


POLICY 101.1	CHAIN OF COMMAND COMMENDATIONS	
	REVISED: 08/13; 07/22	RELATED POLICIES: 101, 117.1
	CFA STANDARDS:	REVIEWED:

A. POLICY

It is the policy of the Fort Lauderdale Police Department to recognize outstanding performance of duty by members of the Department.

B. PURPOSE

The purpose of this policy is to establish uniformity and consistency in the issuance of various levels of inter-departmental chain of command commendations and to assure proper recognition of Department members and their accomplishments.

C. PROCEDURES

1. Supervisors and managers of this Department are encouraged to write a letter of commendation for any employee deserving recognition at the discretion of that supervisor or manager. The commendation shall be written uniformly using the format specified below. The commendation shall indicate in the memo subject line the representative level of commendation, with the exception of the Departmental Commendation.
2. Each commendation shall indicate the rank and name of the supervisor or manager at that level of commendation, outlining the acts associated with the issuance of such commendation.
3. Prior to authoring the official commendation, the author shall confer with the next level of command to determine the level of commendation issued. Commendations shall be authored, submitted and a copy forwarded to the Awards Committee, absent extenuating circumstances (i.e. open administrative reviews, etc.), without unnecessary delay.
 - a. Supervisor’s Commendation
 - (1). Issued by Sergeants/Supervisors or above
 - (2). To be written on the Supervisor/Employee Interview Form located electronically in “Department Templates” folder.
 - b. Shift Level Commendation
 - (1). Issued by Lieutenants/Civilian Managers or above

- (2). To be written on the FLPD Memo form located electronically in the “Department Templates” folder. The commendation shall have written in the memo subject line, “Shift Level Commendation.”
- c. Division Level Commendation
 - (1). Issued by Captains or above
 - (2). To be written on the FLPD Memo form located electronically in the “Department Templates” folder. The commendation shall have written in the memo subject line, “Division Level Commendation.”
- d. Bureau Level Commendation
 - (1). Issued by Assistant Chiefs or above
 - (2). To be written on the FLPD Memo form located electronically in the “Department Templates” folder. The commendation shall have written in the memo subject line, “Bureau Level Commendation.”
- e. Department Level Commendation
 - (1). Issued by the Chief of Police
 - (2). All commendations at this level shall be written on official FLPD letterhead. The first, centered line shall state, “Department Level Commendation” in bold letters as a heading.
 - (3). All commendations at this level shall require the concurrence of the Bureau’s Assistant Chief before it is submitted to the Chief for approval.

D. COMMENDATION RECIPIENT RECOGNITION

1. Commendation recipients will receive the original commendation at an appropriate time and place. The issuing supervisor/manager shall ensure the commendation recipient receives the commendation(s) in a timely fashion.
2. A copy of the issued commendation shall be forwarded to the Personnel Division to be made a part of the individual's service record.
3. The Awards Committee shall provide a copy of any additional awards to Police Personnel to be added to the employee’s file.
4. Any service bars or certificates awarded by the Sworn Awards Committee shall be in accordance with Policy 101.