
Employee Commendations and Awards

1030.1 PURPOSE AND SCOPE

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 and recommending of awards based on performance and/or set guidelines for specialty assignments or mile stone activity.

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.

1030.2.1 AWARDS

Recognition of outstanding achievements of our employees may be made in the following ways:

Major Commendation Awards

Medal of Valor - The highest commendation awarded by the department. It may be awarded to members who display extreme courage while facing mortal danger during a police action in an effort to provide protection or preservation of life.

Certificate of Merit - Awarded to employees for exceptional performance in other than a police action. This award is reserved for projects of a large scope, such as the conception or development of a unit, program, or process which has greatly benefited the university, department, and or the law enforcement profession.

Community Service Award - Awarded to employees who stands apart and has participated within the community and provided exceptional service within the community.

Life-Saving Award - Awarded to employees whose immediate action resulted or could have resulted in the saving of human life.

DUI - 23152 CVC - Awarded based on the number of arrests and convictions for driving under the influence of alcohol or drugs annually. Solid green bar for 25 or more and green and blue bar for 50 or more.

Years of Service Awards - Awarded for every five years of service.

Specialty Pins or Epaulet Designators

Tactical Team - Awarded to employees assigned to either a Special Weapons Team or Critical Response Unit.

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Field Training Officer - Awarded to employees assigned to the field training officer program.

Firearms Instructor - Awarded to employees assigned as our range/firearms instructor.

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 INCIDENT REPORT

The Commendation Incident 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 may 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.