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**AC15**

**COMMENDATIONS**

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Effective Date: 22 November 1999  
Revised Date: 20 September 2017  
Last Reviewed Date: 20 September 2017

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**POLICY**

1. The Delta Police Department (“Department”) shall recognize the outstanding work of employees and volunteers that is aligned with the Department mission and demonstrates a commitment to excellence in policing.

**REASON FOR POLICY**

2. To ensure employees and volunteers are recognized for work that is aligned with the Department mission and demonstrates a commitment to excellence in policing.

**PROCEDURES**

3. At the start of the calendar year, the Chief Constable will select a Commendation Board comprised of Department employees.
4. All written submissions for commendations should be forwarded to the Chair of the Commendation Board.
5. The Commendation Board will consider submissions or recommendations from supervisors and if appropriate, recommend one of the following commendations:
  - a) Chief Constable Commendation: awarded for an act of valour or meritorious service to the benefit of Delta Police Department and the police community in general;
  - b) Deputy Chief Commendation: awarded for significant operational performance beyond a job well done;

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**AC15**

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**AC15**



- c) Inspector Commendation: awarded for outstanding act of police duty or a distinguished contribution to the administration or operations of the Department and/or the community;
  - d) Community Policing Award: awarded to an employee who displays exceptional and consistent skills in customer service, problem solving and/or community building;
  - e) Patrol Officer of the Year: awarded to a front-line police officer who, in the opinion of his or her peers is deserving of recognition for sustained commitment to public safety, a commitment to supporting his or her peers, and making a positive contribution to his or her platoon.
  - f) Volunteer of the Year: awarded to a Department volunteer that displays outstanding commitment to public safety in Delta.
  - g) Delta Police Outstanding Citizen Award: awarded to a citizen who has contributed to public safety beyond what is expected of a member of the public.
6. Selection for Patrol Officer of the Year will be recommended to the Commendation Board by the Delta Police Association (“DPA”).
7. Selection for Volunteer of the Year will be recommended to the Commendation Board by a committee consisting of the Inspector in charge of Operational Support, Victim Services Coordinator, the NCO in charge of the Community Police Stations and the NCO in charge of the Reserve Constable program.
8. Selection for Delta Police Outstanding Citizen Award will be recommended to the Commendation Board by the Chief Constable or delegate.
9. The process for nominating a candidate is as follows:
- a) Nominations will be accepted throughout the year, and a deadline for nominations will be announced each year. After this date, all nominations received will be considered for the following year.
  - b) Nominations will be submitted to the Commendation Board through the Executive Assistant to the Chief.



- c) Before nominations are presented to the Commendation Board, they will be reviewed by Inspector Administration Branch and Inspector Professional Standards to confirm eligibility.
  - d) Nominations for Patrol Officer of the Year will be sent directly to DPA Executive for review and recommendation to the Commendation Board.
  - e) Nominations for Volunteer of the Year will be sent directly to the selection committee (see section 7) for review and recommendation to the Commendation Board.
  - f) The Commendations Board will review applications, including Patrol Officer of the Year, Volunteer of the Year and Delta Police Outstanding Citizen Award and present the nominations for Commendations to the Chief Constable, who gives final approval for nominations.
10. All commendations awarded to employees shall form a permanent record in their personnel file.
11. All commendations awarded to citizens will be appropriately publicized.