

**BRANTFORD POLICE SERVICES BOARD
POLICY #02-03**

Re: Employee Recognition

It is the policy of the Brantford Police Services Board with respect to employee recognition that:

a) Long Service - Brantford Police Service Members

The Board will recognize the contributions of employees who have served the Brantford Police Service for periods of 10, 15, 20, 25, 30 and 35.

Their service will be recognized by the presentation of a gift of their choosing from the long service recognition awards program.

For those employees who have completed 10 and 15 years of service, the presentation will be made by the Chief of Police.

On a quarterly basis, employees who have completed 20, 25, 30 and 35 years of service will be invited to attend a public meeting of the Board to be presented with their gift.

The Board will also recognize retiring sworn officers by presenting them with a framed replica of their Police Exemplary Service Medal.

The Board will recognize retiring civilian members by presenting them with a certificate and a cheque in the amount of \$10.00 x the number of years of service.

Sworn police members will be invited to attend a public meeting of the Board to be presented, by the Chair of the Board, with the Governor General's Police Exemplary Service medal, honouring 20 and 30 years of police service. A photograph of the presentation will be taken.

b) Long Service - Auxiliary Officers

A "Certificate of Service" will be presented after termination of the member's continuous service, and will be signed by the Chair of the Board and the Chief of Police.

The member must have completed a minimum of 5 years of continuous service to be eligible.

Subject to the wishes of the officer, the certificate will be presented by the Chair of the Board, or designate, accompanied by the Chief of Police, at a Board meeting or at the Brantford Auxiliary Police Association Presentation Night.

The award, in the form of a certificate, will be inscribed as follows:

(Brantford Police Service Crest)
The Brantford Police Services Board
for the
City of Brantford
Certificate of Service
Awarded to
(Name)
In recognition of (# of years) f devoted, continuous
service to the Brantford Police Service as an
Auxiliary Police Officer.

c) Long Service - Adult School Crossing Guards

A "Certificate of Service" will be presented to members at the completion of 10 years of continuous service, and every 5 years thereafter, and will be signed by the Chair of the Board and the Chief of Police.

Upon retirement, the member will be presented with a certificate, but must have completed a minimum of five years of continuous service to be eligible.

The award, in the form of a certificate, will be inscribed as follows:

(Brantford Police Service Crest)
The Brantford Police Services Board
for the
City of Brantford
Certificate of Service
Awarded to
(Name)
In recognition of (# of years) of devoted, continuous
service to the Brantford Police Service as an
Adult School Crossing Guard.

d) Exemplary Service Award

When a member performs a duty or takes some action that is clearly well beyond the normal expectation of members, upon recommendation by the Chief of Police, a "Certificate of Exemplary Service Award" will be presented to the member to recognize the special nature of the event.

Subject to the wishes of the member, the award will be presented by the Chair of the Board, accompanied by the Chief of Police, at a public meeting of the Board, and a photograph of the presentation will be taken.

When a member of the Service is the recipient of an award from an outside agency to recognize an outstanding service or an activity or program in which they have been involved, the member will be invited to a public meeting of the Board to be congratulated. A photograph of the recipient with their award will be taken.

e) Annual Levee

The Board will host an annual levee to recognize the service of members over the preceding year.

f) Personnel Documentation Policy

The Chief of Police will ensure that a policy and procedure is in place which provides for the documentation of exceptional service.

PASSED – March 20, 2002

AMENDED – October 21, 2010