

# GENERAL ORDER

## PORT WASHINGTON POLICE DEPARTMENT

SUBJECT:	<b>COMMENDATIONS AND AWARDS</b>	NUMBER:	<b>4.1.1</b>
		ISSUED:	7/29/09
SCOPE:	All Police Personnel	EFFECTIVE:	7/29/09
DISTRIBUTION:	General Orders Manual, and All Police Personnel	<input type="checkbox"/> RESCINDS	
		<input type="checkbox"/> AMENDS	
REFERENCE:		WILEAG STANDARDS 3 <sup>rd</sup> EDITON: 4.1.1	

**INDEX AS:**     Awards  
                       Commendations  
                       Merit Review

**PURPOSE:**     This General Order establishes specific procedures and guidelines for awards and commendations issued to members of the Department and citizens whose meritorious actions meet established standards. These standards provide for uniformity and consistency in the granting of awards and ensure that these awards are properly valued as representing truly significant meritorious behavior.

Awards or commendations are not to be granted without proper cause.

**I.     POLICY:**

- A.     The Port Washington Police Department has established high standards of personal performance for its members and expects that their conduct exemplify the highest of professional standards. Those members whose actions, specific achievements and overall performance exceed Department standards deserve special recognition in the form of a commendation.
  
- B.     Awards
  - 1.     The “Years of Service” recognition awards program applies to all full and part-time employees.
  
  - 2.     Service awards in the form of gift certificates are the award of choice rather than presentation of traditional service pins or plaques.
  
  - 3.     The gift certificates should be purchased from our local merchants, recognizing and rewarding the employee while patronizing the local business community.

4. Gift certificates amounts to be structured as follows:
  - a. 5 years of service - \$ 25.00
  - b. 10 years of service - \$ 50.00
  - c. 15 years of service - \$ 75.00
  - d. 20 years of service - \$100.00
  - e. 25 years of service - \$150.00
  - f. 30 years of service - \$200.00
  - g. 35 years of service and beyond - \$250.00
5. Approximately one month prior to an employee's significant anniversary date, the employee will be provided with a department form to complete on which he/she will indicate their choice of local business from which to purchase the gift certificate. Local businesses include but are not limited to local hardware, grocery and jewelry stores, and restaurants. The awards committee will then procure the certificate which is to be paid for by the department.
6. On the employee's anniversary date, the chief of police will present the employee with his/her gift certificate.
7. At the annual department Christmas luncheon, the chief of police will formally recognize all employees who have reached a significant anniversary (5, 10, 15, year etc.) during that calendar year.
8. On an employee's 25<sup>th</sup> anniversary and due to the "milestone" nature of such an anniversary, the committee recommends the Police & Fire Commission also award the employee a suitable gift (such as an engraved watch, jewelry box, etc.) on behalf of the Commission in addition to the gift certificate awarded by the department.
9. Since the formal implementation of a "Years of Service" recognition program is new, to make it as meaningful and significant as possible, the committee recommends in 2005 that the program recognize employees retroactive to January 1, 2004. Recognition of eligible employees from both calendar years 2004 and 2005 will provide for 3 five-year awards, 1 ten-year award, and 1 twenty-year award.

**B. Supervisory Commendation**

May be issued by any supervisor in recognition of some noteworthy accomplishment by a department member. The "shift commendation" is documented in the officers shift file and should be reflected in the officer's annual evaluation for that year. See Attached "Performance Report."

PORT WASHINGTON POLICE DEPARTMENT  
PERFORMANCE REPORT

Name:	Classification	No.	Time	Date
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Place an "x" in the appropriate box

- |  |  |
|--|--|
| <input type="checkbox"/> 1. Attendance<br><input type="checkbox"/> 2. Equipment Operational Proficiency<br><input type="checkbox"/> 3. Human Relations Skills<br><input type="checkbox"/> 4. Initiative & Performance of Duties<br><input type="checkbox"/> 5. Knowledge of Responsibilities | <input type="checkbox"/> 6. Personal Appearance & Maintenance of Uniform & Equipment<br><input type="checkbox"/> 7. Practical Judgment<br><input type="checkbox"/> 8. Problem-solving Capability<br><input type="checkbox"/> 9. Report Writing<br><input type="checkbox"/> 10. Response to Supervision |
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Comments on Observations:

Observations by \_\_\_\_\_  
Name Classification

G:/data/common/forms/Performance Report  
Copy

Personnel File

Supervisor Copy  
Employee Copy



GIFT CERTIFICATE FORM

**From:** The Awards Committee

**To: Name**

**Date:** June 26, 2009      **Anniversary Date:**

**CONGRATULATIONS** on your (**# of years**) year anniversary at the Police Department.

As a "Thank You", we would like to present you with a gift certificate in the amount of **\$(amount)** to a local business.

Please indicate below your choice of gift certificate.

**Return to Administrative Assistant by (return date).**

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**Grocery Store:** Sentry

**Hardware Store:** Drews True-Value

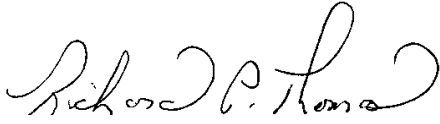
**Restaurants:** Port Hotel  
Newport Shores  
Beanies  
Other: \_\_\_\_\_

**Jewelry Stores:** Sharbuno's

**Gas Stations:** Quik Stop Shoppe  
Rick's Mobil  
Other: \_\_\_\_\_

**Other local business:** \_\_\_\_\_

**APPROVED:**



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Chief Richard P. Thomas

**DATE:**

7/29/09

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