

CHAPTER 5
DIVISION-LEVEL AWARDS
TABLE OF CONTENTS

<u>GENERAL</u>	5-3
Departmental Employees, Civilians, and Allied Agency Personnel	5-3
Submitting Division-Level Award Nominations	5-3
<u>DIVISION CHIEF’S COMMENDATION FOR COMMUNITY ENGAGEMENT</u>	5-3
Definition	5-3
Award Description	5-3
Nomination Procedure	5-4
Presentation Forum	5-4
Uniform Accouterment	5-4
<u>DIVISION CHIEF’S COMMENDATION</u>	5-4
Definition	5-4
Award Description	5-4
Nomination Procedure	5-4
Nomination Package.....	5-4
Presentation Forum	5-5
Uniform Accouterment	5-5
<u>CERTIFICATE OF COMMUNITY SERVICE</u>	5-5
Definition	5-5
Award Description	5-6
Nomination Procedure	5-6
Nomination Package.....	5-6
Presentation Forum	5-6
<u>CERTIFICATE OF APPRECIATION</u>	5-6
Definition	5-6
Award Description	5-7
Nomination Procedure	5-7
Nomination Package.....	5-7
Presentation Forum	5-7

ANNEXES

<u>A</u> – CHP 123A, DIVISION CHIEF’S COMMENDATION FOR COMMUNITY ENGAGEMENT.....	5-9
<u>B</u> – CHP 123A, DIVISION CHIEF’S COMMENDATION.....	5-11
<u>C</u> – CHP 429B, CERTIFICATE OF COMMUNITY SERVICE	5-13
<u>D</u> – CHP 429, CERTIFICATE OF APPRECIATION.....	5-15

THIS PAGE INTENTIONALLY LEFT BLANK

CHAPTER 5
DIVISION-LEVEL AWARDS

1. GENERAL.

a. Departmental Employees, Civilians, and Allied Agency Personnel. There are four types of Division-level awards available. These awards are identified as follows:

- (1) Division Chief's Commendation for Community Engagement.
- (2) Division Chief's Commendation.
- (3) Certificate of Community Service.
- (4) Certificate of Appreciation.

b. Submitting Division-Level Award Nominations.

- (1) Nominations for Division-level awards originating in any Division organizational unit shall be submitted to Division for final approval.
- (2) After Division approval, the nomination file shall be returned to the originating unit. The nominating command shall prepare the award and retain the file.

2. DIVISION CHIEF'S COMMENDATION FOR COMMUNITY ENGAGEMENT.

a. Definition. The Division Chief's Commendation for Community Engagement award is presented for exceptional performance by a commander in building or strengthening community relations within the geographical location of their respective command. This is achieved through exceptional and continuous community engagement, directly involving the commander, which yields verifiable results or recognition by community leaders. The intent of this award is for Division chiefs to recognize commanders who have made a lasting impact in community relations by enhancing public trust.

b. Award Description. The award consists of a CHP 123A, Division Chief's Commendation (refer to Annex A). The proposed text for this certificate shall be prepared by the initiating Division chief and should not exceed 100 words.

- c. Nomination Procedure. There is no formal nomination procedure for the Division Chief's Commendation for Community Engagement award. A Division chief may select and recognize award recipients at their discretion.
- d. Presentation Forum. The Division Chief's Commendation for Community Engagement award is presented by the Division chief or designated alternate at a location to be determined by the Division chief or designated alternate.
- e. Uniform Accouterment. None.

3. DIVISION CHIEF'S COMMENDATION.

a. Definition. The Division Chief's Commendation is presented for a commendable performance by a departmental employee or organizational unit that does not meet the level of a State- or Department-level award. Examples of commendable performances may include, but are not limited to:

- (1) The accomplishment of a commendable act or series of acts by an individual which reflects exemplary job performance.
- (2) The development of a program or procedure by an individual employee or organizational unit which results in a significant contribution to the efficient operation of the Division.
- (3) Exceptional performance by an organizational unit in achieving Area/section or unit goals.
- (4) Exceptional performance by an employee in enhancing public trust through community engagement.

b. Award Description. The award consists of a CHP 123A signed by the Division chief (refer to Annex B). The proposed text for the certificate shall be prepared by the initiating command and should not exceed 100 words.

c. Nomination Procedure. In order to afford prompt recognition for this Division-level award, the employee's immediate command should submit the nomination immediately after the act or acts. The nomination shall be completed and submitted on a memorandum to Division for final approval.

d. Nomination Package. Explain in detail the specific nature of the level of job performance. This explanation should clearly outline the manner and extent to which the act surpassed normal job expectancy. The information provided shall include:

- (1) Employee or Unit Information.

(a) Employee. Employee's name, rank, identification number, position title; and command, command address, and telephone number.

(b) Unit. Unit name, command, command address, and telephone number.

(2) Facts. Explain which of the following reasons the nomination is being made:

(a) The accomplishment of a commendable act or series of acts by an individual which reflects exemplary job performance.

(b) The development of a program or procedure by an individual employee or organizational unit which results in a significant contribution to the efficient operation of the Division.

(c) Exceptional performance by an organizational unit in achieving Area/section or unit goals.

(d) Exceptional performance by an employee in enhancing public trust through community engagement.

(3) Supporting Documentation. Any descriptive material which supports the award nomination.

e. Presentation Forum. The Division Chief's Commendation award is presented by the Division chief or designated alternate.

f. Uniform Accouterment. None.

4. CERTIFICATE OF COMMUNITY SERVICE.

a. Definition. The Certificate of Community Service is presented to a civilian or an employee of an allied government agency for an act, or acts, performed by allied agency personnel in response to situations of the following nature:

(1) Acts of bravery in aiding, or attempting to aid, another civilian or employee of this Department.

(2) Acts not amounting to bravery, where necessary assistance is rendered to another civilian or employee of this Department.

(3) Outstanding assistance rendered to the Department in carrying out stated goals and responsibilities (e.g., outstanding service performed over a period of time).

(4) Assistance and/or services which are deserving of recognition but do not come within the Certificate of Recognition provisions and are above and beyond the Certificate of Appreciation provisions.

b. Award Description. This award consists of a CHP 429B, Certificate of Community Service, signed by a Division or Area commander (refer to Annex C). The proposed text for the certificate shall be prepared by the nominating command and should not exceed 100 words.

c. Nomination Procedure. In order to afford prompt recognition for this departmental award, the nomination should be submitted as soon as reasonable by the nominating command. A recommendation for this award shall be completed and submitted on a memorandum to the next level of command for final approval.

d. Nomination Package. Explain in detail the specific nature of the level of job performance. The information provided shall include:

(1) Recipient's Information. Recipient's name (organization or individual), address, and telephone number.

(2) Facts. A brief explanation of the recipient's actions which prompted the nomination to be made.

(3) Award Recipient Consideration. Commanders seeking to recognize an individual for an award should take into consideration the individual's background, to prevent discredit to the award and/or embarrassment to the Department. If, in the commander's judgment, the individual's standing in the community is inconsistent with the purpose of the award, the nomination should not be submitted for consideration.

e. Presentation Forum. The Certificate of Community Service is presented by the initiating commander or designated alternate.

5. CERTIFICATE OF APPRECIATION.

a. Definition. The Certificate of Appreciation is presented for an act, or acts, performed by a civilian or an employee of an allied government agency which tends to support, enhance, or assist the Department in the performance of its duties and responsibilities in situations of the following nature:

(1) Public information and education: Promoting through information and/or education channels the safety messages and goals of the Department.

(2) Other services: Assisting the Department in carrying out stated goals and responsibilities (e.g., the outstanding service performed over a period of time).

(3) Assistance and/or services which are deserving of recognition but do not fall within the Certificate of Community Service provisions.

b. Award Description. This award consists of a CHP 429, Certificate of Appreciation, signed by a Division or Area commander (refer to Annex D). The proposed text for the certificate shall be prepared by the nominating command and should not exceed 100 words.

c. Nomination Procedure. In order to afford prompt recognition for this departmental award, the nomination should be submitted as soon as practical by the nominating command. A recommendation for this award shall be completed and submitted on a memorandum to the next level of command for final approval.

d. Nomination Package. Explain in detail the specific nature and the level of service(s) performed. The information provided shall include:

(1) Recipient's Information. Recipient's name (organization or individual), address, and telephone number.

(2) Facts. A brief explanation of the recipient's actions which prompted the nomination to be made.

(3) Award Recipient Considerations. Commanders seeking to recognize an individual for an award should take into consideration the individual's background, to prevent discredit to the award and/or embarrassment to the Department. If, in the commander's judgment, the individual's standing in the community is inconsistent with the purpose of the award, the nomination should not be submitted for consideration.

e. Presentation Forum. The Certificate of Appreciation is presented by the initiating commander or designated alternate.

THIS PAGE INTENTIONALLY LEFT BLANK

ANNEX A

CHP 123A, DIVISION CHIEF'S COMMENDATION FOR COMMUNITY ENGAGEMENT

For editing, press Ctrl+H.
Selected fields will have this option available.

California Highway Patrol

DIVISION CHIEF'S COMMENDATION

Awarded to

CAPTAIN JOE SAMPLE, ID XXXXX

For

COMMUNITY ENGAGEMENT

In June 2022, you assumed command of the Westminster Area and immediately began to interact with the community. By engaging community members through face to face visits, attending community events, making yourself available through your open door policy, giving equal merit to enforcement and education, and establishing a local crisis intervention team, you made significant improvements to the community in which you work and live. You have performed at an outstanding level and demonstrated your commitment to the Department's mission of providing the highest level of Safety, Service, and Security to the communities we serve.



Date _____

Division Chief _____

CHP 123A (Rev 5-92) OPI 003

THIS PAGE INTENTIONALLY LEFT BLANK

ANNEX B

CHP 123A, DIVISION CHIEF'S COMMENDATION

For editing, press Ctrl+E.
Selected fields will have this option available.

California Highway Patrol

DIVISION CHIEF'S COMMENDATION

Awarded to

SERGEANT JOE SAMPLE, ID XXXXX

For



You are commended for your outstanding performance as a dedicated supervisor within the Commissioner's Support Unit. This is an important duty and you have accomplished it with honor and distinction. While assigned to the Unit, you were tasked with many duties and your leadership and professional demeanor were instrumental in accomplishing objectives in an efficient and timely manner. During your tenure, you successfully oversaw the Department's awards program, including the Medal of Valor submissions. Thank you for your exemplary efforts and commitment to excellent to the Department's mission of providing the highest level of Safety, Service, and Security to the communities we serve.

Date 01/25/2023

Division Chief _____

CHP 123A (Rev 5-02) OPI 003

THIS PAGE INTENTIONALLY LEFT BLANK

ANNEX C

CHP 429B, CERTIFICATE OF COMMUNITY SERVICE

California Highway Patrol

Awards this

CERTIFICATE OF COMMUNITY SERVICE

to

Mr. Joe Sample

FOR

Outstanding Community Service



On October 26, 2022, you witnessed a traffic collision involving a California Highway Patrol employee. The traffic crash occurred on southbound US-101 at California Boulevard, and involved four vehicles. As a result of the traffic crash, the employee's vehicle sustained major damage and the engine compartment caught on fire. The major damage to the vehicle prevented the employee from being able to exit the vehicle unassisted. Without hesitation, you retrieved your personal fire extinguisher from the cab of your truck and attempted to extinguish the engine compartment's fire, while other motorists assisted the employee out of the driver's seat. Ultimately, your swift actions prevented the fire from immediately spreading, and allowed our employee to be safely removed from the vehicle.

done in San Luis Obispo on this 2nd day of April, Twenty-Thousand and Three.

Chief

Enter title of signing authority.

THIS PAGE INTENTIONALLY LEFT BLANK

ANNEX D

CHP 429, CERTIFICATE OF APPRECIATION

California Highway Patrol

Awards this

CERTIFICATE OF APPRECIATION

to

Officer Joe Sample, ID XXXX

FOR

Outstanding Public Service



On January 20, 2024, you encountered a seven vehicle traffic crash on southbound US-101 at California Boulevard. Upon your arrival, you quickly secured the traffic crash scene, identified the parties involved, and requested two trucks. Your swift actions and excellent scene management allowed responding California Highway Patrol officers to easily identify the parties involved, safely collect traffic crash evidence, and quickly remove the vehicles from the crash scene.

done in San Luis Obispo on this 1st day of June, Twenty-Thousand and Three

Enter title of signing authority

State of California, CALIFORNIA HIGHWAY PATROL - CHP 429 (Rev 6-12) OPI 003

THIS PAGE INTENTIONALLY LEFT BLANK