

## Employee Commendations

### 1030.1 PURPOSE AND SCOPE

Special recognition may be in order whenever a Member performs his/her duties in an exemplary manner. This procedure provides general guidelines for the commending Member performance and provides a means to preserve informal commendations received from the public that historically have not been memorialized. This policy explains the required actions for the collection, processing and preservation of such commendable acts to ensure appropriate recognition is bestowed upon the Member.

### 1030.2 WHO MAY MAKE COMMENDATIONS

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

#### 1030.2.1 COMMENDATION TYPES

Special recognition may be in order whenever a Department Member performs his/her duties in an exemplary manner. Commendations may include but are not limited to the following:

1. Citizen feedback
2. Division commendation
3. Sheriff/Department commendation
4. Civic group award (MADD, VFW, Red Cross, 10851)
5. Government awards
6. Gold Star Award
7. Medal of Valor

### 1030.3 COMMENDABLE ACTIONS

A meritorious or commendable act by a Member of this Department may include, but is not limited to, the following:

1. Superior handling of a difficult situation
2. Any action or performance that is above and beyond the typical duties of a Department Member
3. A presentation or speech given to a group outside of regular duties. Providing specialized training to fellow law enforcement officers or government personnel
4. Significant testimony at a trial or hearing

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

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### 1030.3.1 SIGNIFICANT COMMENDABLE ACTIONS

Any major or momentous action by a Member that brings exceptional recognition to the Department or individual may include, but is not limited to, the following:

1. Conspicuous performance to a specific entity as recognized by that entity
2. Conspicuous bravery or outstanding performance by any Member

### 1030.3.2 REPORTING

Managers and/or Supervisors shall document all commendations by creating a new "Initial Report" on the Sheriff's Intranet. This will ensure all the necessary information is captured and preserved.

Once the "Initial Report" has been created by a supervisor, the system will generate an email which contains an auto-populated "Commendation Letter." This form should be printed and mailed to the reporting party. The letter may be emailed in lieu of regular mail.

After the Initial Report has been reviewed by the Commander, the system will generate an email to the Member's supervisor which contains an "Employee Notification" form. This will need to be printed and reviewed by the Member. After review, the form shall be signed by both the Member and supervisor. Once signed, the form shall be scanned and attached to the Initial Report. The system shall automatically transfer the Initial Report to the Commendation/Complaint Reporting System (CCRS). The original signed form shall be placed in the Member's Division performance file.

For assistance with form documentation, contact the S.A.F.E. Division (██████████)

### 1030.3.3 PUBLIC COMMENT NOTICE

The Public Comment Notice Form shall be made readily available to the public in a visible location in lobbies of OCSD facilities. The public can use this form (also available on the Sheriff's website) to document commendable acts by Department Members if they choose not to convey their appreciation in person.

### 1030.3.4 RETENTION OF COMMENDATION REPORTS

The Professional Services Command shall maintain the Commendation/Complaint Report Forms and all supporting documentation in accordance with current applicable laws governing personnel files.