

## **3-01/100.00 Commendation for Quality Service**

All unit commanders are encouraged to develop a program to reward their employees for commendable service. Any occurrence which indicates meritorious conduct on the part of an employee may be the subject of a Commendation for Quality Service.

Information or recommendations for this award may originate either from personnel within the Department, or from sources outside the Department. A Commendation for Quality Service may be given to personnel who merit Department recognition for work efforts of substantial significance.

Unit commanders or directors shall submit nominations for this award to their Division Chief. The nomination shall include all pertinent information, reports, and documentation to support the nomination.

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