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## **BUREAU LEVEL EMPLOYEE OF THE QUARTER**

### **10003.1 PURPOSE**

Bureau personnel frequently work at exemplary levels. This diligent work is verbally commended within the Bureau, but it is not routinely noted outside the Bureau. This procedure is designed to provide Departmental recognition for regular meritorious and outstanding performance and procedure operates in conjunction with the Commendations and Awards Committee policy.

### **10003.2 BUREAU EMPLOYEE OF THE QUARTER**

- (a) The word "Quarter," as used for this program, refers to the quarters of the Calendar year (January-March, April-June, July-September, and October-December).
- (b) Any sworn or professional staff member assigned to a particular bureau is eligible to receive the Bureau Employee of the Quarter for the bureau he/she is assigned.
- (c) Members are eligible for consideration for this award if they have demonstrated a consistent pattern of quality performance in their assigned job duties throughout one calendar quarter.

### **10003.3 MEMBERS SUBMITTED FOR CONSIDERATION**

Members shall be submitted for consideration of this award as follows:

- (a) The performance commended shall meet the minimum criteria established for a Bureau Command Level Commendation as defined in the Commendations and Awards Committee policy.
- (b) Names of employees to be considered for this award shall be submitted by their immediate supervisor via the Commendation Report Form through the chain of command in accordance with Commendations and Awards Committee policy. The nominator shall submit the Commendation Report Form to the Division Commander no later than the 15<sup>th</sup> day of the month after the end of the quarter (January 15, April 15, July 15, and October 15).
- (c) Upon receipt of all Commendation Reports for a calendar quarter, the Commander, who has a nominated member, will make copies of their commendation and distribute one to the Bureau Commander and one to each Division Commander. The Bureau Commander and Division Commanders will meet to select the Bureau Employee of the Quarter.
- (d) Following the selection of the Bureau Employee of the Quarter, a Bureau senior office assistant or other designated employee shall:
  - 1. Process all submitted Commendation Report forms in compliance with the Commendations and Awards Committee policy.
  - 2. Coordinate internal publication of the award.
  - 3. Order a plaque.

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4. Arrange for a photograph to be taken and post the photograph and accompanying written nomination.

### **10003.4 MEMBER SELECTION**

The member selection shall be recognized by:

- (a) Bureau Command Level Commendation
- (b) Presentation of a plaque at a ceremony in the member's workplace by the Chief of Police or his/her designee.
- (c) All other members submitted in consideration for this award shall receive either a Bureau Command Level or Division Command Level Commendation as determined by his/her Division Commander.
- (d) An administrative day off with pay.

### **10003.5 REPLACING EXISTING MEMBER RECOGNITION PROGRAMS**

This program does not replace existing employee recognition programs at the division or department level.