



SHERIFF'S RECOGNITION PROGRAM

The Chisago County Sheriff's Office has established the Sheriff's recognition program to demonstrate appreciation to employees and citizens for conduct which has exceeded the normal performance standards.

The Sheriff's recognition committee shall include:

- 1) Captain
- 2) Sergeant
- 3) Patrol Deputy
- 4) Non-sworn personnel

RESPONSIBILITIES:

The committee shall consider nominations for Recognition Awards and conduct an investigation when necessary. The committee will be responsible to review all submissions for merit and make recommendation to the sheriff for the appropriate award.

PROCEDURES:

- 1) Any Sheriff's Office employee may nominate an employee or a citizen for a Recognition Award by submitting a written recommendation to their supervisor.
- 2) A recommendation by a citizen to recognize an employee will be forwarded to that employee's supervisor for review.
- 3) Supervisors will forward the written recommendations to the Recognition Committee for action.
- 4) The Recognition Committee shall convene to review any recommendations for recognition on a quarterly basis, or more often if needed.
- 5) If a committee member has been nominated for a Recognition Award, that committee member shall not participate in the review of that nomination.
- 6) A committee member may disqualify themselves when there is a conflict which prevents that member from reviewing a certain nomination objectively.

RECOGNITION AWARDS FOR EMPLOYEES

1. MEDAL OF HONOR

The Medal of Honor may be awarded to any Sheriff's Office employee who displays outstanding bravery or heroism, and demonstrates obvious self-sacrifice by knowingly and purposefully exposing themselves to the immediate risk of death or serious injury to accomplish their duty with distinction.

2. DISTINGUISHED SERVICE AWARD

The Distinguished Service Award may be presented to any Sheriff's Office employee who successfully resolves a critical incident while demonstrating a high degree of professionalism.

3. LIFE SAVING AWARD

The Life Saving Award may be presented to any Sheriff's Office employee, who takes active measures to save the life of another person, when the death of that person was imminent, and the victim survives or his life was extended by virtue of the actions taken.

4. MERITORIOUS SERVICE AWARD

The Meritorious Service Award may be presented to any Sheriff's Office employee who distinguishes themselves by extraordinary service to the Sheriff's Office or the public.

5. LETTERS OF EXCELLENCE

The Letter of Excellence may be presented to any Sheriff's Office employee for exceptional service.

RECOGNITION AWARDS for CITIZENS

1. SHERIFF'S COMMENDATION CERTIFICATE

The Sheriff's Commendation Certificate may be awarded to any citizen who places themselves at risk to assist an officer or to help the Sheriff's Office apprehend a violator.

2. LIFE SAVING AWARD

The Life Saving Award may be presented to any citizen who takes active measures to save the life of another person when the death of that person was imminent, and the victim survives or his life was extended by virtue of the action taken.

3. SHERIFF'S CERTIFICATE OF APPRECIATION

A Sheriff's Certificate of Appreciation may be presented to any citizen who has provided a valuable service to the Sheriff's Office.

The Sheriff or their designee may authorize a Citizen Award without formal action by the Recognition Committee.

The Sheriff or designee shall present Recognition Awards as appropriate for the situation.

**CHISAGO COUNTY SHERIFF'S OFFICE
EMPLOYEE NOMINATION RECOGNITION REPORT**

NAME: _____

IS RECOMMENDED FOR RECOGNITION CONCERNING:

___: MEDAL OF HONOR

___: DISTINGUISHED SERVICE AWARD

___: LIFE SAVING AWARD

___: MERITORIOUS SERVICE AWARD

___: LETTERS OF EXCELLENCE

INCIDENT/CASE NUMBER: _____

DATE: _____ TIME: _____ LOCATION: _____

DETAILS:

REPORT SUBMITTED BY: _____ DATE: _____

ATTACH SUPPORTING DOCUMENTATION IF ANY:

RECOMMENDATION COMMITTEE APPROVAL: YES ___ NO ___ DATE: _____

SHERIFF APPROVAL _____ DATE: _____

**CHISAGO COUNTY SHERIFF'S OFFICE
CITIZEN NOMINATION REPORT**

NAME: _____

ADDRESS: _____

CITY, STATE: _____

PHONE: _____

IS RECOMMENDED FOR RECOGNITION CONCERNING:

___: SHERIFF'S COMMENDATION CERTIFICATE

___: LIFE SAVING AWARD

___: SHERIFF'S CERTIFICATE OF APPRECIATION

INCIDENT/CASE NUMBER: _____

DATE: _____ TIME: _____ LOCATION: _____

DETAILS:

REPORT SUBMITTED BY: _____ DATE: _____

ATTACH SUPPORTING DOCUMENTATION IF ANY:

RECOMMENDATION COMMITTEE APPROVAL: YES ___ NO ___ DATE: _____

SHERIFF APPROVAL: _____ DATE: _____