



SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



230.04 EMPLOYEE RECOGNITION 08-21-12

PURPOSE

The purpose of this order is to establish procedures for the Department Employee Recognition Program.

POLICY

It shall be the policy of the Sacramento Police Department to acknowledge department employees who demonstrate outstanding or exemplary performance.

PROCEDURE

A. GENERAL

1. Offices shall budget and purchase awards through Department funds.
2. Employees exhibiting exemplary or outstanding performance during a quarter year shall be eligible for an Employee Recognition Award.
3. Each Office Chief shall appoint an "Employee Recognition Committee" consisting of a Civilian Supervisor, a Captain and Lieutenant under their command.
 - a. During the first week of March, June, September, and December, the Employee Recognition Committee shall meet and determine if any outstanding employees in that office are deserving of the "Employee of the Quarter" award.
 - b. It shall not be mandatory an employee be nominated every quarter.

B. SELECTION OF CANDIDATES

1. Selection of candidates for recognition within each office shall be made from recommendations received from members of that office or any other office.
2. Recommendations shall be made in memorandum form, sent through the chain of command to the Office Chief of the affected employee. The name(s) of candidates and supporting memorandum shall be provided to the Employee Recognition Committee within five (5) working days following the end of the quarter.
3. Final selection shall be made by that Office Chief within two (2) working days following recommendations received from the Recognition Committee.
4. The employee of the quarter shall receive their award within ten (10) working days following the end of the quarter.

C. EXEMPLARY PERFORMANCE

1. An employee selected "Employee of the Quarter" is an outstanding employee who:
 - a. is dependable and reliable, adheres to assigned work schedules, and shows consideration for the needs of the Department by prudent use of holiday/sick leave.
 - b. Shows concern for, and takes time to assist citizens, other employees, members of other agencies or offices above and beyond the call of duty.
 - c. Displays a spirit of cooperation by being consistently available for extra or special assignments.
 - d. Displays a conscientious attitude by consistently completing assignments in a thorough, prompt and competent manner.
 - e. Contributes to the overall production and operation of the Department by consistently achieving the highest level of performance.
2. Employees selected as "Employee of the Quarter" shall be recognized and receive a:
 - a. Employee Recognition Award, signed by their Office Chief and a copy placed in the employee's personnel file.
 - b. Department "Employee of the Quarter" coffee mug.
 - c. A \$75.00 gift certificate from an eating establishment within the City of Sacramento.



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d. After soliciting input from the honored employee, the employee's immediate supervisor shall obtain the gift certificate following the procedures for petty cash purchases outlined in G.O. 410.07

3. The Office Chief or Commander/Captain of that office shall present the "Employee of the Quarter" award informally to the receiving employee(s).

D. SICK LEAVE

1. Employees who use no sick leave during a calendar year shall be recognized and receive a:

- a. Letter of recognition signed by the Office Chief.
- b. Department sick leave coffee mug.

2. The Office Chief or Designee shall hold a small informal presentation for the employee(s) deserving recognition.