3-04/010.15 - External Commendations

External commendations fall into two categories - professional and public. Professional commendations are those received from government entities (law enforcement agencies, county departments, state/federal agencies, etc.) or law enforcement associations (IACP, POALAC, PORAC, etc.) expressing appreciation for professional services provided by our personnel. Examples include commendations from the aforementioned sources for:

- a presentation or speech to a group;
- providing training to fellow peace officers or government employees;
- participation in a conference or focus group;
- consulting expertise;
- testimony at a trial or hearing; and/or
- assistance in multi-agency investigations.

Public commendations include those received from individual members of the public, businesses, corporations, associations, etc. They are generally received for providing the law enforcement, investigative, custody, or judicial services that our mission entails.

Both kinds of external commendations shall be documented on a Service Comment Report form and reviewed by the unit commander. The unit commander is responsible for determining whether a commendation is more appropriately classified as a “public” or a “professional” commendation.

> **NOTE:** Correspondence commending members of other units shall be forwarded to the concerned unit for completion of a Service Comment Report.

The unit commander shall check the appropriate box in the section of the Service Comment Report labeled “Result of Service Review/Exoneration Request.” The unit commander shall ensure that the face page of the report is properly and completely filled out and shall ensure that any additional involved employees are listed on the continuation sheet.

The unit commander shall sign the Service Comment Report form and shall:

- file the yellow copy in a unit file;
- send a letter to the member of the public acknowledging receipt and appreciation for the commendation;
- provide a copy to the employee and ensure that the commendation letter is placed in the employee’s personnel file; and

  NOTE: Do not put a copy of the SCR in the employee’s personnel file.

- distribute the remaining copies as indicated on the form.