

## 3-02/140.15 - Service Awards

### Distinguished Service Award

The Distinguished Service Award will be presented to employees of this Department who have distinguished themselves by actions which are far beyond those required for their position and which result in a significant contribution toward the betterment of our Department and/or its members through:

- Improved efficiency;
- Increased effectiveness;
- Substantial cost savings;
- Improved personal safety;
- Enhanced public image;
- Consistent career excellence.

In addition to other considerations, personnel with 15 years of service, upon honorable separation from the Department, shall be evaluated by their division for the appropriateness of this award.

### Exemplary Service Award

The Exemplary Service Award may be given to personnel who merit Department recognition for work efforts which show an unusual degree of individual initiative resulting in notable achievement in one or more of the following areas:

- A contribution to organizational efficiency;
- Technical innovation;
- Devotion to an organizational mission or duty;
- Improved personal safety;
- Enhancement of the Departmental image.

Nominations submitted by unit commanders or above, to concerned division chiefs or division directors, shall include all pertinent information and any supporting documentation that will serve to establish the criteria for distinguished and/or exemplary service. Nominations may be submitted at any time during the calendar year; however, no later than January 31 of the year immediately following the calendar year during which the service occurred.

The Executive Planning Council will evaluate and approve awards, subject to final approval of the Sheriff, during a special Executive Session, to be scheduled yearly, after January 31.

Awards will be presented following completion of the nominating procedure.

### Meritorious Service Award

The Meritorious Service Award may be given to personnel who merit Department recognition for work efforts of substantial significance but not to the level specified for the Exemplary Service Award.

Unit commanders or directors will submit nominations for this award to their division chief or division director, or higher ranking member if appropriate. The nomination shall contain all pertinent information and supporting documentation to support the nomination.

The division chief/ division director or higher ranking member shall review and confirm the recommendation and take final action to approve or disapprove the award.

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