirements, the Chief of Police shall revoke the certification card.

Updated October 19, 2017