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POLICY/PROCEDURE NUMBER: 05-P.A.-004

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SUBJECT: AWARDS AND RECOGNITION

EFFECTIVE DATE: January 7, 2015

REVIEW DATE: January 7, 2016

AMENDS/SUPERSEDES: Awards Program – 100-5, January 1, 2000 version, November 4, 2005 version, October 23, 2007 version; January 27, 2010 version; February 16, 2011 version; January 8, 2014 version.

IACLEA STANDARD: 4.3.1(a)

CSU POLICE DEPARTMENTS SYSTEMWIDE OPERATIONAL GUIDELINE – No

APPROVED: Anne P. Glavin, Chief of Police

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## I. PURPOSE

To outline the policy and procedures for formal employee and community member recognition for outstanding performance and exemplary acts; to explain how to recommend formal acknowledgement and to define what constitutes formal acknowledgement.

## II. POLICY

The California State University, Northridge Department of Police Services has an expectation of excellence in professional conduct from all employees. The Department recognizes that situations arise in which employees exemplify the values of the Department and model our mission in professional conduct that warrants special recognition.

## III. AWARDS COMMITTEE

The Awards Committee consists of five members of the Department appointed by the Chief of Police every two years. Employees may volunteer for this committee and will be selected as follows: two members of the Police Division, one member from the Parking and Transportation Division and one additional member of the Department. The committee is chaired by the Special Assistant to the Chief of Police. The Awards Committee will convene each year and meet as necessary to review nominations submitted by department personnel and, if necessary, will vote in the event a tie occurs between two people who receive the same number of nominations for any given award.

The chair of the Awards Committee will solicit nominations from members of the Department beginning in early November of each year (see forms at the end of this

policy). The Awards Committee will review the nominations and ensure adherence to criteria, eligibility and will determine the number of votes per candidate. A report of final recommendations of candidates for the annual awards will be forwarded to the Chief of Police by the chair of the Awards Committee no later than the end of the second week of December. All nomination forms will be turned in with the report. Valid nomination forms must be signed (legibly) by members of the Department to ensure that there is only one vote per person. If one of the members of the committee is recommended for an award, that individual will excuse him/herself from the decision making for that award.

All supervisory staff are responsible for making note of and recommending recognition based on the criteria listed in the "Annual Awards" section of this policy. Any employee may submit nominations for employee recognition using the appropriate forms. All members of the Department are encouraged to submit nominations, however, supervisory personnel will be required to submit at least one nomination. Self-nominations are not acceptable. Incomplete nomination forms will be returned for completion.

#### IV. TYPES OF RECOGNITION

The awards program shall consist of recognition in the form of plaques, commendation bars, medals, certificates and letters of commendation being awarded for Heroism, Meritorious Service, Distinguished Achievements, Long and Honorable service, and other awards that may be deemed appropriate by the Chief of Police.

The following categories of acts or actions will be considered for recognition for sworn personnel:

1. The personal display of extraordinary courage and valor in the performance of duty.
2. The exemplary performance of meritorious service to the community.
3. The performance of outstanding and exceptional service to the Department.

#### V. CATEGORIES OF AWARDS

- A. Letter of Appreciation – Such recognition is generally the result of written correspondence, or could be in the form of a phone call received from the general public, which documents general service functions performed by an employee of the Department. When the correspondence is received, it is forwarded to and acknowledged by the Chief of Police. A copy of the original correspondence will be given to the employee and will also be posted in the briefing book for two weeks. A copy of such recognition is placed in the annual commendations file and the employee's personnel file if requested by the employee.
- B. Certificate of Excellence – Awarded to an employee for excellent service to the Department during the rating period of one year. The employee will have demonstrated conduct that exemplifies departmental goals and values. The recommendation will be submitted by the supervisor in a written summary to the Chief of Police for review. The presentation of this award will take place at the annual in-service training program.
- C. Exemplary Attendance Certificate – Awarded to an employee for excellent attendance during the rating period of one year. Employees with four or fewer days of absenteeism per year will be eligible for recognition in this category. The

presentation of this award will take place at the annual in-service training program.

- D. Letter of Commendation – Awarded to an employee for commendable acts and exemplary performance during the normal course of duty, this award consists of a letter of commendation and may be accompanied by a certificate. Supervisors will submit a written recommendation detailing the event to the Operations Commander for review. The recommendation will then be forwarded to the Chief of Police for final review. Criteria utilized for this commendation consist of commendable acts and exemplary performance by an employee which deserve greater recognition than a letter of appreciation, but do not meet other award criteria. The presentation of this award will be at a department meeting, at a special presentation during a shift briefing or other appropriate time during work hours.
- E. Service Award - Presented to employees who have completed long and faithful increments of continuous service. Service stripes (hash marks) are available for sworn personnel at five year increments of law enforcement service.
- F. Lifesaving Award – Awarded to an employee who, while in the line of duty and through prompt and alert actions, saves a life. The award will consist of a commendation bar and certificate of recognition. The presentation of this award will take place at the annual in-service training program.
- G. Medal of Valor – The Department’s highest award for courage and bravery during the performance of duty. The award will be given for recognition of a single action displaying extreme courage while facing imminent danger. The courageous act distinguishes itself above and beyond the normal demands of police service. The award will consist of a medal and certificate. The presentation of this award will take place at the annual in-service training program.
- H. Chief’s Award – This award, as determined by the Chief of Police, is presented to one or more employees for outstanding service or contributions to the Department of Police Services and/or community. The contributions made by the individual(s) recognized constitute those which add to the professional image of the Department, enhance services, improve efficiency and/or a work product and are considered exceptional in terms of quality. The presentation will consist of a trophy award and letter of commendation. Commendation bars will be presented to police recipients and a suitable alternative as designated by the Chief of Police for civilian staff. The presentation of this award will take place at the annual in-service training program.

#### NON-EMPLOYEE RECOGNITION

- I. Civilian Recognition Award – Awarded to a member of the community who has performed a commendable act which has been of aid or assistance to the Department of Police Services, to a police officer or parking officer in the performance of his/her duties, or to the California State University, Northridge community. This honor will consist of a letter of commendation, certificate or plaque as determined by the Chief of Police.

## UNIVERSITY RECOGNITION SERVICE PINS

The CSU Northridge Office of Human Resources issues annually staff service recognition pins indicating the number of years of service provided to the campus community. This pin may be worn on police, dispatch, and parking officer uniforms and is to be worn on the right breast pocket flap of the uniform shirts.

## ANNUAL RECOGNITION AWARDS

On an annual basis the Department of Police Services bestows its highest awards for service in three categories: police officer (any rank), civilian employee, and student assistant.

1. Officer of the Year – is presented for the police officer who exemplifies the Department's values and commitment to the mission of the Department. The criteria include: excellent work ethic, positive attitude, initiative, teamwork and dedication to police services.
2. Civilian Employee of the Year – is presented to a civilian employee who exemplifies the Department's values and commitment to the mission of the Department. The criteria include: excellent work ethic, positive attitude, initiative, teamwork and dedication to administrative services.
3. Student Assistant of the Year – is presented to the student employee who has demonstrated outstanding service and dedication to the Department.

All of the above awards will consist of a personalized plaque and letter of recognition. Additionally, a name plate with the recipient's name will be added to the Department's wall plaque that records annual honorees of these awards. Commendation bars will be presented to police officers and other memento signifying this award to civilian employees and parking officers. The presentation of these awards will take place at the annual in-service training program.

## VI. ADDITIONAL SERVICE AND TRANSFER AWARDS:

The California State University, Northridge Department of Police Services recognizes that police officers and other staff who join the Department bring with them skills, experience, and recognition worthy of continued acknowledgement. The Chief of Police may grant approval for the wearing of recognition awards that have comparable criteria to the Department's criteria. Employees who wish to be considered for recognition award approval from another department must put their request in writing and seek approval from the Chief of Police. No recognition awards from other departments or organizations may be worn by uniformed personnel unless approved by the Chief of Police.

## VII. APPENDIX

- A. Annual Employee Recognition Awards Nomination Form

**CALENDAR YEAR: 200\_\_**

Person completing nomination form (Please print legibly): \_\_\_\_\_

Please list examples in each category of criteria for each award. Nominations which do not meet the criteria stated for each award may be disqualified by the Awards Committee. All nomination forms must be signed to be valid. In accordance with the Awards & Recognition policy, all employees are encouraged to submit nominations; however, supervisory personnel will be required to submit at least one nomination. Self-nominations are not acceptable.

**OFFICER OF THE YEAR**

*The award is presented for the police officer who exemplifies the Department's values and commitment to the mission of the Department. The criteria include: excellent work ethic, positive attitude, initiative, teamwork and dedication to police services.*

Name of officer nominated:

For each criterion below, please include one or more examples.

**Excellent work ethic:**

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**Positive attitude:**

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**Initiative:**

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**Teamwork:**

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**Dedication to police services:**

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**CIVILIAN OF THE YEAR**

*The award is presented to a civilian employee who exemplifies the Department's values and commitment to the mission of the Department. The criteria include: excellent work ethic, positive attitude, initiative, teamwork and dedication to administrative services.*

Name of person nominated:

For each criterion below, please include one or more examples.

**Excellent work ethic:**

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**Positive Attitude:**

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**Initiative:**

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**Teamwork:**

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**Dedication to Administrative Services:**

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**STUDENT ASSISTANT OF THE YEAR**

*This award is presented to the student employee who has demonstrated outstanding service and dedication to the Department.*

Name of person nominated:

For each criterion below, please include one or more examples.

**Outstanding Service:**

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**Dedication:**

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