# 3-02/140.25 - Sheriff's Commendations

Incidents which reflect action by an employee, or unit, involving outstanding or exceptional execution of a difficult or dangerous duty or assignment should be the subject of Sheriff's commendations.

Unit commanders shall prepare a Sheriff's commendation on an SH-AD-32A in quadruplicate. The original and two copies shall be forwarded to the unit or employee's division chief or division director and one copy retained for the unit file.

If the division chief or division director approves the commendation, he shall prepare a recommendation on an SH-AD-32A. The original of the commendation and the division chief's or division director's recommendation shall be forwarded to the Sheriff. One copy of the commendation shall be forwarded to the undersheriff through the concerned assistant sheriff.

If the Sheriff approves the division chief's or division director's recommendation, a copy of the Sheriff's commendation shall be forwarded with the original to Personnel Administration Bureau, Attention: Vault Services, for inclusion in the personnel folder of each concerned employee. The employee, or unit, receives the original letter of commendation and the Sheriff's Commendation Certificate from the Sheriff.