

# Chevy Chase Village Police Department General Order

**Subject: AWARDS AND COMMENDATIONS**

CALEA: 26.1.2

- o New
- o Amended
- o Rescinds 4 - 21

<b>Approved:</b> <i>RS</i>	<b>Effective:</b>	<b>No. Pages:</b>	<b>Number:</b>
Roy Gordon Chief of Police	02-06-01	2	4 - 21

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## I. POLICY

It is the policy of this Department to recognize significant achievements of all employees and outstanding contributions to the Chevy Chase Village, the police department, and the community as a whole. Praiseworthy and commendable effort can be recognized in a variety of ways including verbal supervisory comments, written supervisory comments, notations on performance evaluations, written commendations, merit pay increases, and awards. Exceptional acts by any employee should be clearly and promptly brought to the attention of the Chief. (CALEA 26.1.2)

## II. AWARDS

### A. Merit Increase

The Board of Managers, upon recommendation of the Village Manager, may grant to an employee a special in-grade increase or cash bonus for outstanding performance. (CCV Code 3-9, [d])

### B. Certificate for Outstanding Police Service

This Certificate is awarded by the Board of Managers and the Village Manager to an individual officer, citizen, or citizen's group involved in law enforcement to recognize an exceptional act or service to the public, to the Village, or to the Village police department.

### C. Nominations for these awards shall be submitted by memorandum through the chain-of-command to the Village Manager.

### III. LETTERS AND MEMORANDUM OF COMMENDATION

When positive feedback concerning an employee's performance is received from individuals outside the Department, or is initiated within the Department, the information and thanks will be passed to the employee and the employee's supervisor. When positive comments are received in writing in the Chief's office, a written acknowledgment thanking the individual will be sent. A copy will be placed in the employee's personnel file.