

SEMINOLE COUNTY SHERIFF'S OFFICE GENERAL ORDER	NUMBER: G - 32
	RESCINDS:
SUBJECT: Employee Recognition	
EFFECTIVE: November 14, 1994	
REVISED: September 17, 2024	

Table of Contents:

- I. Purpose
- II. Awards Committee
- III. Nomination Procedure
- IV. Tenure and Good Conduct Awards
- V. Subsequent Awards
- VI. Award Ceremonies
- VII. Sheriff's Office Awards
- VIII. Display of Awards
- IX. Letters of Commendation/Memorandums of Recognition
- X. Records
- XI. Unit Designation Pins
- XII. Certificates

I. PURPOSE:

It is Sheriff's Office policy to recognize commendable actions and efforts by employees and volunteers while in the performance of their duties. The Sheriff's Office also seeks to recognize the accomplishments of community members who have contributed to the agency's mission.

II. AWARDS COMMITTEE:

- A. The Awards Committee chairperson is appointed by the Sheriff and must be at the rank of Lieutenant/Manager or higher. In addition to the chairperson, the Committee will consist of a minimum of 12 members: two representatives from each are to include Administrative Services, Corrections, Law Enforcement, Investigative Services, Youth Services and School Safety. Committee members must be full-time employees and must have completed one year of continuous service with the agency. Members must be under the rank of Lieutenant/Manager. Members shall serve for a period of two years, and shall rotate off the committee at various times on a schedule established by the chairperson. Members who complete a two-year term are eligible to return the committee after one-year off. The chairperson will schedule meetings on an as needed basis, but no less than twice per year. Employees wishing to participate as a committee member may nominate themselves to serve on the committee. Members will be selected/appointed by the Chiefs of their respective sections. If an employee moves to another area they will still participate and complete their term.
- B. The committee is responsible for screening nominations and designating Sheriff's Office awards to be given to employees, volunteers, and community members. The committee may also review nomination

solicitations from outside agencies for their awards and make recommendations for nominees from the Sheriff's Office. The Public Affairs Division is responsible for planning award presentation ceremonies.

III. NOMINATION PROCEDURE:

- A. Any employee or volunteer of the Sheriff's Office may nominate another employee, volunteer, or community member for an award or commendation. Supervisors will recognize exceptional performance by employees under their supervision.
- B. When employees or volunteers of the Sheriff's Office have performed acts or services that qualify for recognition, they will be nominated as follows, with the exception of Tenure and Good Conduct which follow a separate protocol as outlined below.
 - 1. A written nomination from any employee or volunteer (in standard memorandum format, or an otherwise approved nomination form) is submitted in timely fashion, and must include a detailed and accurate account of the circumstances surrounding the act or incident. Particular case numbers, when available, should be included for complete review of a case/situation.
 - 2. Nominations will be forwarded through the chain of command to the Sheriff accompanied by any comments or additional facts.
 - 3. After his review, the Sheriff will forward the nomination to the Awards Committee for deliberation and recommendation as to the appropriate award the action merits.
 - 4. Written appeals regarding recommendations shall be forwarded to the Sheriff through the chain of command. The Sheriff shall determine the final disposition of appeals.
- C. The awards for Valor, Merit and Purple Heart hold a special distinction and thus will be recommended for approval by the committee. Final approval of these awards will be reviewed by the Captains and Directors. Should they find the category too high, the committee would recommend a lesser appropriate award.

IV. TENURE AND GOOD CONDUCT AWARDS:

- A. Human Resources will be responsible for coordinating the issuance of the Tenure and Good Conduct Awards to employees. The Human Resources Division will also be responsible for the issuance of Tenure Awards to volunteers.
 - 1. Tenure Awards will be issued at four-year continuous increments based on the employee's last date of hire. Full and part-time employees are eligible to receive the tenure award.
 - 2. The Good Conduct Award will be issued at the same time as the tenure award (at four-year continuous increments) based on the employee's last date of hire. Full and part-time employees who meet the requirements in VII (A) 5 (below) are eligible to receive the Good Conduct Award.

V. SUBSEQUENT AWARDS:

Employees and volunteers may earn unlimited awards should they become eligible. Recognition stars affixed to the original ribbon will denote duplicate awards:

- A. One star (up to a total of four) worn on the original award ribbon to denote each subsequent award. A second ribbon will be issued for the sixth award.
- B. The Awards Committee, in conjunction with the Department of Administrative Services, will determine how many times the employee or volunteer has received an award and issue the appropriate ribbon. Upon receiving a subsequent award ribbon, the employee will return the previous ribbon.

VI. AWARD CEREMONIES:

The Public Affairs Division is responsible for organizing award ceremonies and efforts shall be made to make the public aware of the proceedings.

Ceremonies may be held as often as necessary for presentation of any agency awards.

VII. SHERIFF'S OFFICE AWARDS:

	<i>Name</i>	<i>Presented With</i>
1.	Award of Valor	Medal Ribbon Certificate
2.	Award of Merit	Medal Ribbon Certificate
3.	Purple Heart	Medal Ribbon Certificate
4.	Sheriff's Commendation	Ribbon Certificate
5.	Good Conduct Award	Ribbon Certificate
6.	Life Saving Award	Ribbon Certificate
7.	Distinguished Action Award	Ribbon Certificate
8.	Community Service Award	Ribbon Certificate
9.	Unit Citation	Ribbon Certificate
10.	Hugh Thomas Award of Excellence	Ribbon Certificate
11.	Robert Moore Award	Ribbon Certificate

12. Disaster Assistance Award

Ribbon
Certificate

13.	Tenure (Length of Service) Award	Ribbon Certificate Uniform Service Bar(s)
14.	Administrative Excellence Award	Certificate
15.	Eslinger Innovation Award	Certificate
16.	Nancy Engebretsen Award	Certificate
17.	Luis Menendez Award of Excellence	Certificate
18.	Joe Negri Resource Deputy of the Year Award	Certificate
19.	Certificate of Promotion	Certificate
20.	Certificate of Appreciation	Certificate
21.	Sheriff's Award Day	Written Commendation

A. *Award Specifications:*

1. **AWARD OF VALOR:**
Presented by the Sheriff on behalf of the citizens of Seminole County, the Award of Valor is the highest award that can be conferred. It is awarded for acts of exceptional courage or bravery above and beyond the call of duty at the risk of imminent danger of loss of life.
2. **AWARD OF MERIT:**
Second to the Award of Valor, it is awarded for conduct depicting sound judgment and exceptional bravery at the risk of imminent danger of great bodily harm.
3. **PURPLE HEART:**
Awarded to sworn personnel who have sustained serious injury while engaged in enforcement action under extremely hazardous conditions or as a result of an act of hostile intent.
4. **SHERIFF'S COMMENDATION:**
Awarded at the discretion of the Sheriff for effort and diligence beyond that normally required for the efficient accomplishment of his/her duty. May be awarded to an Employee of the Year.
5. **GOOD CONDUCT AWARD:**
Awarded to an employee who has met the following criteria over a period of four consecutive years:
 - a. Employment has been continuous;
 - b. No sustained Professional Conduct Review complaints during that time period;
 - c. No warnings or reprimands during that time period; and
 - d. The employee has maintained a "meets standards" or better overall rating on employee performance reviews during that time period.
6. **LIFE SAVING AWARD:**

Awarded to a person who, in some significant way, has saved the life of another person (but at no risk of bodily harm to his/her own person).

7. ***DISTINGUISHED ACTION AWARD:***
Awarded to a person who has demonstrated exceptional leadership, innovation, or attempted to save the life of another individual, but at no risk of bodily harm to his or her own person in furtherance of the Sheriff's Office Mission.
8. ***COMMUNITY SERVICE AWARD:***
Presented for outstanding achievement or exceptional effort to benefit the community (such achievement or effort being outside the employee's normal duty functions). This award may also be presented to citizens for demonstrating similar efforts.
9. ***UNIT CITATION:***
May be presented to any organizational component (unit, section, or division) within the Sheriff's Office recognizing the accomplishment of a special assignment, project or mission of the Sheriff's Office in an exceptionally meritorious manner. The award is inclusive of all personnel assigned to that unit at the time of the award presentation. Any supervisor may make nominations for this award.
10. ***HUGH THOMAS AWARD OF EXCELLENCE:***
Presented for excellence in the performance of duty, especially as it relates to neighborhood policing endeavors. This award may be presented for any act or series of acts resulting in the enhancement of a community's quality of life or the reduction of crime or the fear of crime.
11. ***ROBERT MOORE AWARD:***
Presented to a Department of Corrections and Judicial Services employee for excellence in the performance of duty; especially as it relates to providing and maintaining a safe, secure and humane environment for staff and inmates. This award may be presented for any act or series of acts that support the Mission and Values of the John E. Polk Correctional Facility. This award is selected by the leadership of the John E. Polk Correctional Facility, with the approval of the Sheriff.
12. ***DISASTER ASSISTANCE AWARD:***
Presented to any employee, volunteer or citizen who makes exceptional effort to assist the community during a natural or man-made disaster.
13. ***TENURE (LENGTH OF SERVICE) AWARD:***
Presented to employees and volunteers in recognition of length of service at increments of four consecutive years. Employees are also presented with cloth service bars, each representing four years of service, that are affixed to the sleeve of the employee's long sleeve uniform shirts.
14. ***ADMINISTRATIVE EXCELLENCE AWARD:***
Presented for efforts in promoting efficiency within the administration of the Sheriff's Office.
15. ***ESLINGER INNOVATION AWARD:***
Presented to any person who has created an innovative solution that has made a positive impact in our agency or the community.
16. ***NANCY ENGBRETSSEN AWARD:***
This award serves to recognize Telecommunicators who have shown their passion for the agency and the community by taking measures that positively impacted the agency, community, or another individual.

17. **LUIS MENENDEZ AWARD OF EXCELLENCE:**
This award is presented to an individual that has been nominated by their peers for having an excellent work ethic, going above and beyond day-to-day performance and changing the lives of at-risk youth in Seminole County.
18. **JOE NEGRI RESOURCE DEPUTY OF THE YEAR AWARD:**
This award, as a memorial to late Deputy Sheriff Joe Negri, recognizes an individual that served in the capacity of a School Resource Deputy that demonstrated a strong dedication to making a difference in the lives of the children attending Seminole County Public School through actions that are beyond the day-to-day performance expectations.
19. **CERTIFICATE OF PROMOTION:**
Presented to an employee recognizing their promotion in rank.
20. **CERTIFICATE OF APPRECIATION:**
This award serves to recognize employees for exceptional effort toward the accomplishment of the Sheriff's Office mission. This award may also be presented to citizens for assistance toward law enforcement.
21. **SHERIFF'S AWARD DAY:**
An employee may be awarded one workday, known as a Sheriff's Award Day, for the qualifying situations that are noted in the subsections below. Employees or Supervisors may recommend an employee for a Sheriff's Award Day by submitting a memorandum through the chain of command to the Sheriff for consideration. The Sheriff, or designee, may approve or disapprove the request. If approved, the Sheriff will prepare a memorandum to the employee (with a copy to the Human Resources Division) authorizing the award.
- A. A Sheriff's Award Day may be awarded as a result of an employee collecting or recovering latent print or biological (DNA) evidence that results in the positive identification of a suspect for any crime.
1. If the Forensic Laboratory Services Division notifies an Investigator or Supervisor that a suspect has been identified through latent or DNA analysis, the Investigator or Supervisor shall submit a memorandum through their chain of command recommending the award for the employee who processed (lifted) the latent print or collected biological (DNA) evidence.
2. A Sheriff's Award Day may be awarded when a Deputy Sheriff proactively detects a burglary in progress and the suspect(s) are immediately arrested. The following criteria must be met for consideration.
- a. At the time of the incident, the Deputy was not responding to or actively on a call for service related to a burglary, suspicious person, or related incident.
- b. At the time of the incident, the Deputy was patrolling or otherwise traversing through Seminole County.
- c. The Deputy determined that a burglary just occurred or is occurring (all statutory elements must be met during the investigation).
- d. The Deputy's detection of the burglary results in the immediate

apprehension of the suspect(s) before the event is cleared.

VIII. DISPLAY OF AWARDS:

When wearing uniforms employees will display all ribbons awarded to them in a manner proscribed by the Awards Committee.

IX. LETTERS OF COMMENDATION / MEMORANDUMS OF RECOGNITION:

- A. Letters of commendation may be initiated by any employee or volunteer of the Sheriff's Office in recognition of exceptional service by an employee.
- B. Letters of commendation will be written in memorandum form and titled "Memorandum of Recognition" and directed to the Sheriff through the chain of command.

X. RECORDS:

- A. Copies of memorandums of recognition and written records of all other awards will be forwarded to Human Resources to be added to the employee's personnel file.
- B. Supervisors will recognize the reception of letters of commendation or other awards in employee performance reviews.

XI. UNIT DESIGNATION PINS:

- A. A unit designation pin may be displayed by Sheriff's Office employees assigned to a particular unit (CRT, Canine, SWAT, EOD, etc.). The pin will be of appropriate design to reflect the specialty of the particular unit.
- B. All designs for unit designation pins must be submitted through the chain of command to the Sheriff for approval. The written request will include a drawing, photograph, or sample of the requested pin. Upon approval of the Sheriff, the Awards Committee will implement the design for agency use.

XII. CERTIFICATES

- A. Only certificates designated in this General Order as Sheriff's Office Awards may bear the Sheriff's signature. Any division or department issued certificates which are created, either for external or internal use (ex: Deputy/Member of the Quarter), should bear the signature of the respective captain/director or should be forwarded to the Sheriff through chain of command to request his signature.