

ASHEVILLE POLICE DEPARTMENT POLICY MANUAL

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INTRODUCTION

This policy establishes guidelines for recognizing exemplary service by department members and provides protocols for the presentation of awards and related recognition for such service.

POLICY STATEMENT

Recognizing personal excellence is an important aspect of this department's activities. It is the policy of the Asheville Police Department (APD) to recognize and reward meritorious service through an awards program. [26.1.2]

RULES AND PROCEDURES

2000.1 AWARDS COMMITTEE

- A. The Awards Committee is responsible for soliciting and reviewing nominations for departmental awards. The Committee will consider all nominations and determine the level and types of awards to recommend to the Chief of Police.
- B. The Special Services Division Commander will serve as the Committee's chairperson. The Committee will consist of at least six (6) additional department members comprised of the following:

1. One sworn supervisor
 2. One civilian employee
 3. One employee from the Special Services Division
 4. One employee from Administrative Services
 5. One employee from the Finance and Support Division
 6. One employee from the Community Engagement Division
 7. At least one sworn officer from the Patrol Division
 8. At least one sworn officer from the Investigations and Operational Support Division.
- C. The Chairperson appoints committee members in consultation with Division Commanders, who will serve two (2) year terms. Alternate members may be appointed to fill the remainder of a time period in the event of a mid-term vacancy.
- D. The Awards Committee may include non-voting members who serve as support personnel for event planning and media relations.
- E. The Awards Committee is responsible for organizing the department's annual employee awards ceremony. The Committee's chairperson will oversee the management of the event.

2000.2 ANNUAL AWARD CATEGORIES AND REQUIREMENTS

- A. Medal of Honor: awarded to any sworn employee of the department who intelligently and in the line of duty distinguishes themselves by the performance of an act or acts of extraordinary heroism while engaged in a personal confrontation with an armed adversary, at imminent personal hazard to life. The recipient will be presented with a certificate and award ribbon.
- B. Medal of Valor: awarded to any sworn employee who exhibits extraordinary courage, bravery, and/or devotion to duty by consciously exposing themselves to imminent danger, despite great risk to their own life, in an effort to protect or save the life of another individual. The recipient will be presented with a certificate and award ribbon.
- C. Life-Saving Award: awarded to any employee whose actions are directly responsible for saving a human life or where evidence indicates the employee's actions sustained an individual's life until released to professional medical care. The recipient will be presented with a certificate and award ribbon.

- D. Purple Heart: awarded to any employee seriously injured in the performance of duty. The injury must require medical attention and be of a severe nature compared to normal injuries sustained in some difficult arrest situations. Injuries may include the contraction of a life-threatening disease in the performance of one's duties. This award will not be given if the injury results from the employee's gross negligence. The recipient will be presented with a certificate and award ribbon.
- E. Officer of the Year: awarded to a sworn officer within the department who performed at the highest level of expectation throughout a particular calendar year. Nominations for this award must include well-documented performance achievements. The recipient will be presented with a plaque and award ribbon.
- F. Employee of the Year: awarded to a non-sworn employee who performed at the highest level of expectation throughout a particular calendar year. Nominations for this award must include well-documented performance achievements. The recipient will be presented with a plaque and award ribbon.
- G. Volunteer of the Year: awarded to a non-sworn volunteer who performed at the highest level of expectation throughout a particular calendar year. Nominations for this award must include well-documented performance achievements. The recipient will be presented with a plaque and award ribbon.
- H. Merit Award: awarded to any employee who performs their duties under extraordinary or difficult circumstances over a period of time, exhibiting a high degree of professional excellence. May be awarded for performance that greatly exceeds the standard of expectations of the assignment and/or improves the department's safety, efficiency, or effectiveness. The award should not be awarded in conjunction with any other award for the same service or deed. The recipient will receive a certificate and award ribbon.
- I. Departmental Citation: awarded to any employee for outstanding performance of a difficult task involving personal risk when, because of the employee's action, a serious crime is prevented, a perpetrator is apprehended, or; makes multiple arrests for designated crimes within a specific time period, or; accomplishes any other outstanding actions which bring unusual credit to the department and its employees. The recipient will receive a certificate and award ribbon.
- J. Unit Citation: awarded to a department Unit or Section whose performance indicates a high degree of initiative, determination, diligence, and cooperative effort in fulfilling a difficult mission, operation, task, or project. The award will be presented in the name of the Unit or Section. Participating employees will be awarded a ribbon.
- K. Certificate of Appreciation: upon the committee's recommendation, [a department employee or employee of another law enforcement agency](#) may receive a Certificate of

Appreciation for a deed worthy of recognition but does not fall within other award guidelines. This award will not be given in conjunction with any other awards. The award will consist of a certificate only.

- L. Exemplary Citizen Award: a citizen may be awarded a Citizen Certificate of Appreciation when their actions result in the prevention or solution of a serious crime, or their actions result in the apprehension of a dangerous criminal, or other meritorious action, such as lifesaving or assistance to an officer without regard for the recipient's personal safety. The Chief may issue a Certificate of Appreciation to any deserving citizen for a deed that is worthy of recognition.
- M. Leadership in Community Policing Award: awarded to a department employee who has distinguished themselves by exceptional performance that clearly benefited the department and the communities of Asheville. The performance may be related to a single extraordinary or unique effort resulting in a positive outcome or for sustained excellence in the employee's everyday work resulting in significant positive contributions to citizens and the community. The recipient will be presented with a plaque and award ribbon.
- N. Chaplains Award: awarded to a department supervisor who demonstrates an extraordinary commitment to their co-workers, especially subordinate employees. This is done through excellent leadership, mentoring, numerous compassionate actions, or other actions that show extreme commitment and support. Employees must submit nominations for supervisors, and the award recipient will be decided by the department's chaplains. The recipient will be presented with a plaque and award ribbon.

2000.3 MONTHLY AWARD CATEGORIES AND REQUIREMENTS

- A. Employee of the Month: awarded to one employee, sworn or professional staff, who goes above and beyond the normal expected duties of their position during a specific month. This would be an employee who stands out amongst their peers by regularly executing their duties with little or no prompting from a supervisor, shows they are reliable, and frequently exceeds the expectations of their position to the benefit of their unit, the department, and/or the city. It may also be given to an employee who completes a project or exceptional performance which provides a lasting benefit to the department, city, and/or community. The recipient will be presented with a certificate.
- B. Outstanding Performance: awarded to an employee, sworn or professional staff, who receives a final score of a '5', Exemplary Performance, on their annual evaluation. This is achieved with an average score of 4.5 or better in all categories. The recipient will be presented with a certificate.

2000.4 SERVICE AND SPECIALITY AWARDS

- A. Awards not listed in this policy may be authorized for wear at the discretion of the Chief of Police.
- B. To be considered for **specialty service ribbons**, employees must complete any required training and actively serve in the assignment or position for a minimum of six (6) months. Active service will be calculated from the date of assignment. Employees promoted from an assignment will be considered eligible for the associated ribbon.
- C. The following special proficiency ribbons may be awarded to officers/personnel who have attained the following skills/certifications or service:
 1. Advanced Certificate: awarded to officers who have been issued an Advanced Law Enforcement Certificate by the North Carolina Criminal Justice Standards Division.
 2. Educational Achievement: awarded to employees with an associate, bachelor's, or master's degree. This award will be presented only after the employee submits transcripts and a diploma from an accredited college or university to the Recruitment and Career Development Section.
 3. Advanced Leadership: awarded to employees who have successfully completed one of the following advanced leadership schools – Administrative Officers Management Program (AOMP), Law Enforcement Executive Program (LEEP), Southern Police Institute's Command Officers Development Course, Justice Academy's Leadership Institute, [or the Police Executive Research Forum Senior Management Institute for Police \(SMIP\)](#).
 4. FBI National Academy: awarded to officers who have successfully attended and completed the Federal Bureau of Investigation National Academy.
 5. Instructor: awarded to employees who have obtained an Instructor Certification from the NC Criminal Justice Education & Training Standards Commission.
 6. Accident Reconstructionist: awarded to officers who have received an Accident Reconstructionist skill/certification
 7. Drug Recognition Expert (DRE): awarded to officers who hold a DRE certification through the North Carolina Department of Health and Human Services Forensic Tests for Alcohol Branch.
 8. Recruiter: awarded by the Recruitment and Career Development Office to employees who provide an excellent example of the profession and have volunteered their assistance in the hiring process with consideration for

participation in recruiting/community events, background investigations, and the mentoring of cadets.

9. Physical Fitness: awarded to employees who have scored an 80% fitness level on the department's physical assessment using the Cooper Scale and successfully completed the POPAT. While it can be earned multiple times, this ribbon will only be awarded once in the employee's career.

D. A Master Certification ribbon will be awarded to sworn employees **with advanced law enforcement certificates from the North Carolina Criminal Justice Standards Division** or police professional staff for completing a specialized advanced-level certification or course of study that grants recognition of a unique proficiency from a recognized institution. Recognized programs include, but may not be limited to, the following:

1. Certificate programs from the North Carolina Justice Academy (e.g., community policing, investigations, school resource officer, tactical, traffic crash reconstruction).
2. The American Academy of Applied Forensics (digital, general forensics).
3. The University of Tennessee's National Forensic Academy.
4. The International Association of Identification's proficiency examination(s).
5. Drug Recognition Expert (DRE) certification through the North Carolina Department of Health and Human Services.
6. Professional examiner training for psychophysiological detection of deception (Polygraph) through the American International Institute of Polygraph or another similarly recognized program.
7. Professional certifications recognized by the Association of Certified Fraud Investigators, National Fire Protection Association, International Association of Bomb Technicians and Investigators, Center for Interviewer Standards and Assessment, the NC Gang Investigators Association, or similar institutions.
8. Any program not listed is subject to the discretion of the Chief of Police. If the program is less than four hundred (400) hours, it must meet a recognized standard through rigorous testing and re-certification.

E. The following ribbons may be awarded to employees for their service to the department in the following assignments, which require specialized skills and training:

1. Emergency Response Team
 2. Crisis Negotiation Team
 3. Bomb Squad
 4. Crowd Control Team
 5. Bike Response Team
 6. Honor Guard
 7. Peer Support Team
 8. Criminal Investigations Detective
 9. School Resource Officer
 10. Polygraph Examiner
 11. Canine Handler
 12. Traffic Safety Unit
 13. Field Training Officer (FTO)
 14. Field Training Sergeant (FTS)
 15. Unmanned Aircraft Systems (UAS) Operator
 16. Forensics Technician: to be eligible for this ribbon, an employee must complete approved Forensics Training and be assigned as a Patrol Forensics Technician or to the Criminal Investigations Section.
 17. Bicycle Operator
 18. Explorer Advisor: to be eligible for this ribbon, an employee must be an approved advisor or committee member for the department's explorer post.
 19. Hazardous Materials Operator: to be eligible for this ribbon, an employee must complete a Hazmat Operator or equivalent training.
- F. In addition to specialty ribbons, the following specialty badges may be awarded:
1. The Bomb Technician badge will be awarded to members of the Bomb Squad who successfully complete the basic course/certification based on the following:
 - a. Basic Bomb Technician badge (Technicians)

- b. Senior Bomb Technician badge (Team Leaders)
 - c. Master Bomb Technician badge (Team Commander)
 - d. Advanced specialization badges awarded by the Bureau of Alcohol, Tobacco, Firearms, and Explosives, the Federal Bureau of Investigation, or the International Association of Bomb Technicians & Investigators may be worn below specialty ribbons.
 - 2. SWAT Operator badges will be awarded to members of the department's Emergency Response Team who successfully complete a Basic Operator School or similar course, a 40-hour specialty school, and the following years of service with the team:
 - a. SWAT Operator (1-5 years)
 - b. SWAT Senior Operator (6-10 years)
 - c. SWAT Master Operator (11+ years)
 - 3. The CIT badge may be worn by officers and professional staff who complete Crisis Intervention Training.
 - 4. Crisis Negotiator badges will be awarded to members of the Crisis Negotiation Team who have earned their CIT badge, have two (2) years of tenure on CNT, and have Completed Crisis Negotiator Level 2 training.
 - 5. The Unmanned Aircraft Systems (UAS) badge will be awarded to members of the UAS operators who successfully complete the Part 107 Commercial Drone Training School and successfully pass the FAA Part 107 examination.
 - a. Silver (UAS operators)
 - b. Gold (UAS Program Coordinator)
 - 6. The Winged Wheel badge will be awarded to members of the department's Motor Unit who successfully completed the Police Motor Operator School.
 - 7. The National Police Week Honor Guard bar may be worn by members of the department to whom it was presented by the National Law Enforcement Officer Memorial Association for participating as a member of the Honor/Color Guard or Motor Honor Escorts during National Police Week in Washington D.C.
- G. The following special proficiency ribbons may be awarded to officers/personnel who have achieved the following during their tenure of service with the department:

1. Years of Service: issued every five (5) years of employment for all department members based on the anniversary of the date of hire
2. Safe Driving Ribbon: employees with a record of safe vehicle operation with no accidents judged to be preventable or any disciplinary actions involving the operation of a city vehicle. Will be issued for every five years of consecutive safe operation of police vehicles (based on a calendar year).
3. Military Service: employees who have served in the military on active duty for a period of not less than two concurrent years; or served in the military reserves or National Guard when placed on active duty and deployed into a combat zone or operation and were awarded a campaign medal.
4. Firearm Expert: officers who shoot a combined average score of 95-97 with the handgun and rifle on both the day and night courses. The scores will be averaged at the end of the fall qualification. This ribbon will only be awarded one time in the officer's career.
5. Firearm Master: officers who shoot a combined average score of 98-100 with the handgun and rifle on both the day and night courses. The scores will be averaged at the end of the fall qualifications. This ribbon will only be awarded once in the officer's career and replaces the Firearm Expert Ribbon.

H. All ribbon designs are located in the [Appendix](#) of this policy.

2000.5 ORDER OF PRECEDENCE

- A. The order of precedence is established according to the chart in this policy's [Appendix](#).
- B. Individual ribbons will be worn above the name tag. When facing the wearer, the ribbons will be worn from left to right as if reading a book. The highest awarded ribbon will be worn on top, starting on the left.
- C. Specialty badges will be worn above the name tag and individual ribbons.
- D. Specialized ribbons will be worn on the pocket underneath the badge and have no order of precedence. When an employee is no longer assigned to a specialized unit, the associated specialized assignment ribbon will be moved to the individual ribbon side of the uniform.
- E. Outside Awards directly related to service with the Asheville Police Department (ex., Daughters/Sons of the American Revolution LE Commendation or an award given by another agency) can be worn on the individual ribbon side of the uniform with the least order of precedence.

F. Subsequent awards will be displayed in the following manner:

1. A second award in the same category is designated by a bronze star centered on the ribbon.
2. A third award in the same category is designated by a silver star worn centered on the ribbon, which will replace a previously attached bronze star.
3. A fourth and subsequent award in the same category is designated by a gold star centered on the ribbon, which will replace a previously attached silver star.

G. Military medals may be worn on an officer's uniform in accordance with [N.C. Gen. Stat. § 143B-1277](#).

2000.6 AWARD NOMINATIONS

- A. All employees are encouraged to recognize the outstanding performance of department personnel in performing their duties. Department employees may nominate other department employees for annual or monthly awards.
- B. Nominations for awards may be submitted at any time to the Awards Committee and made either by the employee's supervisor(s) or by any employee knowing the facts and/or circumstances giving rise to the nomination.
- C. Nominations must be made within twelve (12) months of the event for which the nomination is made. Citizen commendations may also be referred to the Awards Committee for consideration.
- D. The Awards Committee will review each nomination and make appropriate recommendations to the Chief of Police, who will make the final decisions on awards.
- E. A copy of all awards and commendations will be submitted to the Recruitment & Career Development Section to be stored in the employee's personnel file.

BY ORDER OF:

A handwritten signature in black ink, appearing to read "David J. Zack". The signature is fluid and cursive, with the first name "David" and last name "Zack" clearly distinguishable.

David Zack
Chief of Police

APPENDIX

Department Individual Ribbons

Worn above the name tag with the following order of precedence

Honor 	Valor 	Life-Saving 	Purple Heart 
Merit 	Citation 	Unit Citation 	Officer of Year 
Leadership in Community Policing 	Chaplain's Award 	Advanced Certificate 	Master's Degree 
Bachelor's Degree 	Associate Degree 	Fitness Award 	Firearms Award 
Firearms Award 	Safe Driving Award 	Years of Service 	Advanced Leadership 
Advanced Leadership 	Military Service 		

Specialty Ribbons

Worn below badge with no order of precedence

Master Certification



Crowd Control



Field Training Officer



Instructor



Traffic Safety



Haz. Mat. Operator



Bicycle Officer



Detective



Field Training Sgt.



Polygraph Examiner



Peer Support



UAS Operator



Canine Handler



Emergency Response Team



Bomb Squad



Recruiter



Drug Recognition Expert



Bike Response Team



Crisis Negotiation Team



Explorer Advisor



Honor Guard



School Resource



Forensics Technician



Accident Recon.



Specialty Badges

Worn above the nametag and specialty ribbons.

Basic Bomb Technician



Senior Bomb Technician



Master Bomb Technician



SWAT Operator



SWAT Senior Operator



SWAT Master Operator



CIT



Crisis Negotiator



Winged Wheel



UAS Pilot



UAS Program Coordinator

