

CITY OF BARSTOW

CALIFORNIA

POLICIES and PROCEDURES MANUAL:

Subject: EMPLOYEE OF THE QUARTER/YEAR

I. Purpose

The intent of this policy is to define the criteria and selection process for the Barstow Police Department "Employee of the Quarter" and "Employee of the Year" awards to honor and recognize exemplary and dedicated service to the Barstow Police Department and the Barstow Community.

II. Qualifications

- A. The employee must be a full-time employee and not be on probation or in a training status.
- B. The employee must not have been formally disciplined, or received an unfavorable evaluation during the recognized period.
- C. The employee must be a member of either the Barstow Police Officers Association, or the San Bernardino Public Employees Association.

III. Nomination

Any member of the Barstow Police Department may nominate a qualified employee. Nominations may be made by memorandum. The nomination should be directed to the Chairperson of the Awards Committee. The person making the nomination shall give specific details as to the employee's actions, and how those actions are deserving of the award.

IV. Awards Committee

- A. The selection committee shall meet after a designated quarter or year is completed. They shall review all nominations, and make a selection as to the most worthy candidate. Each member of the committee shall have one vote. Making a decision of this nature is always going to be subjective at best. The committee members are encouraged to make their decision based on which nominee's performance/actions had the most profound impact on the department and/or the Barstow Community.
- B. The committee shall be composed of:
 - 1. Patrol Lieutenant
 - 2. Two supervisors of corporal or sergeant rank
 - 3. Police Services Manager
 - 4. President of Police Officers' Association

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- C. The Patrol Lieutenant shall act as the chairperson for the selection committee and is responsible for convening it in a timely manner.
- D. Any standing member of the selection committee may choose to designate a substitute to act on his/her behalf.
- E. Once an employee is selected as Employee of the Quarter or Year, that choice shall be documented and directed to the Chief of Police. A brief synopsis of the employee's performance and/or actions shall be included.
- F. All nominees shall have a copy of the nomination form placed in their yearly work file.
- G. In the event that no employee is nominated the committee chair shall obtain nomination from the committee.
- H. The Chief of Police shall cause the award to be presented at an appropriate time and location.
- I. This presentation should be done in the presence of the employee's co-workers and supervisors.

IV. Criteria for Selection

A. Employee of the Quarter

- 1. Performed normal duties and assignments in a superior fashion. The employee shall have demonstrated a positive work ethic that stands as an example to co-workers.
- 2. Performed an individual act that was truly exceptional and worthy of recognition. This single act may well be for a display of great courage, dedication, and/or judgment.
- 3. Performed public service outside the scope of employment that had a positive impact on the community, and brought substantial credit to the employee and/or to the police department.
- 4. Made a recommendation concerning the department that was approved and implemented; later resulting in enhanced police services, increased efficiency, and/or reduced operational costs.

B. Employee of the Year -- In addition to the criteria above the committee shall consider:

- 1. Nominees over all performance for the entire year
- 2. Other special achievements or awards
- 3. Positive attitude and relationships with other members of the department
- 4. How employee's over all performance and/or extraordinary act impacted the community, the department, and fellow employees.
- 5. As part of the selection process, the committee shall review personnel files, training records, and such statistical information that may be relevant.

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6. The committee shall seek input from all other supervisors as to the nominee's over all performance for the past year.
7. The committee may choose to interview co-workers to evaluate the nominee's interaction with fellow employees.
8. The committee may choose to interview the nominees themselves.

V. The Award

A. Employee of the Quarter

1. The Employee of the Quarter shall receive a framed certificate commemorating his/her selection for this award.
2. An 8x10 color photograph shall be taken of the employee, and shall be displayed in public view for a period of one year. At the conclusion of that year, the photograph shall be given to the employee.

B. Employee of the Year--The "Employee of the Year" Award shall consist of the following:

1. The Employee of the Year shall receive a hard wood plaque commemorating the event.
2. The Employee of the Year will receive a Meritorious Service Award, to be worn on the Class A uniform.
3. An 11x16 photograph of the award winner shall be placed in public view for a year.
4. When a new employee of the year is named, the photograph of the past award winner shall be given to the employee.
5. A press release will be made to local media announcing the award and recipient.
6. The Employee of the Year shall become a sitting member of the Chief's Advisory Committee for the following year.

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BARSTOW POLICE DEPARTMENT

EMPLOYEE OF THE QUARTER/YEAR NOMINATION

NOTE: This form is to be used to nominate any sworn or non-sworn member of the Barstow Police Department. Employees can be nominated for any reason a supervisor deems appropriate (i.e., daily work ethics, an outstanding event, communicative skills with the public, self-motivation, etc.), so please feel free to cast your vote.

EMPLOYEE NOMINATED: _____

NOMINATED BY: _____

DATE OF NOMINATION: _____

REASON FOR NOMINATION:

Employees nominated do not have to be working for you or in your department.