

POLICE DEPARTMENT
GENERAL ORDER 15-11

EFFECTIVE: NOVEMBER 12, 2011 CANCELS: GENERAL ORDER 15-06

TO: ALL PERSONNEL INDEX AS: COMMENDATIONS
LETTERS OF COMMENDATIONS
SERVICE CITATIONS

SUBJECT: COMMENDATIONS AWARDS PROGRAM

I. PURPOSE

The purpose of this General Order is to establish a procedure for the formal recognition of those department employees and private citizens who have distinguished themselves by performing some notable act or service in the furtherance of law enforcement and community betterment.

II. GENERAL

Employee performance shall be recognized by issuance of a Distinguished Service Citation for Valor, a Chief's Commendation, a Certificate of Recognition, or a Letter of Appreciation. Generally a Distinguished Service Citation, or recommendation, shall be issued by the Chief of Police. A Certificate of Recognition or Letter of Appreciation shall be awarded by an employee's commanding officer or Department supervisor. Notable acts performed by private citizens may be recognized by the awarding of the Citizens Service Citation, issued by the Chief of Police.

III. DEPARTMENT AWARDS PROGRAM

A. The Distinguished Service Citation for Valor

May be awarded by the Chief of Police to a Department employee who performs an act of heroism in the face of personal injury or risk of life. This award shall be evidenced by:

1. Gold Medal
2. Blue Breast Bar
3. Certificate

B. Chief's Commendation

May be awarded by the Chief of Police to a Department employee who performs an act or deed, that significantly affects the life of another or an action above and beyond the normal bounds of duty to the extent that a significant impact is made on others. This award shall be evidenced by a certificate and green breast bar.

C. Certificate of Recognition

May be awarded by the Chief of Police or a Command Officer to a Department employee that performs a particularly noteworthy act or service based on determined and intelligent performance.

D. Letter of Appreciation

May be awarded by any commanding officer, or supervisor, to a Department employee whose actions deserve recognition but may not warrant one of the above awards.

E. Citizen Service Citation

May be awarded by the Chief of Police to a citizen whose assistance to the Police Department was given without regard to personal welfare and had a positive bearing on the outcome of an incident and contributed to the furtherance of law enforcement in the community.

IV. AWARDS COMMITTEE

The Department Awards Committee shall be the governing body for determining the level and receipt of awards. This Committee shall be comprised of one Command Rank Member of the Police Department who shall serve as the Committee Chairperson, one Sergeant and three patrol or detective ranked officers. The Committee Chairperson shall be appointed by the Chief of Police and will serve at his discretion. The Chairperson shall select the other members of the Committee after a survey of interest has been completed department wide for membership to the committee. All persons selected to serve on this committee shall act in a non-biased, impartial manner when considering awards. The Committee will be responsible for researching and reviewing all related materials when considering an award. The members of the committee will serve at the discretion of the Committee Chairperson or the Chief of Police and may be rotated periodically.

IV. PROCEDURE FOR RECOMMENDATION FOR DEPARTMENT AWARDS

- A. Recommendation for one of the four awards for which Department employees are eligible shall be initiated by an employee's supervisor.
- B. This recommendation shall be in the form of a commendation transmittal, summarizing the incident for which the employee is being recommended for recognition as well as any police reports or other pertinent information. This The Supervisor should make a recommendation as to the award for which they are submitting the employee, however the final determination will be made by the Awards Committee based on the criteria set forth in the general order. This transmittal should be sent directly to the Awards Committee Chairperson for review by the awards committee. A copy of the transmittal and all pertinent reports will be copied and given to the Division Commanding Officer.

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- C. For each quarter a commendation transmittal is forwarded to the Awards Committee they will meet within the last two weeks of that quarter i.e. March, June, September and December, to determine which awards shall be granted. The Awards Committee will make a recommendation based on the criteria set forth in this general order, the memos, accompanying documentation to the award, and any input from the Division Commander. (Recognizing that there may be circumstances in which it would be more appropriate to review a commendation transmittal immediately, or delay the review, the Chief of Police shall have the discretion to review and issue awards outside of the general scope of this order.)
- D. The Chief of Police will make the final decision as to the appropriate award to be presented and this decision shall be final.
- E. Awards, when at all possible, will be presented by the 15th of each month following the quarter. (April, July, Oct and January) In some circumstances, such as an award presented at a council meeting, the award may be delayed to the next possible presentation opportunity. It is the intent of this department to recognize these awards as soon as practical after the actual occurrence for which the employee is to be recognized.
- F. The Citizen Service Citation may be recommended for presentation to a citizen by any employee of this Department. The procedures for recommendation for this award shall conform to those stated previously in this General Order. The citizen shall receive a certificate recognizing his/her action.

V. PRESENTATION OF AWARDS

- A. Presentation of the Distinguished Service Citation for Valor shall be made by the Chief of Police during a regularly scheduled public meeting of the City Council
- B. The Chief's Commendation shall be presented by the Chief of Police, or a Commanding Officer, at a roll call or other gathering of department employees.
- C. The Certificate of Recognition shall be presented by the Chief or a Command Officer at roll call or other gathering of department employees.
- D. The Letter of Appreciation shall be presented by the employee's Commanding Officer or other supervisor with the approval of the Commanding Officer.
- E. The Citizen Service Citation shall be presented by the Chief of Police during a regularly scheduled public meeting of the City Council.
- F. A copy of the appropriate certificate, commendation, or Letter of Recognition shall be placed in the employee's personnel file.

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VII. WEARING OF AWARDS

- A. Breast bars awarded to Department employees shall be worn by uniform personnel on the left breast pocket centered on the pocket flap.
- B. Distinguished service medals shall be worn on the top seam of the left breast pocket and shall be worn only during formal events.
- C. The wearing of the breast bar and medal shall be optional.

NOTE: This General Order shall not preclude any supervisor within the employee's chain of command from issuing an informal memorandum of appreciation to officers who display significant effort in the performance of their duty. In addition, this department will participate in the city-wide awards program wherein department members shall, when warranted, be nominated for The Exemplary Performer Award. Such nomination shall be made when deemed appropriate and within the guidelines established by the office of the City Administrator.

BY ORDER OF: _____
Ray Johnson, Chief of Police Date

APPROVED BY: _____
Michael G. Herring, City Administrator Date

cc: City Attorney

CALEA REFERENCE
26.1.2



COMMENDATION TRANSMITTAL



TO: _____
FROM: _____
RE: _____
CN#: _____
Date Submitted: _____

Briefly describe all facts and circumstances surrounding this occurrence:

Please attach all reports relating to this request.

NAME	SIGNATURE	DATE	YES	NO
Submitting Supervisor				
Award Committee Chairperson				
Chief Ray Johnson				
Return To:				