



SACRAMENTO POLICE DEPARTMENT

GENERAL ORDERS



230.05 EMPLOYEE LONGEVITY 09-16-91

PURPOSE

To establish procedures for the Civilian Employee Longevity Recognition Program.

POLICY

To recognize civilian employees who have established longevity with the Department.

PROCEDURE

A. LONGEVITY COMMITTEE

1. The Personnel Section shall appoint a "Longevity Committee" consisting of a sworn supervisor and a supervising civilian employee. This shall be a standing committee that shall meet each May to review longevity records for all civilian employees who may be eligible for a longevity award.
2. Once an employee is determined to be entitled to longevity recognition, the Longevity Committee shall direct a memorandum to the employees Office Chief identifying that employee, the length of service and the appropriate award.

B. AWARDS

1. The "Longevity Committee" shall notify the Office of Technical Services (OTS) of projected awards needed each year. OTS shall maintain a sufficient supply of and make available the longevity awards.
2. Each Office Chief, or designee shall hold a small informal ceremony to present the award(s) by July 1 of each year.
3. Longevity awards shall be issued at five (5) year increments as follows:
 - a. Five (5) and ten (10) years of service, a longevity pin denoting years of service.
 - b. Fifteen (15) years of service, a longevity pin denoting years of service and a personalized coffee mug. At each five (5) years thereafter, only a longevity pin, denoting years of service.
 - c. Additionally, the committee shall draft an article for the Department newsletter regarding the recognized employee(s).