



**REVISION TO:**

General Order 94-2

DATE OF ISSUE

7 April 1995

EFFECTIVE DATE

8 April 1995

REVISION NO.

94-2A

TITLE

DEPARTMENT AWARDS

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**RESCINDED**

*by C.O. 96-5  
on 1 Oct 96*

General Order 94-2 is revised as follows:

Items I-H and I have been added and read as follows:

- H. establishes the Certificate of Recognition.
- I. introduces the Summary of Certificate of Recognition (CPD-11.628).

Item III-D has been added and reads:

**D. CERTIFICATE OF RECOGNITION**

1. The Certificate of Recognition may be presented to any group or member of a civic organization, neighborhood group or law enforcement agency, other than this Department.
2. The Certificate of Recognition may be presented by any commanding officer of exempt rank without the approval from higher authority.
  - (a) An exempt member who wishes to present a Certificate of Recognition will prepare an original Certificate of Recognition detailing the incident for which the certificate is being prepared. Certificates of Recognition may be obtained through the Equipment and Supply Section.
  - (b) A Certificate of Recognition will be presented in an appropriate manner as determined by the issuing member.
3. Each unit secretary will complete one copy of the Summary of Certificate of Recognition for each certificate presented. Multiple recipients for the same incident may be recorded on the same Summary of Certificate of Recognition. The Summary of Certificate of Recognition will be retained in the unit files in accordance with the records retention requirements.

*Matt L. Rodriguez*  
Superintendent of Police

95-006 FC/GS