



**SAN BERNARDINO COUNTY
POLICY MANUAL**

No. **02-11**

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EFFECTIVE DATE October 21, 2025

POLICY: PRESENTATION OF AWARDS

APPROVED

DAWN ROWE

Chairman, Board of Supervisors

POLICY STATEMENT AND PURPOSE

It is the policy of the County to provide encouragement and recognition for employees and members of the public who have rendered exceptional public service.

DEPARTMENTS AFFECTED

Board of Supervisors, all County Agencies, Departments, Board-Governed Special Districts, and Board-Governed Entities.

DEFINITION OF TERMS

For the purpose of this policy, the term County shall mean San Bernardino County, any entity governed by the San Bernardino County Board of Supervisors/Board of Directors, all Agency/Department Heads, and Elected Officials.

POLICY AMPLIFICATION

1. Giving public recognition to those who have provided exceptional public service is a recognized effective way of encouraging and inspiring employees and members of the public to provide similar public service. Such public service may include commemorative acts, accomplishments, retirements, events or anniversaries of public significance or importance. The County has the authority to authorize and present awards such as listed below.
2. Public recognition may include the following:
 - a. Commemorative medals that include pins, keys, etc.
 - b. Resolutions, certificates or other documents including frames for the items.
 - c. Plaques, small statuettes, figurines, or other similar items.
3. Expenditure for awards, commendations, or related items shall be of a nominal value and in no case more than \$100 for each recognition item, in accordance with Internal Revenue Code section 74, subdivision (c) and 26 Code of Federal Regulations section 1.132-6 (as currently stated or as amended).
4. In furtherance of the public purpose of the recognition of those commemorative acts, accomplishments, events or anniversaries of public significance refreshments may be provided at the presentation of such recognitions, in a fiscally prudent manner. However, while celebrations for retirements, holiday gatherings, and staff appreciation are meaningful and valued within the departments, refreshments for such occasions are not considered eligible expenses under this policy.

Departments are responsible for ensuring that all expenditures are necessary, appropriate, and aligned with the County's responsibility to safeguard public funds. The term "fiscally prudent" shall be interpreted to mean the lowest reasonable cost to achieve the intended purpose.

This Policy does not apply to awards or recognitions presented to an entire department, division or agency.

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LEAD DEPARTMENT

County Administrative Office

APPROVAL HISTORY

Adopted September 19, 1979; Amended October 31, 1995 (Item No. 40)

REVIEW DATES

October 2030