

CHAPTER 6
AREA/SECTION-LEVEL AWARDS
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CHAPTER 6

AREA/SECTION-LEVEL AWARDS

1. GENERAL.

a. Available Awards. There are three Area/section-level awards available: the Commander's Certificate of Commendation, the Certificate of Community Service, and the Certificate of Appreciation.

b. Submitting Area/Section-Level Award Nominations.

(1) Nominations for Area/section awards originating in any Area/section organizational unit shall be submitted to Area/section commanders for final approval.

(2) After approval, the Area/section staff shall prepare the award and retain the file.

2. COMMANDER'S CERTIFICATE OF COMMENDATION.

a. Definition. The Commander's Certificate of Commendation is presented for commendable performance by an individual employee or organizational unit that does not justify an award at the state, Department, or Division level. 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 Area or section.

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

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

b. Award Description. The award is a CHP 123E, Commander's Certificate of Commendation (refer to Annex A). Area or section shall prepare the proposed text for the certificate and should not exceed 100 words.

c. Nomination Procedure. In order to afford prompt recognition, this Area/section-level award should be presented as soon as reasonable after

the qualifying act or series of qualifying acts. A nomination for this award shall be completed and submitted on a memorandum to Area/section for final approval. After presentation of the award, the award nomination package shall be duplicated and forwarded to the next command level for information purposes.

d. Nomination Package. Explain in detail the specific nature of the individual or unit performance. The information provided shall include:

(1) Employee or Unit Information.

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

(b) Employee's name, rank, identification number, position title; and 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 or 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 Area or section.

(c) Exceptional performance by an organizational unit in achieving Area or section 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 Commander's Certificate of Commendation is presented by the Area/section commander or designated alternate.

3. 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., the 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 an Area Commander (refer to Annex B). 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. It is necessary to 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 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 Community Service is presented by the initiating commander or designated alternate.

4. CERTIFICATE OF APPRECIATION.

a. Definition. The Certificate of Appreciation is presented for an act, or acts, performed by a civilian 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., outstanding service performed over a period of time).

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

b. Award Description. This award consists of a CHP 429, Certificate of Appreciation, signed by an 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. It is necessary to 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.

ANNEX A

CHP 123E, COMMANDER'S CERTIFICATE OF COMMENDATION

California Highway Patrol

COMMANDER'S

CERTIFICATE OF COMMENDATION

Awarded to

Officer Joe Sample,
ID XXXXX

In recognition of exceptional performance

I would like to personally commend you as well as share my sincere appreciation for your dedicated service as a member of the Area's Occupational Safety Committee. This is an important duty and you have carried it out with distinction. During your tenure, several occupational safety hazards were identified and immediately corrected. Your keen observation skills and dedication to occupational safety undoubtedly prevented injuries. Thank you for your efforts and job well done;



Presented at Monterey Area on December 25, 2023

Commander

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ANNEX B

CHP 429B, CERTIFICATE OF COMMUNITY SERVICE

California Highway Patrol

Awards this

CERTIFICATE OF COMMUNITY SERVICE

to

Mr. Joe Sample

FOR

Outstanding Community Service



On September 26, 2023, you witnessed a traffic crash involving a California Highway Patrol (CHP) employee. The traffic crash occurred on southbound US-101 at California Boulevard and involved four vehicles. As a result of the crash, the employee's vehicle sustained major damage and the engine compartment caught on fire. Due to the major damage to the vehicle, the employee could not exit the vehicle unassisted. Without hesitation, you retried your personal fire extinguisher from the cab of your truck and attempted to extinguish the engine compartment fire, while other motorists assisted the employee out from the driver's seat. Ultimately, your swift actions prevented the fire from immediately spreading and allowed our employee to be safely removed from the damaged vehicle.

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

Chief

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ANNEX C

CHP 429, CERTIFICATE OF APPRECIATION

California Highway Patrol

Awards this

CERTIFICATE OF APPRECIATION

to

Mr. Joe Sample

FOR

Outstanding Public Service



On September 26, 2023, you witnessed a ten vehicle traffic crash on southbound US-101 at California Boulevard. As a result of the traffic crash, six of the vehicles involved were facing the wrong way and traffic came to an immediate halt, as all southbound traffic lanes were blocked. You immediately, called 911 Emergency and pulled over to assist. You quickly contacted the parties involved an instructed them to move their vehicles out of the traffic lanes. Your swift actions contributed to restoring the flow of traffic and the California Highway Patrol appreciates your assistance.

done in San Luis Obispo on this 10th day of October, 2023

Captain

Enter title of signing authority.

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