

KINGSTON POLICE SERVICES BOARD

COMMENDATION POLICY

A. Purpose

1. The Kingston Police Services Board recognizes that members of the Kingston Police, during the normal course of their duties, face a wide variety of situations, which they are expected to handle in a calm and professional manner. Many of these tasks are routine in nature; however, from time to time, the type of incident faced, the circumstances of the incident, or the manner in which a member handles an assignment goes beyond the norm and should be recognized as meritorious service. Meritorious service may be a distinguished achievement of service involving a single set of circumstances or activity over an extended period. Recognition of such service may come from the public or from the employer. However recognized, acknowledgement of such service in the form of a commendation should be made and recorded. Accordingly, the Kingston Police Services Board adopts the following policy.

B. Commendation Process

1. A member's employment record file shall contain a section for the recording and filing of written commendations.

2. There shall be three levels of commendations.

(a) **Divisional Commendations.** These are issued by a member's Division Commander to commend the member for exceptional performance demonstrating above average use of personal resources, initiative, skill, or judgement in the handling of tasks routinely encountered. Letters received from the public complimenting the actions of members may be included at this level.

(b) **Administrative Commendations.** These are issued through the Office of the Chief of Police to recognize a member for exemplary performance demonstrating use of personal resources, initiative, skill, or judgement in the handling of difficult assignments not normally encountered in the course of duty, or above average performance over an extended period. Letters received from the public and written tributes received from public officials concerning the actions of members may be included in this category.

(c) **Board Commendations.** These are issued by a motion of the Kingston Police Services Board to recognize exemplary performance involving acts of a nature that are neither required nor could be requested from a member, or exemplary performance over an extended period.

3. In exceptional cases for which the Board has issued a motion under section B2(c), the Chief of Police may award up to twenty (20) hours' leave, with such leave to be taken during the calendar year in which it is awarded.

4. A recommendation for commendation can be made to a member's Division Commander. The Division Commander may elect to make the commendation or refer the matter to the Office of the Chief of Police for a higher level of commendation. The Chief of Police may make the commendation or make a recommendation to the Kingston Police Services Board that the commendation be made at the Board level. The Board may recommend that a commendation be made at the divisional level or through the Office of the Chief of Police on matters that come to its attention directly.

5. Members shall be given tributes received from persons outside the police force, and copies shall be placed in members' files.

6. Commendations may be published in the following manner:

- (a) in memorandum form for commendations at the divisional level; and
- (b) in Routine Orders for commendations made through the Office of the Chief of Police or through a motion of the Board.

Adopted and passed by the Kingston Police Services Board this 21st day of September, 2000.