

BERKELEY POLICE DEPARTMENT

DATE ISSUED: August 16, 2010

GENERAL ORDER P-21

SUBJECT: REPORTS OF COMMENDATORY SERVICES

PURPOSE

- 1 - The purpose of this General Order is to describe procedures for the receipt and processing of internal and external commendations.

POLICY

- 2 - **Employees** of the Berkeley Police Department **shall** follow the procedures described in this Order.

DEFINITIONS

- 3 - **Commendation**: a written report or other communication recognizing an employee's thoughtful, outstanding, extraordinary, meritorious or valorous service.
 - (a) **External**: a commendation originating from outside the Berkeley Police Department.
 - (b) **Internal**: a commendation originating from within the Berkeley Police Department.

PROCEDURES

- 4 - **When** meritorious action or outstanding service by a member of **this** Department **is witnessed by or comes to the attention of** an employee, **he/she should submit the matter to the chain of command for commendation consideration.**
- 5 - **The employee who submits a commendation for administrative consideration shall do so in writing.**
 - (a) **The employee shall summarize the event and meritorious activities the subject incident, and reference relevant documents (i.e., report number(s)).**
 - (b) **The requirement for supporting written documentation will not apply when an external commendation contains sufficient information about the event and involved personnel.**
- 6 - **Commendations pending review shall be directed to the Administrative Bureau via the chain of command.**
 - (a) **The commanding officer who receives a forwarded commendation may include his/her endorsement or comment, as appropriate.**

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- 7 - **Within ten (10) business days of receipt of a new commendation,** Administrative **Bureau** staff shall place a routing slip **identifying the commended employee's chain of command** on the commendation **and** route **the document for review** through the Chief of Police and chain of command to the employee.
- 8 - After review, the commendation shall be returned to the Administrative **Bureau** for inclusion in the **commended** employee's personnel file.
- 10 - If deemed appropriate, **a communication of acknowledgment** will be **prepared and sent to the originator of an external commendation.**
 - (a) A copy of the **communication or** correspondence **shall be placed in the commended employee's personnel file.**
- 11 - **When appropriate or directed,** the Administrative **Bureau** shall forward copies of external commendations to the following:
 - (a) City Manager.
 - (b) Police Review Commission chairperson.
 - (c) Berkeley Police Association.