



SACRAMENTO POLICE DEPARTMENT

GENERAL ORDERS



230.03 CERTIFICATES OF APPRECIATION 09-16-91

PURPOSE

To outline procedures for the award of Certificates of Appreciation.

POLICY

To present Police Department employees, retiring or resigning after 10 years or more service with the Department, with a Certificate of Appreciation.

PROCEDURE

A. CRITERIA

1. Employees retiring or resigning after 10 years or more service with the department may receive a Certificate of Appreciation.
2. Employees shall be in good standing and be recommended by the respective Office Chief.

B. PROCESSING

1. Supervisors having knowledge of an employee's departure shall contact the Personnel and Training Section to determine if the employee has the required time of service.
2. If the employee has the required longevity, the Office Chief may make a recommendation, in the form of a memorandum, that a Certificate of Appreciation be presented by the Chief of Police.
3. When the Chief of Police approves the award, the Personnel Section shall gather personnel background information and provide it to the Community Resources Section.
4. The Community Resources Section, along with input from the employee's supervisor, shall prepare a draft Certificate of Appreciation which shall be forwarded through the chain of command to the Chief of Police for approval.
5. Once the Certificate has been approved, a final Certificate of Appreciation shall be prepared and routed through the chain of command for signature by the Chief of Police.

C. PRESENTATION

1. An appointment shall be scheduled by the Chief's Office for the Chief of Police to present the Certificate to the employee. Exception: If a farewell party is planned on behalf of the employee, the Certificate shall be presented at the party by the Chief of Police or a designee.
2. Copies of the signed Certificate shall be distributed by the Chief's Office to the Community Resources Section for file and to the Personnel and Training Section to be placed in the employee's personnel file.