3-02/140.18 - Leadership Award

The leadership award may be presented to employees who have exemplified the character traits and actions that distinguish them as leaders in the Department. These actions must have a positive influence on others and/or the communities we serve. This may be accomplished by:

- Mentoring others or providing for the personal or professional development of others;
- Acting as a positive role model; and
- Developing an innovative suggestion for bettering the Department.

Any member of the Department or community may make a nomination. Unit commanders shall submit all pertinent information and supporting documentation for the nomination to their respective division chief or division director for review and to confirm the recommendation. After review, the division chief or division director shall forward the nomination to the concerned assistant sheriff.

Once the nomination is approved and signed by the assistant sheriff, the award will be returned to the division. The division will prepare a memorandum to Personnel Administration Bureau requesting the Leadership Award pin(s), with a copy of the award, noting the approval by the assistant sheriff.