

Columbus Police Division Directive	EFFECTIVE	NUMBER
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Compliments		



I. Policy

The Division strives to recognize its employees whenever their work efforts go beyond expectations or reflect favorably on the Division and the employee. Division personnel made aware of such efforts should document and forward the information to ensure proper recognition is given. All Division employees are also encouraged to compliment and recognize fellow employees for exceptional work or for other notable incidents.

II. Procedures

A. Division Personnel

1. For in-person and telephone compliments, complete an Employee Compliment, form A-9, and forward it to Compliments@ColumbusPolice.org.
2. If the email system is not available, forward a copy of the form directly to the Office of the Chief of Police.
3. Forward written compliment correspondence to the Office of the Chief of Police.
4. Forward compliments received via email to Compliments@ColumbusPolice.org.

B. Office of the Chief of Police *or Designee*

1. Monitor the “Compliments” email address and intra-divisional mail for incoming compliments.
2. Cause each compliment to be published in the “**Compliments**” section of the Executive Staff Newsletter.
3. Send the original compliment to **Human Resources** personnel.
4. Forward the email with or without any attachments, or scan the written correspondence received by email to the chain of command.

C. Employee’s Chain of Command

1. Forward the email down the chain of command to the employee’s immediate supervisor, adding any comments to the email chain.
2. The employee may request to see the original document from **Human Resources**.

D. **Human Resources** Personnel

Place the original compliment in the employee’s personnel file.