



## HEADQUARTERS MEMORANDUM 01-02

File With: FC 360

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### Subject: Award/Compliment/Commendation Tracking

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As part of the DOJ agreement, the department is tracking all awards, compliments, and commendations received by employees. This gives the department an opportunity to demonstrate the positive things that employees are doing.

Every time an employee receives an award, compliment, or commendation, the employee's supervisor must complete an MCP 362, "Award/Compliment/Commendation Tracking Form." Copies of any letter, awards, etc., should be included with the MCP 362. As noted on the form, telephone contacts are an important component in this process and should also be captured. A copy of the form will be forwarded to the Internal Affairs Division (IAD) for tracking purposes by the fourth Friday of each month. This information will be stored in a database separate from the complaint tracking database in IAD.

  
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Charles A. Moose, Ph.D.  
Chief of Police

CAM:ksp