



GENERAL ORDER

DATE OF ISSUE

27 January 1981

EFFECTIVE DATE

28 January 1981

NO.

79-10A

SUBJECT

DEPARTMENT AWARDS

DISTRI-BUTION

C

AMENDS

General Order 79-10

RELATED DIRECTIVES

RESCINDS

Department Special Order: Awards and Letters of Appreciation to Citizens

I. PURPOSE

This amendment:

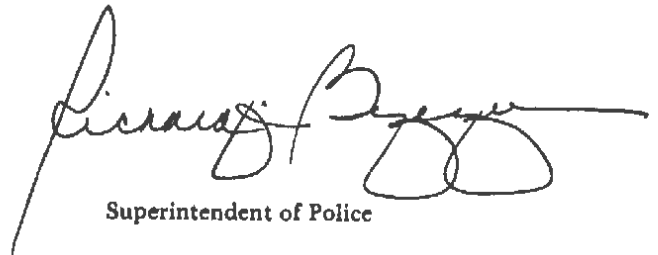
- A. discontinues the preparation and forwarding of a duplicate copy of the Honorable Mention certificate (CPD-11.620) to the Personnel Division.
- B. establishes the Summary of Honorable Mention Awards form (CPD-11.626).

II. Item III-C is amended to read as follows:

C. Honorable Mention

The Honorable Mention (CPD-11.620) may be awarded by a commanding officer of exempt rank to any member without referral to higher authority.

- 1. Any exempt member who wishes to award an Honorable Mention to a member of his command will prepare one copy of the Honorable Mention certificate detailing the incident of exceptional performance for which the award is being conferred.
- 2. The original copy will be given to the member cited and that member will be responsible for preserving the certificate for record validation purposes as this will be the only written documentation of the award. The Honorable Mention award will not be recorded on the member's unit personnel card.
- 3. The unit secretary will prepare the Summary of Honorable Mention Awards form by recording the name (s) of the member (s) who received an Honorable Mention. The form will be prepared in duplicate and the original copy will be forwarded to the Personnel Division when the form is filled out or at the completion of each police period, whichever comes first. The duplicate copy will be retained in unit files until the original copy is returned from the Personnel Division. Then the duplicate copy will be destroyed and the original copy will be retained in unit files for six periods then destroyed. Negative reports will be submitted at the completion of each police period.
- 4. An exempt member who wishes to award an Honorable Mention to a member not assigned to his command will prepare one copy of the Honorable Mention certificate detailing the incident of exceptional performance and forward it to the member's commanding officer for presentation. Additionally, the member's commanding officer will ensure that the award is recorded on the unit's summary form.
- 5. The Personnel Division will enter the number of Honorable Mentions received by each member listed on the summary form into the individual's award file. Upon completion, the summary form will be marked "ENTERED" and returned to the unit secretary who prepared it.



Superintendent of Police

Indicates new or revised item

281-79 GWU