

**NOT PROTECTIVELY MARKED**



## COMMENDATION

### FORCE REFERENCE DOCUMENT

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## **POLICY**

All members of staff of Northern Constabulary, police support staff and Special Constables, are eligible for a commendation from the Chief Constable or their Service Unit Manager. The principle of acknowledging good work and allowing public recognition is a value of the Force.

## **STANDARDS**

The criterium for commendation will be the definition of commendable, that is praiseworthy; in effect, any act or actions carried out by any member of staff, either as a result of a single incident, or carried out over a period of time, which is/are worthy of **particular** recognition by the organisation and which may be fairly considered as exceptional or outstanding.

## **GUIDANCE**

### **CHIEF CONSTABLE'S COMMENDATION**

Where it is considered that a member of staff merits a commendation, the Line Manager will submit a full report to the Service Unit Manager, detailing the full circumstances justifying the recommendation being made for a "commended" or "highly commended category".

Should a criminal detection be involved, a copy of the relevant crime report should also be submitted, and information supplied as to whether the case has been disposed of.

The Service Unit Manager, if supportive of the recommendation, will prepare a report to the Chief Constable (to be routed through the Head of Operations and then the Deputy Chief Constable for noting) and provide the suggested wording of the commendation. The report should be retained by the Service Unit Manager, pending the completion of criminal proceedings unless this would result in inordinate delay (accused absconded).

If the Chief Constable is supportive of the application, the issue of the commendation will be formally recognized by the organisation, the framed commendation being presented to the member of staff by the Chief Constable. A copy of the commendation will be sent to the member of staff's Service Unit, Human Resources (for Personal Records) and General Orders for publication. With the agreement of the member of staff, his/her family may be invited to the presentation along with representative(s) of the Press.

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## **SERVICE UNIT MANAGER COMMENDATION**

On those occasions when official recognition is warranted for commendable work, but not at a level above described, a Service Unit Manager may, on receipt of a report from a Line Manager, issue a commendation to a member of his or her staff.

The Service Unit Manager will be responsible for providing the wording of the commendation and will formally present it to the member of staff.

Copies of the commendation should be forwarded to the Chief Constable and Deputy Chief Constable for their information. A copy should also be forwarded to Human Resources for Personal Records to be updated.

The Human Resources Service Unit will maintain a record of all commendations, and thus be able to offer advice on all commendations, should it be required.

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