

Procedure

10.1

**EFFECTIVE
DATE
5-21-99**

Eugene Police Department



Commendations

10.1.1 PURPOSE AND SCOPE

This policy deals with commendations for employee actions received from members of the public. For procedures regarding formal department commendations, refer to *Policy 1019 – Performance Awards*.

PART I - Responsibilities and Procedures for Supervisors and Command Personnel

- A. Receiving supervisor
- B. Internal Affairs Coordinator Exemplars
- D. Employees supervisor

10.1.2 RESPONSIBILITIES AND PROCEDURES FOR SUPERVISORS AND COMMAND PERSONNEL

- A. Receiving supervisor
 - 1. If you receive a commendation in writing, forward it to the Internal Affairs Coordinator.
 - 2. If you receive a commendation verbally (in person or by phone), document it in E-mail and forward it to the named employee, the employee's supervisor, others in the employee's chain of command, and Internal Affairs.
- B. Internal Affairs coordinator
 - 1. Log the commendation. In the case of a written commendation, forward it to the named employee via his/her chain of command.
 - 2. Place the commendation in the employee's personnel folder.
- C. Employee's supervisor

Ensure that the employee signs any written commendation and returns it to the Internal Affairs Coordinator.