

RESOLUTION 97-235

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF MANATEE COUNTY, FLORIDA, AUTHORIZING THE EXPENDITURE OF COUNTY FUNDS, AS BUDGETED TO THE MANATEE COUNTY SHERIFF'S OFFICE, TO PROVIDE FOR INCENTIVES AND AWARDS UNDER THE EMPLOYEE RECOGNITION PROGRAM.

WHEREAS, the Board of County Commissioners of Manatee County, Florida, has previously adopted Ordinance 97-28 authorizing the expenditure of County funds to provide for incentives and awards; and

WHEREAS, Ordinance 97-28 includes the Constitutional Officers of Manatee County, and

WHEREAS, Ordinance 97-28 provides that any programs established and expenditures authorized shall be approved by resolution of the Board of County Commissioners, and

WHEREAS, the Board of County Commissioners has considered this Resolution and determined that the expenditure would accomplish the purposes authorized in Ordinance 97-28 and as set forth more fully herein, and in Manatee County Sheriff's Office General Order Number 1011.

NOW, THEREFORE, be it resolved by the Board of County Commissioners of Manatee County, Florida, as follows

SECTION 1. PURPOSE

A) It shall be the purpose of this Resolution to (1) recognize and award Manatee County Sheriff's Office employees whose performance exceeds standards for their position, (2) perform extra duties or acts outside the normal course of employment, (3) recognize longevity of employment, (4) recognize and

award retirement of employees, and (5) to promote efficiency and productivity and enhance the performance of duties by employees.

B) It shall be the purpose of this Resolution to provide the vehicle for a consistent and uniform approach to the Manatee County Sheriff's Office Employee Recognition Program

C) This Resolution and the referenced policies and procedures will be applicable to the Manatee County Sheriff's Office.

## SECTION 2. EXPENDITURES

In order to accomplish the above stated purposes and in keeping with Ordinance 97-28, the following expenditures for incentives and awards are deemed to be valid expenditures of County / Sheriff's funds:

- \* Frames, plaques, certificates, trophies, pins, paperweights, key chains, money clips, commemorative watches, beltbuckles, rings, firearms, decorative firearms boxes, badges, uniforms, and other suitable tokens of recognition to acknowledge significant contributions, longevity, and retirement.
  
- \* All or a portion of the cost of meals or banquet expenses in connection with special meetings, educational programs, recognition and award ceremonies, and other similar events.
  
- \* All or part of the entry fee, ticket price, contribution amount, or other charges for staff members attending charity functions, awards ceremonies, or other such events as official representatives of the Manatee County Sheriff's Office.

\* All or part of dues or membership fees to civic organizations which staff members are requested to join, as official representatives of the Manatee County Sheriff's Office.

**SECTION 3. APPROVAL OF PROGRAM EXPENDITURES**

Manatee County Sheriff's Office General Order 1011, also titled Recognition, shall outline the operational aspects to be followed for authorization and approval of expenditures.

This Resolution may be rescinded by the Board of County Commissioners, however rescinding this Resolution shall in no way prohibit any lawful expenditures made prior to the date this Resolution is rescinded or impair any contract entered into prior to the date this Resolution is rescinded.

This Resolution shall take effect immediately upon adoption.

ADOPTED with a quorum present and voting this the 9<sup>th</sup> day of December, 1997

ATTEST: R. B. SHORE  
CLERK OF THE CIRCUIT COURT

By: [Signature]  
R. B. SHORE

BOARD OF COUNTY COMMISSIONERS  
MANATEE COUNTY, FLORIDA

By: [Signature]  
CHAIRMAN

COPIES TO:  
Mr. & Mrs. Strasser, m.c.  
C. H. H. H.  
and [unclear]  
\_\_\_\_\_  
\_\_\_\_\_  
DATE 12-11-97  
BY [Signature]

MANATEE COUNTY SHERIFF'S OFFICE  
GENERAL ORDER NUMBER 1011 - Recognition

This General Order rescinds General Order 1011 dated April 15, 1995 and all of its addenda and revisions and any other General Order dealing with these issues.

Effective Date: XXXX XX, 199x

To: All Personnel

1.0 OFFICER IMPROVEMENT COMMITTEE (OIC) - <3ACC 26.1.4 a> The Officer Improvement Committee shall be composed of representatives from components as delineated below and shall exclude any certified personnel holding a rank of sergeant or above.

1.1 The number of representatives shall be one representative per 50 employees or less for each component as listed below. The MCSO Organization Chart and the MCSO Staffing Recap Report shall be the source of documents for the determination of the number of representatives from each listed component.

1.1.1 Executive Level Management (to include Fiscal Management combined with non-certified Sheriff Executive Staff).

1.1.2 Administrative Bureau.

1.1.3 Enforcement Bureau.

1.1.4 Investigative Bureau.

1.1.5 Corrections Bureau.

1.1.6 In components where there is only one representative, an alternate shall be selected by the same procedure described below.

1.2 The OIC shall meet monthly, and with the Sheriff / Chief Deputy at least once every two months.

1.3 Every January the individuals selected shall elect a Chairperson and a Vice Chairperson to facilitate meeting dates and times and to coordinate the committee's activities with the Sheriff / Chief Deputy.

1.4 The Sheriff / Chief Deputy shall ensure that during October of each year, volunteers for the OIC will be solicited through appropriate position advertisement procedures. A list of candidates shall be developed and from this list the required number of representatives shall be selected.

1.4.1 The selection procedure will be a secret ballot wherein the peers elect the Officer Improvement Committee member, and alternate (if applicable), from their particular component.

1.5 At each monthly meeting, the OIC shall select a Certified and a Non-Certified Employee Of The Month.

1.6 In November the OIC shall select the Certified and Non-Certified Employee Of The Year from the monthly award winners from that year.

1.7 The OIC shall develop an operations manual and shall submit same to the Sheriff for approval.

2.0 AWARDS - <3ACC 26.1.4 a> Any employee may initiate a request for an award when he/she believes that facts and circumstances have developed, or taken place, which meet the guidelines of the program. All such requests shall be by memorandum addressed through the chain of command, except as noted for Letters of Recognition and Employee of the Month/Year. All documentation regarding the incident shall be filed in the affected employee's personnel file.

2.1 There are seven specific types of awards:

2.1.1 Letter of Recognition. Presented for unusual accomplishments and commendable service. It shall be in letter form signed by any supervisor and presented to the employee by his/her supervisor.

2.1.2 Certificate of Appreciation. Presented for an outstanding contribution. It shall be in letter form signed by the Sheriff, accompanied by a Certificate, and presented by the Sheriff or the employee's Bureau Chief, Commander, or Director.

2.1.3 Outstanding Service Award. Presented for outstanding innovation and initiative. It shall be in letter form signed by the employee's Bureau Chief and accompanied by a certificate signed by the Sheriff. It shall be presented by the Sheriff, the employee's Bureau Chief, Commander, or Director.

2.1.4 Distinguished Service Award. Presented for an act of extraordinary bravery involving great personal risk. It shall be in letter form signed by the Sheriff, accompanied by a Distinguished Service Pin, a certificate, and presented by the Sheriff in an appropriate ceremony.

2.1.5 Certified or Non-Certified Employee Of The Month Award. These employees, one in each category, are chosen by the Officer Improvement Committee. The award shall be in letter form signed by the Sheriff, accompanied by a certificate, and presented by the Sheriff/Chief Deputy.

2.1.5.1 Any employee may initiate a submittal for Certified or Non-Certified Employee of The Month by memorandum addressed directly to the Chairperson of the Officer Improvement Committee, not through the chain of command.

2.1.6 Certified or Non-Certified Employee Of The Year Award. These employees, one in each category, are chosen by the Officer Improvement Committee. The award shall be in letter form signed by the Sheriff, accompanied by an engraved plaque and service pin, and presented by the Sheriff/Chief Deputy. The service pin shall be worn in lieu of the regular name tag.

2.1.7 Commendation Award. This is presented to any person by the Sheriff, for any reason the Sheriff deems appropriate.

2.2 SERVICE AWARDS - The MCSO recognizes the value and support of long-term employees, employees who perform extra duties, and other acts outside the normal course of employment. As such, certain service awards have been designated and tied to various lengths of service and special team membership. Manatee County Ordinance 97-28 Section 2 A.C. and E and Section 3 D, as well as FSS 112.193 authorize such awards.

2.2.1 Special Teams Awards - Eligibility for these awards is tied to length of service on designated special teams.

2.2.1.1 A Special Team member is a full-time, part-time, or volunteer employee of the MCSO assigned to a component, different from his/her permanent assignment, that

requires specialized training, practice, and skill. The employee is not a special team member if the employee has as his/her job description the tasks assigned to the special component. Special teams, for the purpose of this policy include, SWAT, TACT/CERT, Cannabis Eradication, Dive, Hostage Negotiations, Honor Guard, Emergency Services, Mounted Patrol, HAZ-MAT (those part-time members only), Explorer Post Advisor, and volunteers to the agency.

2.2.1.2 Components of the MCSO that are not considered special teams for the purpose of awards include, but are not limited to, Aviation, Traffic, K9, HAZ-MAT (full-time), Marine, CID, COBRA/SEU, DELTA, Regular Reserves, and the Volunteer Coordinator.

2.2.1.3 Application for any award shall be made by the supervisor directly controlling the special team. A request for the award should be made by memorandum for the certificate and by requisition for plaques or other award(s). The request shall include justification for the award and be forwarded via chain of command. Documentation in the form of dates when a team was joined should be included for the benefit of other authorizing signatures. All awards will be approved in advance by the Management Team.

2.2.1.3.1 Failure on the part of the special team supervisor to request the award will result in the award not being given until such request is made.

TEAM	3 YEARS	5 YEARS	10 YEARS	15 YEARS
SWAT	CERTIFICATE	PLAQUE	RING	FIREARM
TACT/CERT	CERTIFICATE	CERTIFICATE	PLAQUE	PLAQUE
HONOR GRD	CERTIFICATE	CERTIFICATE	PLAQUE	PLAQUE
CERT	CERTIFICATE	CERTIFICATE	CERTIFICATE	PLAQUE
DIVE	CERTIFICATE	CERTIFICATE	CERTIFICATE	PLAQUE
HNT	CERTIFICATE	CERTIFICATE	CERTIFICATE	PLAQUE
E/S	CERTIFICATE	CERTIFICATE	CERTIFICATE	CERTIFICATE
MOUNT PTL	CERTIFICATE	CERTIFICATE	CERTIFICATE	CERTIFICATE
P/T HAZMAT	CERTIFICATE	CERTIFICATE	CERTIFICATE	CERTIFICATE
CADET ADV	CERTIFICATE	CERTIFICATE	CERTIFICATE	CERTIFICATE
VOLUNTEERS	CERTIFICATE	CERTIFICATE	CERTIFICATE	CERTIFICATE

2.2.2 Longevity Awards - These awards are given for continuous service with the MCSO.

2.2.2.1 20 years - Certificate and MCSO Watch

2.2.2.2 25 years - Certificate

2.2.2.3 30 years - Certificate and MCSO Belt Buckle

2.2.3 Retirement Awards - These awards are presented at full retirement for time spent with the MCSO.

2.2.3.1 10 or more years but less than 20 years;

2.2.3.1.1 Certified personnel in certified positions will receive a plaque, a presentation gun box, a belt buckle, and a badge and badge case.

2.2.3.1.2 Civilian personnel will receive a plaque and a belt buckle.

2.2.3.2 20 years or more;

2.2.3.2.1 Certified personnel in certified positions will receive a plaque, a presentation gun box, choice of a custom engraved firearm or a custom MCSO ring, a belt buckle, a watch, and a badge and badge case. One full uniform may also be retained by the employee, if desired.

2.2.3.2.2 Civilian personnel will receive a plaque, a custom MCSO ring, a belt buckle, and a watch.

2.2.4 Other Awards - The Sheriff may, at his discretion, award certificates, plaques, watches, buckles, pins, etc. to employees, volunteers, citizens, and / or dignitaries for valid reason.

2.2.4.1 In no case will an employee be awarded more than one of each item (certificates and plaques are an exception). Example: If an employee received a watch at 20 years of service, he / she will not receive another watch at retirement.

2.2.6 Banquets, award ceremonies, etc. - The MCSO will hold an annual awards banquet to honor the deputies and employees of the month and to name the deputy and employee of the year. The agency may subsidize the total cost of this banquet, dependent on budget constraints. The agency will not cover the total cost, but may pay food costs for honorees, dignitaries, and / or room / hall rental.

2.2.7 The Sheriff and other employees are frequently requested to attend award ceremonies, charity events, and other functions. These invitations are frequently accompanied by an admission fee or other cost. The agency may, with prior approval, pay the cost for such attendance. Approval will be discussed by the Management Team and approval will rest with the Sheriff / Comptroller.

2.2.8 It may be deemed beneficial to the agency and / or the community to have agency personnel as members of certain civic clubs and organizations. Membership and dues fees may be paid by the agency if it is deemed appropriate by the Management Team and approved by the Sheriff / Comptroller. These will be considered on a case-by-case basis.

2.3 The Public Information Officer shall make every attempt to ensure that the employees, deputies or civilians, honored through each of these programs, receive as much recognition as possible through contact with newspapers, magazines, and law enforcement publications.