



# SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



## 230.02 CITIZEN COMMENDATION 09-08-17

### **PURPOSE**

The purpose of this order is to establish procedures for the commendation of citizens who perform an outstanding service to the community.

### **POLICY**

It shall be the policy of the Sacramento Police Department to recognize and award citizens performing outstanding service to the community.

### **PROCEDURE**

#### **A. GENERAL**

1. Individuals receiving a commendation shall be awarded either a Certificate of Appreciation or Letter of Appreciation signed by the Chief of Police (COP).
2. Employees shall report all citizen acts or service worthy of formal commendation.

#### **B. NOMINATION FOR COMMENDATION**

1. Submitting employees shall forward a memorandum summarizing the commendatory act or service through the chain of command to the Captain, Office of the Chief (OOC), with copies of all supporting documents and applicable reports that endorse the award.
2. Memorandums for citizen commendations shall be received by the Captain, OOC, and forwarded to the COP with a recommendation. A copy of the memorandum, with applicable action noted, shall be routed back to the submitting employee.

#### **C. AWARDS**

1. Certificate of Appreciation
  - a. This certificate shall be awarded to individuals whose action in cooperation with the Sacramento Police Department result in the apprehension of criminals and solving of a crime, or service to the Department.
  - b. The following are examples of citizen actions suitable for consideration:
    - (1) Apprehending a person who has committed a criminal act, either by marking or aiding in the arrest, or by providing information leading to an arrest.
    - (2) Assisting police in the prevention of criminal acts.
    - (3) Directly aiding a police officer in any duties in which the result is beneficial to the Department.
    - (4) Any other action assisting the Department in providing superior police service beyond that which is normally expected of a citizen.

2. Letters of Appreciation

When the citizen activity is less than the established criteria for a Certificate of Appreciation, but merit a personal thank you by the COP, a Letter of Appreciation shall be prepared by the Captain, OOC, signed by the COP, and mailed to the citizen.