



# CIVILIAN LONG SERVICE AWARDS

## PSB-HR-001

Effective Date:	2002/03/26
Amended:	2005/04/29
Amended:	2009/01/23
Amended:	2010/02/26
Amended:	2011/09/23
Amended:	2012/01/10
Amended:	2013/09/27
Amended:	2017/09/29
Amended:	2026/02/13

### Policy Statement

*It is the policy of the Regional Municipality of Peel Police Services Board that civilian members of Peel Regional Police are recognized for full-time, part-time and temporary exemplary service. Policy requirements set out in this document shall form part of the Board Policies and the Chief of Police is hereby directed to implement and comply with these requirements in the administration and operation of the Peel Regional Police.*

### 1. Policy Requirements

It is the policy of the Board with respect to the administration, eligibility and service award level that:

- 1.1 The Board shall retain eligibility and award level control of the recognition of service of civilian employees in increments of five (5) year periods, commencing with five (5) completed years as a Peel Regional Police employee, save and except the 25, 35, and 45-Year civilian service recognition;
- 1.2 Recognition of eligible civilian members who have attained five (5), ten (10), fifteen (15), twenty (20), thirty (30), forty (40) year increments of service be undertaken by the Chief of Police within the parameters as set out in Section 1.9 of this policy, and in a manner the Chief of Police deems appropriate;
- 1.3 Recognition of eligible civilian members who have attained twenty-five (25), thirty-five (35), and forty-five (45)-year increments of service be undertaken by the Chief of Police (for recognition in a similar manner as awarded to Uniform members, ie. 25-Year Watch, 35-year Ring, and 45-Year Gift) within the parameters as set in Section 1.10 of this policy, and in a manner the Chief of Police deems appropriate given the recognition afforded Uniform members who have attained 25, 35, and 45 years of service;
- 1.4 The Chief of Police shall retain control of the funds and administration of the civilian service awards;
- 1.5 Civilian members may have their award delayed in the event the civilian member is under investigation or has any disciplinary record remaining within their personnel file as outlined within the terms of Peel Regional Police policies and the Civilian Collective Agreement under Article 25, until such time they are discipline-free;
- 1.6 Full-time, part-time and temporary civilian members are eligible for award recognition based on their service being calculated to include both continuous and broken periods of service;

- 1.7 Service time will continue to accrue for up to two (2) years while a member is on medical leave (whether personal or work-related) or unpaid leave. Only if the member later returns to regular employment, the time spent on leave will be counted toward their total service.
- 1.8 If a Recruit Constable or 4<sup>th</sup> Class Constable does not meet standards and is transferred to a Civilian role, a maximum of 18 months of their Uniform service will be credited towards the Civilian Long-Service Awards.
- 1.9 The Chief of Police shall ensure that the appropriate audit systems are in place to ensure that service is calculated accurately;
- 1.10 The guidelines set out below be followed in recognition of long service:
- 5 Years' Service: Pin (one 4-point diamond)
  - 10 Years' Service: Pin/Pendant (two 4-point diamonds—choice of white or yellow gold) & \$200 Gift directly deposited to their account
  - 15 Years' Service: Pin/Pendant (three 4-point diamonds-choice of white or yellow gold) & \$275 Gift directly deposited to their account
  - 20 Years' Service: Pin/Pendant (four 4-point diamonds-choice of white or yellow gold) & \$350 Gift directly deposited to their account
  - 25 Years' Service: Watch
  - 30 Years' Service: Pin/Pendant (six 4-point diamonds-choice of white or yellow gold) & \$400 Gift directly deposited to their account
  - 35 Years' Service: Ring
  - 40 Years' Service: Pin/Pendant (eight 4-point diamonds-choice of white or yellow gold) & \$500 Gift directly deposited to their account
  - 45 Years' Service: Personalized Gift
- 1.11 Civilian members may purchase replacement pins or pendants, at their cost, if the original pin or pendant is lost;
- 1.12 A replacement pin or pendant be authorized, at no cost to the member, if a manufacturing flaw has resulted in the loss or breakage of a pin or pendant; and

#### **Authority/Legislative Reference**

Board Minute – #47/02  
Board Minute – #61/05  
Board Minute – #19/09  
Board Minute - #29/10  
Board Minute - #69/11  
Board Minute - #63/13  
Board Minute - #85/17  
Board Minute - #08-02-26

**Replaces:** Civilian Long Service Awards – Adopted 2017/09/29 (II-T-16)  
Civilian Long Service Scroll – Adopted 1979/04/11 (II-T-17)

**Linkage to Appropriate Police Service Procedure/Directive**

Directive I-A-107(O) Employee Recognition and Awards