

Unit Order 29 - Internal Commendations

PURPOSE:

The purpose of this Station Order is to establish guidelines for preparing commendations.

SCOPE:

This Station Order applies to all supervisory personnel, sworn and civilian.

ORDER:

Internally-generated commendations fall into the following categories:

- Medal of Valor
- Meritorious Conduct Medal - Gold
- Meritorious Conduct Medal - Silver
- Line of Duty Award
- Distinguished Service Award
- Exemplary Service Award
- Meritorious Service Award
- The Sheriffs Award
- Sheriffs Commendations
- Commendable Restraint Commendation (signed by a division chief)
- Career Achiever's Award
- Unit Recognition Award
- Executive Commendations (authored by a unit commander or above)
- Supervisor Acknowledgment (signed by supervisors of the rank of lieutenant/ assistant director and below).

Internal commendations which are signed by a captain/director or above (i.e. executive commendations and all higher-level commendations) shall be indexed in the Personnel Performance Index. The awarding of a Department service pin does not constitute a commendation and shall not be indexed in the PPL.

Each unit commander is responsible for ensuring the completion of an "Executive Internal Commendation PPI Data Entry Form," SH-R-437C, for each commendation received by his/her personnel that is to be indexed. The data entry form is to be completed at the time the commendation is signed or the award is presented.

The data entry form shall be routed as follows:

Original to PSTD for data entry.

- First copy attached to a copy of the commendation document and forwarded to division headquarters. The area commander shall review the commendation, 0 contents note" it, and
- forward the commendation, with the data entry form copy attached. to Personnel Administration for filing in the employee's personnel folder
- Second copy attached to a copy of the commendation document and filed in the employee's unit

personnel file.

Supervisors below the rank of captain/director may prepare acknowledgments for their own signature in the form of memoranda or on unit-level contact sheets. Such acknowledgments shall be for any commendable action, conduct or activity which the supervisor determines merits this category of documentation.

Supervisory acknowledgments shall be filed in the unit personnel folder.

NOTE: Area commanders are responsible for monitoring the level of significance of the subject matter in commendations signed by their unit commanders.
