

Employee Commendations

1030.1 PURPOSE AND SCOPE

It is of great importance to honor our officers when they have displayed honor, bravery, skill, or selfless acts. Special recognition may be in order whenever an employee performs his/her duties in an exemplary manner. This procedure provides general guidelines for the commending of exceptional employee performance.

1030.2 WHO MAY MAKE COMMENDATIONS

A written commendation may be made by any supervisor regarding any other employee of the Department, provided the reporting person is superior in rank or is the person-in-charge of the individual being commended. Additionally, investigating officers may commend uniformed officers for exceptional assistance in investigative functions, with approval from the investigator's supervisor. Any employee may recommend a commendation to the supervisor of the employee subject to commendation.

1030.3 COMMENDABLE ACTIONS

A meritorious or commendable act by an employee of this department may include, but is not limited to, the following:

- Superior handling of a difficult situation by an employee
- Conspicuous bravery or outstanding performance by any employee of the Department
- Any action or performance that is above and beyond the typical duties of an employee

1030.3.1 COMMENDATION REPORT

The Commendation Report shall be used to document the commendation of the employee and shall contain the following:

- (a) Employee name, bureau, and assignment at the date and time of the commendation
- (b) A brief account of the commendable action shall be documented on the form with report numbers, as appropriate
- (c) Signature of the commending supervisor

Completed reports shall be forwarded to the appropriate Division Commander for his/her review. The Division Commander shall sign and forward the report to the Chief of Police for his/her review.

The Chief of Police will return the commendation to the employee for his/her signature. The report will then be returned to the Administrative Secretary for entry into the employee's personnel file.

1030.3.2 COMMENDATION COMMITTEE

A committee comprised of the command, supervisory and line staff shall act as the review and recommendation segment of the process.

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This committee will meet as necessary to review commendation reports. They will review the presented packages and determine the applicable commendation to be recommended to the Chief of Police.

1030.4 AWARDS

Awards may be issued for the following categories:

- (a) Life-saving
- (b) Bronze Star
- (c) Silver Star
- (d) Medal of Valor
- (e) Gold Star
- (f) Purple Heart
- (g) Chief's Commendation
- (h) Unit Citation
- (i) Major Incident

1030.4.1 AWARD RIBBONS

A commendation will be recognized on the uniform in the manner of an Award Ribbon. These enameled ribbons will be designated and issued to award recipients, and will become authorized to be worn on the uniform.

Only those award ribbons authorized by this department will be worn on the uniform.