

**SAN BERNARDINO COUNTY
PROBATION DEPARTMENT PROCEDURE**

EMPLOYEE RECOGNITION

Authority:

Michelle Scray Brown, Chief Probation Officer

Purpose:

Recognition of outstanding public service by employees is of significant importance to the Probation Department. This procedure establishes guidelines to acknowledge exemplary service that rises above and beyond that which is required in the course of an employee's job duties.

Criteria for Quarterly and Annual award nominations include, but are not limited to employees who demonstrate the following:

- Enthusiastically promote the goals of the Department's Mission
- Exhibit exemplary job performance
- Demonstrate enthusiasm in their assignment including special assignments or committee work
- Demonstrates strong leadership and are positive role models
- Involved in community volunteer activities outside of work
- Or for other reasons which can be clearly articulated
- Have no pending investigations, pending discipline or prior discipline within a reasonable time period (assessed on a case by case basis)
- Their current evaluation has an overall "Meets Standards"

Regional Areas Include:

- San Bernardino Administrative Offices:
 - Support Services
 - Professional Standards/CIU/External Affairs/Compliance Unit/Training
- Central San Bernardino Adult
- Central San Bernardino Juvenile
- West End Adult
- West End Juvenile
- CVJDAC & Gateway Programs
- Desert Adult
- Desert Juvenile
- HDJDAC

Quarterly Awards:

On a quarterly basis the Division Directors/Managers in each regional area shall solicit nominations for employee of the quarter. All employees who meet the criteria are eligible. Nominations may come from supervisors as well as line staff. Division Directors/Managers in each designated region shall meet to determine selections for quarterly awards.

The names of staff selected for quarterly awards shall be forwarded to the Office of the Chief. The administrative secretary shall generate the awards, which will be presented by the Division Director at their area event. A copy of the certificate shall be placed in the employee's personnel file by the administrative secretary.

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Special Recognition Awards:

Recommendations for the following Medals shall be forwarded directly to the Office of the Chief Probation Officer. The Chief Probation Officer has the sole responsibility and discretion for bestowing such recognition. Employees granted any of the following medals shall be honored with a Certificate from the Chief at a meeting such as the Director/Manager meeting and subsequently provided with their respective medal during the Department's Annual Awards Ceremony. A copy of their certificate shall be placed in their personnel file.

Medal of Valor: The highest honor the Department can bestow upon an employee who demonstrates outstanding bravery above and beyond that expected in the line of duty. Where failure to take such action would not justify censure and the risk of life actually existed. Where the officer had sufficient time to evaluate that risk and the objective is of sufficient importance to justify the risk.

Meritorious Service Medal: Awarded to staff that perform an act of heroism or take exceptional actions in a single event that brings honor to the Department or profession, but does not necessarily involve a physical threat to the officer or is a lifesaving event.

Humanitarian Medal: Awarded to staff that distinguish themselves by meritorious direct participation (hands on) in a significant act, ongoing acts, or an operation that is humanitarian and/or compassionate in nature.

Lifesaving Medal: Awarded to staff who take action to save the life of another, or prevent serious injury to another.

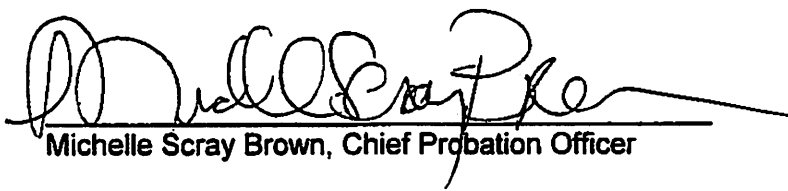
Chief Commendations: Awarded to staff at the Chief's discretion.

Annual Probation Department Awards Ceremony:

Once per year the Office of the Chief Probation Officer shall send out notification to all staff soliciting names for employee(s) of the year. Anyone can nominate a staff and it must be endorsed by the employee's supervisor and director. Those selected as employees of the year will be selected by administration (Chief, Assistant Chief and Deputy Chiefs) and recognized at the Department's annual awards recognition ceremony. Copies of certificates from these awards shall be placed in the employee's personnel file.

Inspections:

Refer to the Policy and Procedure Inspection Matrix.

Issued by:  Michelle Scray Brown, Chief Probation Officer 4-3-17
Date

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