



DAYTONA BEACH POLICE DEPARTMENT

Personnel Commendation or Complaint Procedures

~~NDL (RQ 3ROEN~~

The Chief of Police will categorize the complaint according to the following criteria:

1. **Unfounded** – When the investigation indicates the allegation is false or untrue.
2. **Exonerated** – When the investigation indicates the act occurred but the act was justified, lawful and proper.
3. **Not Sustained/Not Resolved** – When the investigation discloses insufficient evidence to prove or disprove the allegations made.
4. **Sustained** – When the investigation discloses that the allegation is true.

When the complaint is sustained, appropriate discipline and/or corrective action will occur.

Discipline may be a letter of reprimand, suspension from duty without pay, or termination. Corrective action includes but is not limited to counseling, training, and special performance requirements.

You will be advised by letter of the disposition of your complaint.

Commendations

There is no greater form of recognition a police officer or employee can receive than a compliment from someone who's life we have touched and made better.

Commendations can consist of any form of recognition from a citizen's letter to the award of a service medal. Letters should describe the events or incident along with the officer or employee's name(s) involved. Please include the specific action which impressed you or helped you. The circumstances surrounding the employee's action will be considered when deciding the level of recognition the employee deserves. In all cases, especially letters of appreciation, the police employee and his or her supervisor and the Chief of Police are made aware of the outstanding performance and a copy of the letter is placed in the employee's personnel file.

Each person who commends an employee is notified by the Chief of Police that a commendation was received and what action was taken.