




**CEDAR PARK POLICE DEPARTMENT  
GENERAL ORDER**

Awards and Recognition

NUMBER: 2.12.03

EFFECTIVE: 04-01-2014

APPROVED:   
Chief of Police

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## I. PURPOSE

The Cedar Park Police Department (“Department”) expects its members and volunteers to exemplify the core values of the Police Department. Members frequently perform their duties in this manner, exceeding the Department’s highest standards and expectations. Additionally, members of the community and other law enforcement organizations often render assistance to the Department and the community on police matters.

These guidelines are established to recognize the service of those who have brought honor to themselves and the Cedar Park Police Department.

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## II. PROCEDURE FOR NOMINATION OF AWARDS

Any member may nominate any member or non-member for an award when appropriate. Awards may be awarded posthumously. Award nominations should include appropriate documentation that supports the nomination and criteria for the award. The nomination should be provided to the Awards Committee on the approved form, in a timely manner, with all appropriate documentation included.

All award nominations will be reviewed by the Awards Committee. If a committee member is nominated for an award, they will be recused from review. Exceptions may be approved on a case-by-case basis by the committee chair.

The final decision to issue an award will be at the discretion of the Chief of Police or designee. A more appropriate award may be issued in place of the nominated award if deemed necessary or appropriate.

While some awards are designed specifically for sworn or non-sworn positions, any member, volunteer or non-member may be eligible for any award at the discretion of the Chief of Police.

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## III. RIBBON AWARDS CRITERIA

**POLICE CROSS** (Memorial Medal) – This medal is issued posthumously to the family of a police officer who lost their life in the performance of their duty under honorable circumstances. *Medal, ribbon, plaque, flag*

**MEDAL OF HONOR AWARD** – This is the highest award issued to a living member of the Department. This award is given to an employee for displaying exceptional bravery and courageous action, risking life or bodily injury while in the performance of duty under clearly hazardous and complicated conditions.

To qualify, the recipient must have performed their duties in such a way that they have substantially exceeded the normal requirements assigned to their position; demonstrated initiative while pursuing the achievement of law enforcement goals without regard to personal safety; and have shown exemplary performance in achieving which is either sustained or for a single act. The action(s) contributed to a high degree of success, and the performance was clearly exceptional when compared to the contributions of their peers. *Medal, ribbon, plaque*

**MEDAL OF VALOR AWARD** – This award is presented to an employee for heroic achievement in the performance of hazardous duty and the display of courage, meriting honor and recognition to police service. *Medal, ribbon with "V" device, plaque*

**PURPLE HEART AWARD** – This award is presented to an employee who is wounded while participating in direct or indirect combat with an armed adversary, or if the member sustains wounds as a result of a felonious assault.

A "wound" is defined as an injury to any part of the body from an outside force or actor. A physical lesion is not required; however, the wound for which the award is made must have required treatment by a medical officer and records of medical treatment for wounds or injuries received in action must have been made a matter of official record. When contemplating an award of this decoration, the key issue that the awards committee must take into consideration is the degree to which the actor caused the injury. The fact that the proposed recipient was participating in direct or indirect combat operations is a necessary prerequisite but is not sole justification for award. The Purple Heart is not awarded for non-combat injuries unless mitigating circumstances exist, at the discretion of the Awards Committee.

The Purple Heart can be awarded in conjunction with other awards. *Medal, ribbon, plaque*

**POLICE COMBAT CROSS AWARD** – This award is presented to a police officer who, while in the direct and intelligent performance of police duty, displayed composure and heroism while engaged in personal combat with an armed adversary under circumstances of imminent personal hazard to life.

The Police Combat Cross can be awarded in conjunction with other awards. *Medal, ribbon with cross attachment, plaque*

**MERITORIOUS CONDUCT AWARD** – This award is presented to an employee for meritorious achievement in the performance of duty and the display of conspicuous courage and/or assertive action under unusual or complicated circumstances, thereby meriting honor and recognition and bringing great credit to the police service. *Medal, ribbon, certificate*

**LIFE SAVING AWARD** – This award is intended for employees directly responsible for the saving of a human life. Documentation and supporting evidence, such as statements from witnesses, supervisors, physicians, etc., may be included to substantiate the award. The sole use of a drug antidote is not to be considered a life saving measure. If other life saving measures are done in conjunction with the

administration of a drug antidote, the employee may be considered for this award. *Medal, ribbon, certificate*

**TACTICAL EMERGENCY MEDICAL SUPPORT (TEMS)** – This award is intended for employees who effectively use training in lifesaving and injury management skills to stabilize victims of accidents and injuries until more highly trained and better equipped emergency response personnel arrive on the scene to take responsibility for victim care and assistance. *Ribbon, certificate*

**DISTINGUISHED LEADERSHIP AWARD** – This award is presented to an employee for distinguished leadership as demonstrated by:

1. Exceptional and courageous command during critical times which required extraordinary police service: or
2. Clearly exceptional leadership for an extremely difficult or hazardous project or task which was highly successful or brought great recognition to law enforcement: or
3. Clearly exceptional leadership, which has been consistently demonstrated over an extended period of time.

*Medal, ribbon, certificate*

**HONORABLE CONDUCT AWARD** – This award is presented to an employee for completing 10 years (aggregate) of commissioned service, as long as the employee:

1. Is in good standing: and
2. After the formula set out below has been applied.

Calculation of eligibility:

1. Written Reprimand (other than for a collision or minor traffic infraction)
  - a. Loss of one-year eligibility.
2. Suspension
  - a. One (1) to three (3) days suspension results in a loss of three (3) years of eligibility.
  - b. Four (4) to fifteen (15) days suspension results in a loss of five (5) years of eligibility.
  - c. Sixteen (16) or more day suspension requires ten (10) years consecutive honorable service from last day of suspension.

If a suspension has occurred within a year, Chief has to approve the presentation of the award.

An employee who remains eligible under the criteria above for 20 and 30 years of honorably commissioned service may add the following devices:

1. One silver star device for 20 years.
2. Two silver star devices for 30 years.

To apply for the Honorable Conduct Award employees must complete a request in writing to the awards committee, who will process it through the chain of command for verification of the employee's personnel file. *Medal, ribbon for 10 years; one star for 20 years, two stars for 30 years, certificate*

**SUPERIOR SERVICE** – This award is presented to an employee for demonstrating a superior commitment to quality service or caring service within the community or Department; exhibiting outstanding problem-solving skills which brings recognition to the individual and Department; or providing volunteer community service which results in favorable recognition of the Department. *Medal, Ribbon, certificate*

**CHIEF'S AWARD OF EXCELLENCE** – This award is presented to an employee whose contributions to the Department deserve special recognition. The recipient of the Chief's Award is someone who exemplifies the Department's core values and who routinely makes positive contributions to the Department and emulates the principles of leadership. *Medal, ribbon, plaque*

**LEONARD A. REED AMBASSADOR AWARD**– This award ribbon was established in memory of the outstanding level of community impact made by Officer Reed. The criteria for this award reflect the contributions to this Department, the personnel, and members of the community that were made by Officer Leonard Reed. This award may be presented to any member or volunteer of the Cedar Park Police Department. A nominee must enhance either the image of the Police Department or the relationship between the Department and the surrounding community. A nominee supports and strengthens the Police Department and exemplifies the core values and mission statement. A nominee routinely demonstrates a positive attitude and demeanor during interactions with the public and partner organizations. A nominee significantly and positively impacts the lives and experiences of their co-workers, citizens, and the community at large in one or more of the following areas; customer service, leadership, professional achievement, teamwork, community service, or volunteerism. *Ribbon, gold diamond device, eagle trophy*

**EXCEPTIONAL PERFORMANCE** – This award is presented to employees for demonstrating exceptional performance of their duties, which has been consistently demonstrated over an extended period of time. *Ribbon, certificate*

**MILITARY SERVICE RIBBON** – This ribbon is to be issued to police officers honorably discharged or currently serving in one of the U.S. military branches. *Ribbon*

**SPECIALIST RIBBON** – This ribbon is to be issued to police officers who actively perform a specialized function for the Department. Includes, but is not limited to Drug Recognition Expert, Peer Support, Negotiator, TCOLE instructor, or other specialty training approved by command staff. After 10 years of specialized service to the Department the ribbon is permanently issued. *Ribbon*

**MASTER PEACE OFFICER RIBBON** – This ribbon is to be issued to a police officer, after providing documentation from TCOLE, that the officer has attained a master peace officer certification. *Ribbon, certificate*

**ACADEMIC ACHIEVEMENT RIBBON** – This ribbon is to be issued to police officers, after providing documentation showing proof of one or more of the following:

1. Bachelors, Master, or Doctorate degree: or
2. Successful graduation from an approved Leadership Academy or Department approved long-term management/leadership school.

The following devices may be worn on the Ribbon:

1. One silver diamond device for a Bachelor's degree,
2. One silver lamp device for a Master's or Doctorate degree.
3. One bronze "L" device will be worn on the ribbon for a leadership academy or Department approved long-term management and/or leadership school. The "L" device may be worn with the diamond or lamp device if the employee has been awarded both devices.

#### *Ribbon*

**CAMPAIGN RIBBON – HAZARDOUS OR UNUSUAL DEPLOYMENT** – Awarded for deployment to hazardous or unusual and complicated circumstances requiring the member to work in conditions outside the normal scope of their duties. Examples may include natural or man-made disasters, extended mutual aid, or violent protests. The campaign ribbon can be awarded in conjunction with other awards. *Ribbon, certificate*

**SAFE DRIVING AWARD RIBBON** – This ribbon is to be issued to police officers and animal control officers who have met the eligibility requirements in a 5-year period. To calculate eligibility for this award, an officer takes the total years of service and subtracts 1 year for each negligent or "at fault" on-duty collision.

- 5 years – Ribbon
- 10 years – 2-star bronze device attachment
- 15 years – 3-star silver device attachment
- 20 years – 4-star gold device attachment

#### *Ribbon, certificate*

**FIREARMS PROFICIENCY RIBBON** – This ribbon is to be issued to a police officer who displays exceptional skills in firearms qualifications. Officers who shoot three consecutive Departmental firearm courses, with a score of 95% or above are eligible for the "Master" firearm proficiency award. Those officers who shoot three consecutive Departmental firearm courses and score 85%-94% are eligible for the "Marksman" firearm proficiency award. Departmental firearm courses are those general courses established by the appointed firearms instructor and coordinated through the professional standards / training division. The training supervisor will check the appropriate records and verify the officer's eligibility and issue the award if applicable.

- Master Firearms – Ribbon with bronze star device
- Marksman Firearms – Ribbon

#### *Ribbon, certificate*

**FITNESS RIBBON** – Employees passing the physical ability course with a time of 1 minute and 44 seconds, or the alternate physical readiness test at 60% will be eligible to receive the Fitness Ribbon.

Employees passing the physical ability course with a time of 1 minute and 28 seconds, or the alternate physical readiness test at 70% will be eligible to receive the Fitness Ribbon with gold star.

*Ribbon, certificate*

**CTRS Award** – This ribbon is issued to a team member of CTRS who has earned internal recognition for anomalous actions as deemed appropriate and approved by team leadership.

*Ribbon, certificate*

**HIGHEST MILITARY AWARD** – Members with military experience (current or former) are authorized to wear their highest military award ribbon.

## IV. “OF THE YEAR” AWARDS

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These awards are chosen by Department-wide ballot after a nomination process. Members and volunteers nominated for an award should be individuals who have set themselves apart in their service over the past year to the Department.

At an appropriate time before an awards ceremony, a nomination process will be initiated, allowing employees of the Department to submit written justification for their nominations. Nominations will be collected by a member of the awards committee and a Department-wide vote will be conducted with those who are nominated for each award.

Participation in the Department-wide vote is mandatory, but each ballot will give each employee the opportunity to “abstain” in any category if they wish. The Chief of Police will issue the award at the awards ceremony.

The following categories have been established:

**Volunteer of the Year, Civilian of the Year, Dispatcher of the Year, Civilian Supervisor of the Year, Officer of the Year, Investigator of the Year, Sworn Supervisor of the Year** – These awards are issued to persons in these positions.

**Rookie of the Year** – This award is issued to a new officer who has less than two years of Law Enforcement experience. For officers with no prior law enforcement experience, time is calculated from the date they are released from field training. New Officers with two years at other law enforcement agencies are eligible for Officer of the Year.

**Top Gun Award** - The “Top Gun” firearm proficiency recognition is issued to an officer who maintains the highest overall score during the current calendar year.

People who hold multiple positions throughout the year (for example, officer and investigator) may be nominated for either position, but not both, at the discretion of the awards committee.

## V. CERTIFICATES

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**CERTIFICATE OF COMMENDATION** – This award is issued to a member of the Department, the community, or another law enforcement agency who acted in a manner that embodied the guiding values and principles of the Cedar Park Police Department. *Certificate*

**PERSONAL COMMENDATIONS / LETTERS OF APPRECIATION** – A personal commendation or letter of appreciation may be initiated by any member or group of members of the Department for another member for exceptional performance or may be initiated as a result of favorable communication received from any citizen regarding exceptional performance. A personal commendation or letter of appreciation should be processed through the award committee. Each staff member in the recipient's chain will be able to make comments on the letter. The personal commendation or letter of appreciation will be given to the supervisor of the member for issuance, with copies going to appropriate personnel and civil service files.

**UNIT COMMENDATION** – A unit commendation can be awarded to a division, unit, or work group of officers or civilians. It may be awarded for

- diligent and sustained effort in the performance of duties, above that which is normally expected,
- for an act or series of acts over a period of time which demonstrate a high degree of teamwork and professionalism, and which result in the attainment of Departmental, division, or unit or group goals, or
- may be awarded for developing a method or program that significantly affects the operation of one or more divisions of the Department.

*Unit Plaque, Individual certificates*

## VI. CITIZEN AWARDS

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The following awards have been established specifically to recognize civilian non-members who assist the Department in its mission.

**CITIZEN AWARD FOR VALOR** – This award is presented to a private citizen for bravery and heroic achievement, who risked life and/or personal injury in assisting a member of the Cedar Park Police Department and/or a fellow citizen. *Plaque*

**CITIZEN'S LIFE SAVING AWARD** – This award is presented to a private citizen in recognition of the prompt and unselfish act of rendering aid and assistance to a fellow citizen that resulted in the saving of a life. *Plaque*

**CITIZEN PUBLIC SERVICE AWARD** – This award is presented to a private citizen who render aids and/or assistance to a member of the Cedar Park Police Department and/or a fellow citizen. *Plaque*

## VII. CHALLENGE COINS

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Challenge coins are issued to members of the Department, and on occasion to a member of the community, who renders assistance or exhibits exceptional job performance. The issuance of a coin does not negate the issuance of a letter of commendation or other awards as applicable. The challenge coin is meant to be an immediate recognition of good work or assistance and is meant to increase morale of staff members and develop community partnerships.

Members who are issued coins have the ability to issue the coin to any member or non-member at their discretion.

**GOLD COIN or "CHIEF'S COIN"** – Distributed by the Chief of Police.

**SILVER COIN or "COMMAND COIN"** – Distributed by Command Staff.

**BRONZE COIN or "SUPERVISOR COIN"** – Distributed by sworn and non-sworn supervisors.

## VIII. SERVICE RECOGNITION

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**SERVICE STRIPES** – Officers are issued one embroidered stripe for every four (4) years of consecutive service as a commissioned police officer. The stripes are placed on the left sleeve and shall be worn on Class A uniform shirt, long sleeve shirt, and/or the dress jacket.

**DISPLAY OF RIBBONS AND APPROVED PINS** – All uniform personnel are authorized to display earned award ribbons while wearing a standard Class A or Class B uniform, or ceremonial uniform such as honor guard and executive staff uniforms. Ribbons will be worn over the right uniform pocket ¼ inches above the issued nametag. Ribbons will be worn no more than three astride, in order of precedence, from left to right (like you are reading a book), three astride with less than three being placed above the full row(s).

Approved unit designation pins (CTRS, motorcycle officers, Honor Guard, etc...) or other approved pins will be worn above award ribbons. Unit designations are only authorized for active members of the approved unit. No other ornament / decoration or pin will be worn with authorized ribbons, unless approved by the Chief of Police.

Certain pins and decorations may be approved on a temporary basis to support a Department program or project, such as National Night Out, Crime Victim Rights Week, Blue Santa, Child Abuse Prevention Week, S.A.L.T., or other such similar law enforcement related pin, but only with the approval of a command staff member and only on a temporary basis. Community service personnel may wear these decorations interchangeably throughout the year with the approval of the support services chain of command. These pins, decorations, or unit designations can be worn alone above the nametag.

**PROCEDURE FOR DUPLICATE AWARDS** – Should an officer receive the same award as they previously received, the officer will be reissued an award medal and ribbon. When the award is presented again, the appropriate ribbon will have a bronze star affixed on it. This ribbon will replace the first one. The star will indicate the award has been received twice. Any additional awards of the same category will be

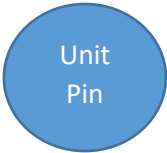
handled the same way with additional bronze stars, to a maximum of five bronze stars. After 5 bronze stars have been issued, following awards will be recognized with a silver star, to a maximum of 5 silver stars. After 5 silver stars have been issued, following awards will be recognized with a gold star, to a maximum of 5 gold stars. The only exception is the Honorable Conduct, Firearm, Fitness, and CTRS award.
















**“1277” PIN** – Officers that have been issued a “1277” remembrance pin may wear the pin, but only under their badge, on the left side.

**DISPLAY OF AWARDS FROM OTHER LAW ENFORCEMENT ORGANIZATIONS** – Employees who have earned medals and ribbons from other law enforcement agencies that meet the criteria of one of the above listed awards shall be issued the corresponding CPPD ribbon. It is permissible for an employee to wear a ribbon that conforms with the CPPD ribbon system, that the employee has received while employed by another law enforcement agency, where no like ribbon exists within CPPD award system. This must be approved by Chief of Police or designee after confirmed documentation from that agency.

**REVOCAION OF AWARDS** – The Chief of Police may revoke an award if there is significant cause and there are facts that would have prevented original approval of the award.

**DOCUMENTATION** – A master control sheet shall be kept by the Logistics Coordinator providing a written record of awards earned and dates of issuance. This record shall be used to determine which ribbons an employee is authorized to display and shall be the governing document for issuance and replacement of earned ribbons.



 Medal of Honor	 Medal of Valor	 Purple Heart
 Combat Cross	 Meritorious Conduct	 Life Saving
 Tactical Emergency Medical Support (TEMS)	 Distinguished Leadership	 Honorable Conduct
 Superior Service	 Chief's Award of Excellence	 Leonard A Reed Ambassador
 Exceptional Performance	 Military Service Ribbon	 Specialist
 Master Peace Officer	 Academic Achievement	 Campaign Ribbon
 Safe Driving	 Firearms Proficiency	 Fitness
 CTRS Award	Highest Military Award	

REED 1277

