



ORANGE COUNTY SHERIFF'S OFFICE GENERAL ORDER EMPLOYEE AWARDS



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To: All Deputy Sheriffs & Office Personnel
 From: Sheriff Carl E. DuBois
 Subject: General Order - Employee Awards

PURPOSE: The purpose of this General Order is to ensure a constant, non-changing criteria regarding the issuance of awards. Fundamentally, The Orange County Sheriff's Office awards program is designed to recognize and reward extraordinary, meritorious and exceptionally outstanding acts of heroism or service which go above and beyond the call of duty.

- I. **POLICY.** The Sheriff of Orange County may recognize and reward employees for outstanding performance in the line of duty by letters of commendation, awards for merit and valor and may in some circumstances grant compensatory time.

- II. **ESTABLISHED AWARDS.**
 - A. **CASE OF THE YEAR.** May be issued when a Deputy or Deputies or Correction Officer(s) perform in an above exceptional manner in the development and successful prosecution of a serious or major criminal case or investigation conducted with authorization and which is not a normal part of the routine responsibilities.
 - 1. A Case of the Year award may consist of a plaque or certificate suitable for framing. It may also be accompanied by a medal or ribbon.
 - 2. At the discretion of the Sheriff, a member may also be granted a vacation day off in recognition of their work.

 - B. **CIVILIAN RECOGNITION AWARD.** Issued to any civilian who performs an act of service that shows personal bravery to benefit another, acts in a manner that saves another person's life, assists Deputies in the apprehension of a violator of the law or who has made an outstanding contribution that benefits the community and brings particular credit to the Orange County Sheriff's Office.
 - 1. A Civilian Recognition Award may consist of a plaque or certificate suitable for framing.

 - C. **COMMENDATION.** May be issued to any employee, who by an act, or a series of actions, performs above the expected level in a manner that brings particular credit to their position or title and does not meet the requirements of a Meritorious Service award.
 - 1. A Commendation may consist of a plaque or certificate suitable for framing.

2. At the discretion of the Sheriff, a member may also be granted a vacation day off in recognition of their work.
- D. **DEPUTY SHERIFF OF THE YEAR.** Issued when a Deputy Sheriff exceeds in all or most levels of service for the Orange County Sheriff's Office. Aside from a major event, other factors utilized to determine eligibility are the employee's contributions to the professionalism of the Orange County Sheriff's Office, and may include the employee's attendance records, performance evaluations, law enforcement practices, civil process, transportation responsibilities, and over all contribution to the agency.
1. A Deputy Sheriff of the Year award may consist of a plaque or certificate suitable for framing. It may also be accompanied by a medal or ribbon.
 2. D At the discretion of the Sheriff, a member may also be granted a vacation day off in recognition of their work.
- E. **DEPUTY SHERIFF & INVESTIGATOR OF THE YEAR.** Issued when a Deputy Sheriff assigned to the Investigators Division excels in the execution of warrants, criminal investigations, and/or shows the most improvement, and/or through the efforts of the employee enhances the operations of the Investigations Unit which s/he may be assigned to. Aside from a major event or case, other factors utilized to determine eligibility are the employee's overall contributions to the professionalism of the Investigations Division and the Orange County Sheriff's Office.
1. A Deputy Sheriff & Investigator of the Year award may consist of a plaque or certificate suitable for framing. It may also be accompanied by a medal or ribbon.
 2. At the discretion of the Sheriff, a member may also be granted a vacation day off in recognition of their work.
- F. **SHERIFF ROGER G. PHILLIPS AWARD** - Named in honor of Sheriff Roger G. Phillips, who served as Orange County Sheriff from 1981 to 1990. This award is presented to a Deputy Sheriff or Corrections Officer who has shown dedicated and faithful service, and who has throughout their career demonstrated outstanding devotion, vocation, and commitment to the Orange County Sheriff's Office, which is considered to be above and beyond the normal call of duty.
1. The Roger G. Phillips Award may consist of a plaque or certificate suitable for framing.
 2. At the discretion of the Sheriff, a member may also be granted a vacation day off in recognition of their work.
- G. **LENGTH OF SERVICE.** Issued when any employee meets and exceeds twenty-five (25) years of active service to the Orange County Sheriff's Office.
1. There will be a service award that shall consist of a 25 year gold pin presentation along with a certificate suitable for framing.

2. At the discretion of the Sheriff, a member may also be granted a vacation day off in recognition of their work.
- H. **LIFESAVING.** May be issued when any employee, while in the performance of duty or which brings credit to the Orange County Sheriff's Office, where an act or acts of the employee, while being directly involved in the administration of emergency medical care, which was instrumental and directly involved in the saving of a human life.
1. There will be a lifesaving award that shall consist of certificate suitable for framing. It may also be accompanied by a medal or ribbon.
 2. At the discretion of the Sheriff, a member may also be granted a vacation day off in recognition of their work.
- I. **MERITORIOUS SERVICE.** May be issued to any sworn employee, who by an act, or a series of actions, performs above the expected level in a manner that brings particular credit to the Orange County Sheriff's Office.
1. There will be a meritorious service award that shall consist of a certificate suitable for framing. It may also be accompanied by a medal or ribbon.
 2. At the discretion of the Sheriff, a member may also be granted a vacation day off in recognition of their work.
- J. **UNIT CITATION OR AWARD.** May be issued to individual employees of a group, unit, division, shift of the Orange County Sheriff's Office, when a group, unit, division, shift of the Orange County Sheriff's Office performs collectively and professionally in an outstanding manner during a noteworthy event or events, or in a continuous manner which reflects most favorably upon the Orange County Sheriff's Office.
1. This will be an award which may consist of a certificate suitable for framing. It may also be accompanied by a letter of commendation.
 2. At the discretion of the Sheriff, a member may also be granted a vacation day off in recognition of their work.
- K. **VALOR.** Issued for an act of courage, in the line of duty, above and beyond the call of duty.
1. There will be an award for valor that shall consist of a plaque or certificate suitable for framing. It may also be accompanied by a medal or ribbon.
 2. At the discretion of the Sheriff, a member may also be granted up to 5 vacation days off in recognition of their work.
- L. **WOUNDED IN THE LINE OF DUTY.** May be issued to any employee, as a result of a combat situation or other police action, with the employee being wounded in the line of duty, which resulted in serious physical injury to such employee.
1. There will be an award for being wounded in the line of duty that shall consist of a medal.
 2. At the discretion of the Sheriff, a member may also be granted up to 5

vacation days off in recognition of their work.

- M. CORRECTION OFFICER OF THE YEAR. Issued when a Correction Officer exceeds in all or most levels of service for the Orange County Sheriff's Office. Aside from a major event, other factors utilized to determine eligibility are the employee's contributions to the professionalism of the Orange County Sheriff's Office, and may include the employee's attendance records, performance evaluations, corrections practices, crisis response, care, custody, control of inmates, and an overall contribution to the agency. (Added 2/24/14 GTG)

III. PRESENTATION OF AWARDS.

- A. Awards in general will be presented annually to a designated recipient on a date as determined by the Sheriff or his designated representative.
- B. The Sheriff, at his discretion, may choose to recognize the dedicated efforts and work of an employee at any time and in any manner during the calendar year.

REFERENCE: ACCREDITATION STANDARD 17.1
Revision History 08-01, 5/30/08