

Commendations and Awards

1007.1 PURPOSE AND SCOPE

This policy provides general guidelines for recognizing commendable or meritorious acts of members of the Colorado Department of Revenue and individuals from the community.

1007.2 POLICY

It is the policy of the Colorado Department of Revenue to recognize and acknowledge exceptional individual or group achievements, performance, proficiency, heroism and service of its members and individuals from the community through commendations and awards.

1007.3 COMMENDATIONS

Commendations for members of the Agency or for individuals from the community may be initiated by any agency member or by any person from the community.

1007.4 CRITERIA

A meritorious or commendable act may include, but is not limited to:

- Superior handling of a difficult situation.
- Conspicuous bravery or outstanding performance.
- Any action or performance that is above and beyond the typical duties.

1007.4.1 AGENCY MEMBER DOCUMENTATION

Members of the Agency should document meritorious or commendable acts. The documentation should contain:

- (a) Identifying information:
 1. For members of the Agency - name, division and assignment at the date and time of the meritorious or commendable act
 2. For individuals from the community - name, address, telephone number
- (b) A brief account of the meritorious or commendable act with report numbers, as appropriate.
- (c) The signature of the member submitting the documentation.

1007.4.2 COMMUNITY MEMBER DOCUMENTATION

Documentation of a meritorious or commendable act submitted by a person from the community should be accepted in any form. However, written documentation is preferred. Agency members accepting the documentation should attempt to obtain detailed information regarding the matter, including:

- (a) Identifying information:

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1. For members of the Agency - name, division and assignment at the date and time of the meritorious or commendable act
 2. For individuals from the community - name, address, telephone number
- (b) A brief account of the meritorious or commendable act with report numbers, as appropriate.
- (c) The signature of the person submitting the documentation.

1007.4.3 PROCESSING DOCUMENTATION

Documentation regarding the meritorious or commendable act of a member of the Agency should be forwarded to the appropriate Appointing Authority or their designee for review. The Appointing Authority or their designee should sign and forward the documentation to the Executive Director for his/her review.

The Executive Director or the authorized designee will present the commendation to the agency member for his/her signature. The documentation will then be returned to the human resources division for entry into the member's personnel file.

Documentation regarding the meritorious or commendable act of an individual from the community should be forwarded to the appropriate Appointing Authority or their designee. The documentation will be signed by the Appointing Authority or their designee and forwarded to the Executive Director for their review. An appropriate venue or ceremony to acknowledge the individual's actions should be arranged. Documentation of the commendation shall be maintained in a file designated for such records.

1007.5 AWARDS

Awards may be bestowed upon members of the Agency and individuals from the community. These awards include:

- Award of Valor.
- Award of Merit.
- Lifesaving Award.
- Meritorious Conduct.

Criteria for each award and the selection, presentation and display of any award are determined by the Executive Director.

1007.5.1 COMPENSATORY AWARDS

[Refer to the Colorado Department of Revenue policy - Incentive Awards EDO-005](#)