




Clayton County Police Department

PROCEDURES

Subject AWARDS & COMMENDATIONS		Procedure # B15	
Authorizing Signature 	Effective 10-02-2023	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinds	Total Pages 6

I. POLICY

It shall be the policy of the Clayton County Police Department (CCPD) to recognize and acknowledge exceptional individual or group achievements, performance, proficiency, heroism, and service of its employees and individuals from the community through commendations and awards.

II. PURPOSE

The purpose of this policy to establish guidelines for recognizing and awarding employees for exemplary service and to provide protocols for the presentation of awards and display of related recognition for such service.

III. ANNUAL AWARD CATEGORIES

The following awards will be issued at the Annual Awards Banquet, or in briefings at the discretion of the Chief of Police.

- A. Medal of Valor: This award may be granted for acts of bravery and dedication to service above and beyond the call of duty and a willingness to place the safety of others before that of the officer in the face of imminent danger.
1. Employees will receive a certificate, medal, and ribbon bar.
 2. The award will be presented by the Chief of Police and the employee's supervisor at the Annual Awards Banquet.
 3. Appropriate press coverage should be present upon presentation of the award.
- B. Police Purple Heart: This award may be granted when an officer is seriously injured in the line of duty due to a hostile act or hazardous situation. This includes but is not limited to injuries incurred while arresting or attempting to arrest a subject, clearing a building that is booby trapped, disarming a bomb, or being shot or stabbed.
1. Employees will receive a certificate, medal, and ribbon bar.

2. The award will be presented by the Chief of Police and the employee's supervisor at the Annual Awards Banquet.
 3. Appropriate press coverage should be present upon presentation of the award.
- C. Medal of Merit: This award may be granted to any employee for outstanding service and commitment to the highest standards of excellence, including outstanding investigative performance or criminal apprehension.
1. The employee will receive a certificate, medal, and ribbon bar.
 2. The award will be presented by the Chief of Police and the employee's supervisor at the Annual Awards Banquet.
 3. Appropriate press coverage should be present during the presentation of the award.
- D. Life Saving Award: This award may be granted to any employee whose actions are directly responsible for saving a human life, or where evidence indicated the employee's actions sustained an individual's life until released to professional medical care.
1. The employee will receive a certificate and ribbon bar.
 2. The award will be presented by the Chief of Police and the employee's supervisor at the Annual Awards Banquet.
- E. Chief's Award: This award may be granted to any employee or citizen for performance of outstanding community service, performance that improves operations, and/or actions that encompasses the core values of the Department.
1. The recipient will receive an award and challenge coin.
 2. The award will be presented by the Chief of Police and the employee's supervisor at the Annual Awards Banquet.
- F. Supervisor Leadership Award: This award is designed to recognize a full-time sworn and non-sworn supervisor who demonstrates outstanding leadership and commitment to the Department.
1. Factors for consideration may include, but is not limited to the following:
 - a. Individuals who exhibit strong leadership skills and continuously works to develop individuals assigned to them;
 - b. Demonstrates compassion for employees and promotes a positive work-life balance;
 - c. Builds a strong, positive work environment that resulted in demonstrative improvements within the unit/division; and
 - d. Solves problems and/or removes unnecessary barriers to achieve the organization's mission.
 2. Nominations shall be submitted from each sector or unit assignment, e.g., Sector 1, CID, Narcotics, E-911, etc. There should be a designated contact person from each unit submitting the nomination.
 3. A nomination must only come from a lower rank. For example a police officer can nominate the rank of Sergeant and up. A Captain cannot nominate a Lieutenant or Sergeant.
 4. Nominations must be submitted by the end of the first week in October each year via the Award Nomination Form, which is available on the CCPD Intranet site, under admin forms.

5. Nominations may be submitted electronically via email or in person to the Assigned Awards Division Commander (Major), or authorized designee.
- G. Awards for Non-Sworn Employees: This category shall include the following awards: *Administrative Employee of the Year, Animal Control Employee of the Year, Records Clerk of the Year, and E911/Communications Employee of the Year.*
1. Any of these awards may be granted to a non-sworn employee based upon outstanding performance and dedication in the performance of their duties.
 2. Employees will receive a certificate and plaque presented by the Chief of Police and their supervisor at the Annual Awards Banquet.
- H. Awards for Sworn Employees: This category shall include the following awards: *Officer of the Year, Sector 1 Officer of the Year, Sector 2 Officer of the Year, Sector 3 Officer of the Year, Sector 4 Officer of the Year, Traffic Officer of the Year, Instructor of the Year, CID Detective of the Year, CSI Detective of the Year, and Narcotics Detective of the Year.*
1. Each award shall be presented to a sworn employee who has been with the Department two (2) years or longer and who best exemplifies the qualities, characteristics, and professionalism of a police officer, and who goes above and beyond the call of duty in their service for the Department. Their actions must place them above other officers in similar categories, if such categories exist.
 2. The award may be awarded to a member of the Department who:
 - a. Earned the recognition of their supervisors for service which would entail such action as exceptional courage, bravery, or self-sacrifice;
 - b. Saved the life of another; and
 - c. Performed exceptional meritorious service to the Department in duties of great responsibility.

For service not related to actual crisis, the term "duties of great responsibility" applies to a narrow range of positions other than in crisis situations and requires evidence of significant achievement.
 3. To be considered for an award, candidates should have accomplished at least the following throughout the last twelve (12) months:
 - a. Demonstrated an above average overall job performance as evidenced by work related documents.
 - b. Consistently displayed a professional appearance and demeanor, which is well documented and recognized as common knowledge.
 - c. Had no disciplinary action requiring an administrative action, resulting in unpaid leave. Any pending actions must not be of a severe nature.
 - d. Sick leave records indicate no sick leave abuse.
 - e. The candidate has performed some meritorious achievement that is worthy of recognition because of the honor that achievement has bestowed upon the officer and the Department.

4. Each Captain, Lieutenant, and Sergeant may nominate one (1) person for Officer of the Year. Each Captain, Lieutenant, and Sergeant will complete the Clayton County Police Department's *Officer of the Year Award Form* and address the following:
 - a. Work ethic;
 - b. Level of professionalism;
 - c. Willingness to work with others;
 - d. Job activity;
 - e. Meritorious achievement;
 - f. Overall performance as a police officer; and
 - g. Any additional information that would be pertinent to this specific award.
5. Documentation and supporting evidence must be included to substantiate this award (e.g., *Incident Reports*, firsthand knowledge, and any other supporting facts). The Commendation Review Board will then review all recommendations and determine which officers qualify for consideration for an award. The Commendation Review Board will review all nominations and recommendations and make a final recommendation to the Chief of Police.
 - a. This officer will receive a certificate, award, and ribbon bar (Officer of the Year).
 - b. This award will be presented by the Chief of Police and the employee's supervisor at the Annual Awards Banquet.
- I. Citizen Service Award: This award is reserved for non-employees and may be granted to any citizen for:
 1. An extreme act of bravery while assisting the Department or one of its employees.
 2. Rendering help to an officer or employee of the Department.
 3. Providing significant assistance in solving a case or service to law enforcement.

IV. WEARING OF RIBBON BARS

- A. Ribbon bars are optional on the daily uniform, however are mandatory when wearing the dress uniform. Center all ribbons over the right pocket. The bottom of the ribbon bar shall be flush with the top of the right pocket. Ribbon bars will be worn in order of precedence as seen in the diagram below with one (1) being the most important and nine (9) being the least important. A maximum of nine (9) ribbon bars may be worn on the uniform at a time. Ribbon bars are NOT permitted on the outer vest cover and shall NOT be worn with the Class A Utility Uniform.

3	2	1
6	5	4
9	8	7

- B. Authorized awards/ribbons in order of precedence with award requirements in descending order:
 1. Medal of Valor (see above);
 2. Police Purple Heart (see above);
 3. Life Saving Award (see above);
 4. Medal of Merit (see above);

5. Officer of the Year (see above);
6. F. B. I. Academy – Graduate of the FBI Academy (see above);
7. Georgia Law Enforcement Command College – Complete the Command Course (see above);
8. College Degree – Receive a diploma from an accredited college (see above);
9. Field Training Officer – State Certified Field Training Officer (see above);
10. S.W.A.T. – Active or Retired SWAT member;
11. EOD – Completed explosives training and must be an active team member;
12. Dive Team – Completed dive training and must be an active team member;
13. Academy Staff – Current Academy Staff;
14. Instructor – POST certified instructor; basic, senior, master, or specialized;
15. Pistol Expert – Score a ninety-five (95) or better (must be maintained annually);
16. Rifle Expert – Score a ninety-five (95) or better (must be maintained annually);
17. Pistol Marksman – Score a ninety (90) or better (must be maintained annually);
18. Rifle Marksman – Score a ninety (90) or better (must be maintained annually);
19. Paramedic/EMT – Certified;
20. Intermediate/Advanced/Supervisory/Management Certification – Must be state certified;
21. STAR Team – Active STAR Team Member;
22. National Defense – Meets Department of Defense requirements;
23. Branch of service – Branch individual served;
24. Negotiator – CNT member for six (6) months;
25. Honor Guard – Honor Guard member for six (6) months; and
26. Honor Graduate – BLETC Honor Graduate.

V. COMMENDATION REVIEW BOARD

- A. The Commendation Review Board is hereby established consisting of personnel appointed by the Chief of Police from all divisions within the Department. Members will serve a minimum of two (2) years or as specified by the Chief of Police.
- B. The Chief of Police shall choose a chairperson of the Commendation Review Board annually.
- C. Responsibilities of the Commendation Review Board
 1. The Board is responsible for reviewing all recommendations for awards or commendations and providing a selection to the Chief of Police.
 2. The Board shall discuss what award is appropriate based on the information provided and shall forward a recommendation to the Chief of Police for review. If the Board determines that no award is appropriate, they will make that recommendation.
 3. The Board shall convene annually for the preparation of the Annual Awards Banquet.

D. Procedures for Making Recommendations

1. A recommendation for an award can be made by anyone in the Department, as well as any citizen. All employee recommendations shall be submitted using the *Award Nomination Form* (Appendix A), approved by the Board. Recommendations from citizens may be accepted, if the letter is hand-delivered or received via mail or email.
2. Once the *Award Nomination Form* is completed in its entirety, it along with all supporting documentation, e.g., *Incident Reports*, *CAD Event Reports*, videos, media releases, etc., shall be submitted to the Review Board Chairperson. In the absence of a member of the Board, the Chief's Administrative Assistant can receive a recommendation and forward it to the Chairperson of the Board. However, recommendations should be made within ten (10) days of the act or action deserving recognition, if possible.
3. The Review Board Chairperson will notify the employee's supervisor and the Chief of Police upon receipt of any written recommendation.

E. Review Board Procedures

1. The Review Board Chairperson shall schedule an Annual Board Meeting to review all recommendations. At this time, the board will evaluate the *Award Nomination Form* along with all submitted supporting documentation.
2. If the incident is currently being investigated, the Chairperson will forward the *Award Nomination Form* and supporting documentation to the designated Deputy Chief to hold for review the following year.
3. The Chairperson shall appoint a board member to gather further information concerning the acts, to include gathering *Incident Reports*, summary of *Internal Affairs Reports*, if applicable, and other written data, as well as interviewing officers, citizens or witnesses, if needed.
4. Once all information is gathered, the Review Board will meet again to review any applicable documentation.
5. Once a recommendation selection is made that decision will be sent to the Chief of Police for final approval.

VI. CANCELLATION

This procedure amends and supersedes the following standard operation procedure: *B15: Awards and Commendations*, dated November 16, 2021.