

Procedural Directive

**California State University
Northridge
Department of Police Services**



To: All Department Personnel
Subject: Police & Civilian Staff of the Year Award Procedures - Revision
Directive Number: 2019-02
Date: October 9, 2019
Amends/Supersedes: Select Sections of Policy #05-P.A.-04, Awards & Recognition
Approved: Gregory L. Murphy, Chief of Police

I. Objective:

To outline revisions to the policy and procedures relating to the nomination, selection, and award of the Police and Civilian Staff of the Year awards. All other sections of Policy 05-P.A.-04 remain in effect as previously approved.

II. Procedures (Revised):

ANNUAL RECOGNITION AWARDS (page 4 of policy – 05-P.A.-04)

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

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 includes, but is not limited to: excellent work ethic, positive attitude, initiative, teamwork and dedication to police services. See attachment A for the police officer of the year criteria and procedural sheet.

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 includes but is not limited to: excellent work ethic, positive attitude, initiative, teamwork and dedication to administrative services. See attachment B for the civilian staff of the year criteria and procedural sheet.

Note: should there be an absence of submitted nominations or nominations that do not meet the minimum eligibility requirements, the Chief of Police may decide to not issue one or both of the awards

AWARDS COMMITTEES (pages 1 and 2 of policy 05-P.A.-04)

The Police and Civilian of the Year award committees will be established via the procedures specified within the attached award criteria sheets. Eligibility requirements, selection processes, and timelines are also noted.

ATTACHMENT A: POLICE OFFICER OF THE YEAR OUTLINE

- **MINIMUM REQUIREMENTS FOR ELIGIBILITY:**

- Eligible officers must be at the rank of sergeant or below for at least six-months of the calendar year.
- Completed probation (e.g. successfully completed 12 months on the Department).
- In good standing with the department-
 - Minimum rating of satisfactory (3) in all performance-rating criteria and an overall rating of satisfactory during the year.
- Must be within the top 20% of overall productivity of officers within the same rank* for at least six-months of the calendar year. Although the officer may fall below the 20% expectation in one or two of the below listed standards they should still demonstrate exceptional effort in **all** areas to be considered for the Officer of the Year honor. Below are the quantifiable expectations that must be met in each Division:
 - Patrol Division:
 - Felony Arrest
 - Misdemeanor Arrest
 - Criminal Conviction Rate
 - Traffic Citations
 - Parking Citations
 - Community Outreach
 - Additionally, the nominee will have successfully completed at least one community policing initiative.
 - Special Services Division:

Due to the unique subjective nature of their work/product, command staff and peer review assessments will occur to determine investigator eligibility. The areas to be assessed include, but not limited to:

 - Community participation through activities with community groups, advocate programs, and associations.
 - Noteworthy investigative work.
 - Case clearance rates.
 - Communication and participation with patrol operations in a substantive manner (e.g., in-service briefing training discussing case law, investigative techniques for improved prosecution rates, etc.; and crime trend analysis in support of directed patrol initiatives).
 - Noteworthy use of support and advocacy programs to assist victims (e.g., personal safety plans, threat assessments, personal

- protective orders, preparation of victims/witnesses for court, etc.).
 - Responses received through the department's monthly community satisfaction surveys.
 - Receive at least one nomination from the Leadership Team:
 - Senior Command Staff (Chief of Police and Captains) shall not make a nomination.
 - The nomination shall explain how the officer upholds and demonstrates the Vision, Mission and Values of the Department; and how the officer exhibits the behavior and attitude to foster positive morale amongst their peers.
 - **SELECTION PROCESS:**
 - A committee will be formed to review officer eligibility based on the above criteria.
 - Timeframe to:
 - October 15th – Selection process begins and review of minimum requirements.
 - November 15th – Nominations due.
 - December 1st - Committee meets to consider nominations.
 - December 15th – Committee submits recommendation to the Chief of Police.
 - Committee will be made up of the following members:
 - One Senior Command Staff Member (Deputy Chief or Captain)
 - Selected by the Chief of Police
 - Rotates annually
 - One SUPA Member
 - Selected by the campus SUPA representative
 - Must be in good standing
 - Cannot be a candidate for Officer of the Year
 - One campus Community Member
 - Selected by the Chief of Police
 - Chief of Police will review and approve the final recommendation(s) and will announce the final selection at the annual in-service.

* *For the purposes of this criterion, officer and corporal will be considered the same rank.*

ATTACHMENT B: CIVILIAN STAFF OF THE YEAR CRITERIA

- **MINIMUM REQUIREMENTS FOR ELIGIBILITY:**

- Managers (MPP) are not eligible
- Candidates must have completed probation (e.g. successfully completed 12 months in the Department).
- In good standing with the department-
 - Minimum rating of satisfactory (3) in all performance-rating criteria and an overall rating of satisfactory during the year.
- Must demonstrate excellent effort in **all** performance areas to be considered for the Civilian Staff of the Year honor. Below are the quantifiable expectations that must be met:
 - Noteworthy* customer service experiences delivered
 - Additional consideration for feedback received from the public
 - Noteworthy* cases of solving issues with creative, out-of-the-box, and innovative solutions
 - Additional consideration for using existing resources as part of the resolution
 - Noteworthy* cases of performing duties above and beyond normal expectations
 - Additional consideration for taking initiative which progresses departmental goals and objectives and exudes mission, vision and values
 - Additional consideration for supporting departmental operations in a collaborative fashion
 - Observe and report action that leads to resolving a crime
 - Action that leads to resolving life safety issues
 - Action that supports other units outside of the candidate's normal duties and responsibilities
 - ****Noteworthy = Memorialized and Documented***
- Receive at least one nomination from a supervisor or lead:
 - Senior managers shall not make a nomination.
 - The nomination shall also explain how the team member upholds and demonstrates the Vision, Mission and Values of the Department; and how the team member exhibits the behavior and attitude to foster positive morale amongst their peers.

- **SELECTION PROCESS:**

- A committee will be formed to review employee eligibility based on the above criteria.
- Timeframe to:

- October 15th - Review minimum requirements
- November 15th - Nominations.
- December 1st - Committee meets to consider nominations.
- December 15th - Committee recommendation due to the Chief of Police.
- Committee will be made up of the following members:
 - One vote from two Managers (MPP) from the Department of Police Services
 - Selected by the Chief of Police
 - One Lieutenant gets half a vote
 - One Parking Manager gets half a vote
 - The Chief of Police will settle any potential ties
 - Rotates annually
 - One vote from Civilian Staff from the Police Division
 - Selected by the Chief of Police
 - Rotates annually
 - Selection committee member is not eligible for this award
 - One vote from Civilian Staff Lead from the Parking and Transportation Division
 - Selected by the Chief of Police
 - Rotates annually
 - Selection committee member is not eligible for this award
 - Chief of Police will review and approve the final recommendation(s) and will announce the final selection at the annual in-service.