



GENERAL ORDER

Employee Commendations

Purpose and Scope

Special recognition is appropriate when an employee performs in an exemplary manner. Employees who strive for excellence, commit to continuous improvement, and serve the community to promote positive change should be recognized. Further, commendations from members of the public and our stakeholders assist the Department in gauging overall community satisfaction with our performance.

Affected Personnel

All employees

Authority

Administrative Directive

Effective Date

Upon execution by the Chief Probation Officer

I. Commendable Actions

A commendable act by an employee may include, but is not limited to, the following:

1. Superior handling of a difficult situation;
2. Demonstrating creativity and innovation to support positive change;
3. Community involvement (on-duty and off duty);
4. Other notable performance above and beyond the employee's typical duties.

II. Submitting an Employee Commendation

Written commendations may be made by members of the public, allied law enforcement, other County departments, Community-based Organizations, or another employee.

- A. Externally generated commendations may be submitted via the Department's Internet site at <http://www.probation.saccounty.net> or by US Mail to Administrative Services at 8745 Folsom Boulevard, Sacramento, CA 95826.
- B. Internal commendations should be prepared on Department letterhead and include:
 1. Employee's name and classification;
 2. Assignment on the date of the event leading to the commendation;
 3. A brief account of the commendable act, and
 4. Signature of the employee recommending the commendation.

