



Canadian Military Police Association
PO Box 41190
1910 St Laurent Blvd
Ottawa, ON K1G 1A0

BY-LAW 6 -CMPA RETIREMENT CREDENTIALS

GENERAL

1. The Canadian Military Police Association (CMPA) Retirement Credentials are a symbolic memento offered to former members of the Canadian Armed Forces (CAF) Military Police Branch in recognition of their unique qualifications and contribution to both the CAF and the Canadian policing fraternity. The CMPA Retirement Credentials are available to former MP Members who meet specific criteria.

2. Police services throughout North America make it a customary practice to issue replica credentials. While police credentials traditionally symbolize the special authority vested in the holder, the CMPA Retirement Credentials are intended only as a memento of service, and they convey no legal authority whatsoever.

DEFINITIONS

3. For the purposes of this program, the following definitions will apply:

- a. **CMPA Retirement Credentials** – consists of either “Retired” or “Veteran” credentials;
- b. **MP Members:** Those officers and non-commissioned members of the CAF who have qualified for appointment as military police under regulations for the purpose of section 156 of the National Defence Act (NDA);
- c. **Retired:** a person is considered to be “Retired” from the CAF when they have completed their Terms of Service with dignity and are in receipt of an annuity for that service. A person who has been medically released from the CAF as a result of an injury sustained on duty and who is in receipt of a medical pension for that injury, is considered to be “retired” for the purposes of this Bylaw; and
- d. **Veteran:** a person is considered to be “Veteran” when they left the CAF, with dignity, prior to being eligible for an annuity for that service.



ELIGIBILITY

4. MP members may purchase CMPA Retirement Credentials provided they meet all of the following criteria:
- a. the member must have honourably retired, is retiring, or left the CAF;
 - b. the member must have been qualified to hold an appointment as an MP at the time of their retirement or leaving, by reason of having received a Regular Force MP QL3 or Regular Force Basic MP Officer qualification, although at the time of their retirement or leaving, they may have been employed in a position that did not require them to hold a MP appointment and/or Credentials;
 - c. if a member was qualified, the member's NDA Section 156 appointment must not be under any form of suspension or held in abeyance by the Military Police Credential Review Board; and
 - d. be a Lifetime Member of the CMPA in good standing. (*For more information about CMPA membership see By Law 1 – Membership*)

NON-ELIGIBILITY

5. The following circumstances could preclude the issue of MP Retirement Credentials:
- a. the member is/was released from the CF “Dishonourably”;
 - b. the member is/was released from the CF prior to the resolution of an ongoing MP Professional Standards investigation or Conduct complaint; or
 - c. the member's dues are not in good standing with the CMPA.

CMPA CREDENTIALS SPECIFICATIONS

6. CMPA Retirement Credentials shall consist of the following:
- a. **badge.** The badge shall be inscribed with either “Retired” or “Veteran” in place of a badge number;
 - b. **identification card.** The card will feature a photograph of the bearer and identify the holder as a former member of the CAF Military Police Branch. This card is not intended to be used as official identification; and
 - c. a leather wallet to contain both items.



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COST

7. The cost of MP Retirement Credentials will be determined by the CMPA and published at www.mpkitshop.ca.

PROCEDURES BY MEMBER

8. Lifetime CMPA members wishing to obtain Retirement Credentials must complete the following procedures:
- a. verify their CMPA Membership status. If not in good standing (Lifetime member with the CMPA (Bylaw #1) ensure full payment to cover any dues in arrears or New Membership, are paid, **prior to** purchasing the CMPA Credentials or completing the Credentials request form. CMPA dues can be paid at the CMPA MP Kit Shop at www.mpkitshop.ca
 - b. for applicants **who are already retired**, provide proof of service and release item;
 - c. complete the CMPA Retirement Credentials request form at Annex A and submit the completed form electronically to the CMPA Membership Director at cmpamembership@gmail.com;
 - d. include a colour digital photo (passport quality, measuring 3cm x 3cm) of the applicant dressed in business attire. This photograph will be used for the identification card;
 - e. provide a Canada Post mailing address on the application form as the package is mailed via Canada Post Expedited Parcel Service; and
 - f. once the application is approved by the CMPA Membership Director, the applicant purchases the CMPA Credentials from the CMPA Kit Shop.

PAYMENTS

9. All payments are to be made online at the MP Kit shop (www.mpkitshop.ca). **NO** Cash, Cheques, Money Orders, etc. will be accepted for membership, departure gifts or Retirement Credentials.



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APPLICATION SUBMISSION

10 The application must be received no less than 45 days before the intended presentation date. NO CMPA Retirement Credentials applications will be accepted if sent by mail.

CMPA ADMINISTRATION

11. Upon receipt of the application package, the CMPA Membership Director will:
 - a. verify the applicant's eligibility to purchase CMPA Retirement Credentials. This process may also include inquiries to the member's chain of command or MP Professional Standards as required.
 - b. confirm the accuracy of the information on the CMPA Retirement Credentials Request Form and ensure the photograph of the member is adequate to process;
 - c. contact the applicant and advise them to purchase the CMPA Retirement Credentials from the CMPA MP Kit shop; and
 - d. pass all pertinent information to the CMPA Retirement Credential Coordinator.

12. The CMPA Retirement Credential Coordinator will:
 - a. verify the applicant has purchased the Retirement Credentials on line;
 - b. annotate the Retirement Credential database and allocate the appropriate badge to the individual;
 - c. prepare the Identification card; and
 - d. prepare a package containing the wallet, badge, and identification card to be forwarded directly to the member. Time permitting, this package may be forwarded to the applicable MP organization for appropriate presentation

LOST OR DAMAGED CREDENTIALS

13. The bearer of CMPA Retirement Credentials is responsible for any costs associated with replacement of lost or damaged CMPA Retirement Credentials. The cost of full replacement will be equivalent to an initial issue.

14. Should the bearer of CMPA Retirement Credentials wish to update the photograph on the identification card, the bearer will pay the replacement price as determined by the CMPA.



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MAILING THE GIFT

15. The CMPA Retirement Credentials will be mailed to either the Member or the Depart with Dignity (DWD) Coordinator. A tracking number will be provided to the email address provided on the application form once the gift is sent. A signature will be required to receive the parcel.

RIGHT OF APPEAL

16. An applicant, who been denied CMPA Credentials may make an appeal of that decision to the President of the CMPA for consideration. Such an appeal must:

- a. be made in writing;
- b. be submitted within thirty days from notification of denial; and
- c. may deal only with the criteria listed above.

17. The Appeal decision of the CMPA President is final and binding.

RELEASE – CANCELLED

18. If a member has cancelled/changed their release and the CMPA Retirement have been ordered but not yet received, immediately contact the CMPA Credentials Coordinator [via email](#) and advise them of the change so that the member's badge can be returned to the CMPA Retirement Credential Coordinator for subsequent return to the member and the CMPA Credentials process can be stopped.

19. If the CMPA Retirement Credentials have been ordered and shipped (and perhaps even presented) they shall be returned to the CMPA Retirement Credentials Coordinator for holding and subsequent presentation to the member upon their ensuing release date. As the date of service on the ID card will change, there will be an administration fee to cover the cost of the new ID Card. The fee will be established from time to time by the CMPA Executive. Payment for the replacement ID Card will be completed on line at the [MP Kit shop](#)

20. If the CMPA Retirement Credentials are not returned to the CMPA, the member will not be eligible for any further benefits or programs afforded to CMPA members or their dependants nor will future Retirement Credentials be presented to the member on their subsequent release. Secondly the member's chain of command will be advised that the member is in possession of two badges.



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21. If the Administrative Fee is not paid, a revised ID Card will not be ordered, and the original Retirement Credentials with original dates will be sent back for presentation to the member on their subsequent release providing they still meet the criteria of para 4 above.

22. A refund (if paid) will not be issued to the member as the Retirement Credentials have been created.

ATTACHMENTS

Annex A: CMPA Retirement Credentials Request Form