3-02/140.45 - Executive Commendations

Unit commanders may prepare division commendation scrolls for their own signature or that of the concerned area commander or division chief/ division director. Such commendations shall be reserved for actions, conduct, or activities that clearly and objectively stand out in terms of quality, professionalism or skill, and that demonstrate special effort or sacrifice. Copies of executive commendations shall be filed in both the Department personnel folder and the unit folder.