



MYRTLE BEACH POLICE DEPARTMENT

ADMINISTRATIVE REGULATIONS AND OPERATING PROCEDURES

Subject: *Support Staff Employee of the Year Award* **Number:** *111*

Effective Date: *January 1, 2001* **Revised Date:** *06-01-00*

Rescinds: *Guidelines for Selection of Support Staff
Employee of the Year* **Dated:** *05-20-99*

Approved By:

PURPOSE

To establish a procedure for the selection of the Support Staff Employee of the Year presented annually by the Grand Strand Optimist Club.

PROCEDURE

1. ELIGIBILITY

- A. All non-sworn personnel of the Police Department whose duties and responsibilities support the day-to-day operation of the department.
- B. Candidates must have been employed in their support position for the entire calendar year for which the award is given.
- C. Only full-time, non-probationary employees are eligible.
- D. Previous recipients of this award are not eligible.

2. SELECTION PROCESS

- A. Based on the award being given in early May each year, the selection process will be started in mid-March:
 - 1) A Call for Nominations notice will be distributed to all Command Staff members and posted on department bulletin boards.

- 2) The notice will specify the following:
 - a) Eligibility requirements as listed above
 - b) Format for submission of nominations
 - c) Where to submit nominations
 - d) Deadline – April 1st

B. Procedure for Nominations:

- 1) Nominations shall be in writing and must include a narrative detailing why the particular person should be considered for the award.
- 2) Nominations will be accepted from any member of the Police Department.

3. SELECTION COMMITTEE

- A. The Chief of Police shall name a Chairperson for the committee.
- B. The Chairperson will select six (6) members for the committee as follows:
 - 1) One (1) employee of each of the four divisions within the department.
 - 2) One (1) City employee from a City department other than Police.
 - 3) One (1) member from the private sector of the community.
- C. The Chairperson will not be eligible to vote on the candidates; persons agreeing to serve on the committee shall refrain from nominating a candidate.
- D. The Chairperson will schedule a date & time during the second week of April for the committee to meet to review the nominations.

4. SELECTION CRITERIA

- A. Committee members shall individually rate each nominee on a scale of 1-5, with 5 being the highest rating on each of the following categories:
 - 1) Application of job knowledge and ability to perform job duties effectively.
 - 2) Practices the City's "First In Service" attitude. General personality and attitude; willingness to assist all personnel and the general public in all circumstances.
 - 3) Participation in department functions and/or programs.
- B. The Chairperson will tally the results of the individual ratings, determine an average rating for each nominee, and forward the results to the Chief of Police.