

Meritorious Conduct

1016.1 PURPOSE AND SCOPE

It is the policy of this department to recognize those individuals, groups or units within the Shasta County Sheriff's Office, as well as citizens, who distinguish themselves for outstanding performance and/or achievement. This procedure is not intended to eliminate or replace other positive incentive or award programs which may exist.

1016.2 MERITORIOUS CONDUCT BOARD

1. The Board shall be appointed by the Sheriff and consist of one Lieutenant, the Administrative Sergeant and three employees of the Shasta County Sheriff's Office who hold any of the ranks of Sergeant, Deputy Sheriff, Detective, or Correctional Officer. The Board shall meet quarterly.
2. The Meritorious Conduct Board will review cases involving meritorious service by members of the Shasta County Sheriff's Office and make recommendations to the Sheriff for proper recognition. The Board may assist the Administrative Sergeant, who sits as a member of the Shasta County Public Safety Awards Committee, by referring appropriate cases to that Committee.
3. The Meritorious Conduct Board will receive nominations for Employee of the Year Awards. The Board will forward the nominations to the Sheriff, who will select the recipient of each award.
4. The duties of the board are:
 - (a) Receive recommendations made by department employees and citizens.
 - (b) Approve/disapprove recommendations for meritorious conduct or service by both sworn and non-sworn personnel.
 - (c) Review recommendations of exemplary acts by citizens.
 - (d) Decide the type of award to be presented.

1016.3 MERITORIOUS AWARDS

Police Medal of Honor: Awarded to any sworn deputy who voluntarily distinguishes himself/herself conspicuously by gallantry and other extraordinary heroism. The act must be in excess of normal demands and of such a nature that the deputy was fully aware of the imminent threat to his/her personal safety and acted above and beyond the call of duty.

Police Medal of Valor: Awarded to a sworn deputy for exceptional courage in an extremely dangerous situation in the line of duty.

Posthumous Awards:

- (a) **Police Cross:** Awarded posthumously whenever a sworn deputy loses his/her life in the performance of duty under honorable circumstances and may be awarded in

Shasta County Sheriff's Office

Shasta County SD Policy Manual

Meritorious Conduct

addition to any other award the sworn deputy is entitled to in making the supreme sacrifice.

- (b) **Memorial Cross:** Awarded posthumously whenever a non-sworn employee loses his/her life in the performance of duty under honorable circumstances and may be awarded in addition to any other award the non-sworn employee is entitled to in making the supreme sacrifice. 8. **Police Commendation Award:** Awarded to any employee for outstanding performance involving great risk to his/her personal safety while performing his/her duties.

Meritorious Conduct Award: Awarded to an employee for meritorious service or excellent performance in an assignment of great responsibility where the deputy distinguishes himself/herself or the Sheriff's Office while carrying out the assignment.

Lifesaving Award: Awarded to any employee directly responsible for the saving of a human life. Documentation and supporting evidence must be included to substantiate the award such as statements from witnesses, physicians and law enforcement personnel. This award may be given when evidence indicates the actions of the employee prolonged human life to the extent a victim was released to the care of medical personnel, even though the victim may have expired at a later time.

Police Shield: Awarded to any employee who is seriously injured in the line of duty as a result of assault, fires, explosions, etc. This award may be given in addition to any other award for which the recipient is qualified. The injury must not be the result of, or concurrent with, any less than acceptable conduct by the employee. The Board will not consider injuries sustained from falls on ice, motor vehicle accidents and the like unless the evidence clearly indicates the employee exhausted all safety precautions and had no control over the circumstances.

Merit Award: Awarded to any Shasta County Sheriff's Office employee or volunteer for outstanding performance of duties under unusual, complicated or hazardous conditions. This award may also be given to any Shasta County Sheriff's Office employee or volunteer for outstanding or superior performance of any assignment over a prolonged period of time. A Merit Award may also be awarded to any distinct work group of employees or volunteers when the actions of the group as a whole meet the qualifications.

Civic Achievement Award: Awarded to any employee who brings favorable recognition to the Sheriff's Office through their involvement in civic affairs while a member and representative of the Shasta County Sheriff's Office.

Special Recognition Award: Awarded to any person(s), other than a Shasta County Sheriff's Office employee, who brings favorable recognition to this agency through their involvement with the Shasta County Sheriff's Office.

Citizen's Award: May be awarded to any person(s) whose actions exemplify excellence in performance of civic responsibilities, show unselfish devotion to their fellow man and community and/or bring honor to themselves and recognition to the city through their actions.

Shasta County Sheriff's Office

Shasta County SD Policy Manual

Meritorious Conduct

1016.4 EMPLOYEE OF THE YEAR AWARDS

Employees who have been nominated by their peers or supervisors and are recognized by the Department for their distinguished service to the agency:

- Sergeant of the Year.
- Detective of the Year.
- Deputy of the Year.
- Correctional Officer of the Year.
- Service Officer of the Year.
- Services/Support Staff Employee of the Year. This includes Records Technicians, Records Supervisors, Accounting Specialist, Administrative Assistants, Office Services Supervisor, Crime Statistician, Executive Assistant, Management Analyst, Information Technology Supervisor, Systems Administrator, Systems Analyst, Computer Network Technician, Custodian, and Chaplain.

1016.5 RECOMMENDATION FOR AWARDS

Any department employee who observes or receives information regarding the action of any employee or citizen which may qualify for an award, should submit a report to the Meritorious Conduct Board.

The report should include the names of all involved and a complete account of the incident.

In the event an internal investigation of the incident is in progress, the report should be submitted after the conclusion of the investigation.

1016.6 DESCRIPTION OF AWARDS

The following awards shall be symbolized by a medal, bar and plaque:

- The Police Medal of Honor,
- Police Cross,
- Police Medal of Valor, and
- Memorial Cross.

The following awards shall be symbolized by a bar and plaque:

- Police Commendation Award,
- Meritorious Conduct Award,
- Lifesaving Award,
- Police Shield,
- Merit Award,

Shasta County Sheriff's Office

Shasta County SD Policy Manual

Meritorious Conduct

- Civic Achievement Award.

Services/Support Staff Employee of the Year, Service Officer of the Year, Correctional Officer of the Year, Deputy of the Year, Detective of the Year, Sergeant of the Year:

- Employees will receive one bar for awards in each category. If an employee receives multiple awards in the same category, no additional bars will be awarded. Officers will receive a bar for Exchange Club Officer of the Year, which would qualify as a multiple award for Officer of the Year.

The Citizen's Award and Special Recognition Award may be symbolized by a plaque and/or a framed certificate.

1016.7 PRESENTATION OF AWARDS

The Police Medal of Honor, the Police Cross and the Police Medal of Valor will be presented by the Sheriff. All other awards may be presented by the Sheriff or his designee. The Sheriff shall decide the date, time and location of the presentations.