

Culver CITY

INTEROFFICE MEMORANDUM EMPLOYEE RECOGNITION FOR OUTSTANDING JOB PERFORMANCE

DATE: May 27, 2025
TO: John Nachbar, City Manager
FROM: Jason Sims, Police Chief
THROUGH: Troy Dunlap, Assistant Chief
SUBJECT: Employee Recognition for Outstanding Job Performance - **ALLEN SHEPHERD**

BACKGROUND

In the FY 2024-2025, Sergeant Allen Shepherd was in charge of the Police Department's Personnel and Training Section. During this time period, Sergeant Shepherd assisted with, and ultimately oversaw the hiring of 17 full-time Police Officers and 10 professional staff. This achievement reflects an extraordinary level of hard work, organization, and commitment to meeting the Department's staffing needs. The recruitment and onboarding of so many individuals required careful coordination, long hours, and persistent follow-through. Sergeant Shepherd's dedication ensured the department remained well-staffed and mission-ready during a critical period.

AUTHORITY

According to Civil Service Rule 15.2 and 15.3, employees exemplifying outstanding job performance criteria may be recognized for their performance through the Outstanding Job Performance Recognition program. The program allows for single awards or a combination of any of the outlined recognition awards

RECOMMENDATION

For the City Manager to approve the Outstanding Job Performance Recognition award pursuant to Civil Service Rule 15.4 for Allen Shepherd to receive three (3) working days off with pay and a cash award of \$1,000.00.

Approved By



John Nachbar, City Manager

05/27/2025
Date