

Columbus Police Division Directive	EFFECTIVE Mar. 15, 2002	NUMBER 3.86
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Compliments		



I. Procedures

A. Division Personnel

Refer all compliments involving Division personnel to the Patrol Administrative Sergeant. If the individual making the compliment does not want to be referred, take the information concerning the compliment and forward it to the Patrol Administrative Sergeant.

B. Patrol Administrative Sergeant.

Complete the Employee Compliment, form A-9, and forward it along with all complimentary correspondence to the Office of the Chief of Police.

C. Office of the Chief of Police

1. Maintain a record of all compliments and cause it to be published in the Manners section of the Executive Staff Newsletter.
2. Route the original correspondence and/or Manners entry through the chain of command to the complimented employee.
3. Forward a copy of the correspondence and/or Manners entry to the Personnel Administration Section.

D. Personnel Administration Section

Place a copy of the correspondence and/or Manners entry in the complimented employee's personnel file.