




Cocoa Beach Police Department

Standard Operating Procedure



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Subject: Awards and Decorations		Re-Evaluation: 2027
Distribution: All Members	Related CFA Standards:	
Approving Authority: Chief of Police Wes Mullins		
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1. PURPOSE

The purpose of this standard operating procedure is to establish guidelines for the nomination, issuance, and display of awards for members of the Cocoa Beach Police Department.

2. SCOPE

This standard operating procedure shall apply to all members of the Cocoa Beach Police Department.

3. POLICY

It shall be the policy of the Cocoa Beach Police Department to identify and recognize members of the Department who distinguish themselves through exceptional service or achievement. As a general rule, some awards are available only to sworn personnel. Those awards will be so noted. The Awards Committee, Chair and Committee, will make appropriate recommendations based on the facts of each submission.

4. SUBMISSIONS

- A. All correspondence recognizing or nominating members for awards should be routed to the Awards Committee Chair via the chain of command.
- B. Any member of the Cocoa Beach Police Department may nominate any other member for a specific award.
- C. Nominations, in memorandum form using standard templates, should include an accurate and detailed account of the circumstances surrounding the actions for which the nomination is made. Copies of reports or other supporting data should be included.
- D. The above procedure is not required for letters of recognition.

5. AWARDS COMMITTEE

- A. The Awards Committee shall be chaired by a Lieutenant and consist of two additional sworn officers and two non-sworn employees. The Chair of the Committee shall be appointed by the Chief of Police. Committee members shall be selected by the Chair from among departmental volunteers. Each member shall serve a two-year term, after which their seat will become vacant to allow for additional volunteer participation.
- B. The Committee is responsible for facilitating departmental nominations as well as reviewing and recommending recipients for the Officer of the Year, TCO of the Year, Civilian Employee of the Year, and any higher-level departmental awards.
- C. A majority vote of the Committee shall be required for an award recommendation to be issued and forwarded to the Chief of Police for consideration.
- D. Awards falling below those categories shall be prepared by the supervisor submitting the recommendation and forwarded to the Awards Committee Chair. The Awards Committee Chair will verify that all

submission requirements are met before forwarding the recommendation to the Chief of Police or designee for final approval.

- E. The Awards Committee is also responsible for reviewing and vetting any newly proposed awards for potential inclusion in this policy, as well as managing and overseeing the Officer of the Quarter Program.
- F. Meetings may be convened at any time when necessary to review and validate award recommendations, as timely recognition of employee achievement is a priority of the Department.
- G. The Chief of Police maintains sole discretion to authorize and issue awards independent of the Awards Committee's review process.
- H. The Awards Committee shall also be responsible for organizing an annual Awards Ceremony.

6. CLASSIFICATION OF AWARDS AND DECORATIONS

The following awards and decorations are established to recognize members of the Cocoa Beach Police Department for heroism, exceptional performance, professional achievement, and dedicated service. Each award has defined eligibility criteria that must be met prior to issuance.

The Awards Committee shall review all nominations and make formal recommendations to the Chief of Police, who retains final approval authority for all awards. Certain awards consist of progressive levels of accomplishment (e.g., Education, Military Service, or Good Conduct). In such cases, only the highest level earned shall be worn on the uniform, with previous versions replaced in the order of achievement.

Awards and decorations shall be displayed on the Class A uniform in the order of precedence listed below, from highest to lowest, arranged top to bottom above the officer's nameplate. All awards and decorations shall be displayed in accordance with SOP [017.10 - Uniforms, Equipment, and Grooming](#).

A. Heroism and Valor

1. Medal of Valor: Awarded to a sworn police officer who performs an act of extraordinary courage or heroism while knowingly facing imminent risk of death or serious bodily harm in the performance of duty. The officer's actions must clearly demonstrate selfless devotion to duty and exceptional bravery under life-threatening conditions. *May be awarded posthumously.*
2. Purple Heart: Awarded to a sworn police officer who is seriously injured or killed in the line of duty as a direct result of a criminal act or hazardous event encountered while performing their lawful duties. This award honors those who have made significant personal sacrifice in service to the community. *May be awarded posthumously.*
3. Lifesaving: Awarded to any member whose decisive actions directly result in saving a human life, or who removes a person from a situation where death or serious injury was imminent. The nominee's actions must clearly contribute to the preservation of life and demonstrate sound judgment and composure under stress. *May be awarded posthumously.*
4. Chief's Award: Awarded at the discretion of the Chief of Police to any member who distinguishes themselves through exceptional performance, innovation, or leadership during the calendar year. This award recognizes personnel who consistently go beyond what is required in the service of the Department and the community.
5. Meritorious Service: Awarded to a sworn police officer for a highly unusual accomplishment under adverse conditions, or for performing a notable act involving personal risk or exceptional skill that results in the prevention of injury, loss of life, or significant property damage. The act must reflect great credit upon the individual and the Department.
6. Officer of the Year: Awarded annually, when appropriate, to a sworn officer who has demonstrated outstanding professional excellence and a sustained commitment to the mission of the Cocoa Beach

Police Department. Nominees must have no disciplinary actions within the previous 12 months, and demonstrate:

- a. Integrity and professionalism in all duties
- b. Dedication to community service
- c. Consistent superior performance
- d. Positive influence on peers and the public

This award recognizes the officer whose conduct and service exemplifies the highest ideals of the law enforcement profession.

7. Telecommunications Officer of the Year: Awarded annually, when appropriate, to the Communications Division member who has demonstrated exceptional job performance, teamwork, and professionalism throughout the year. Selections may be made from prior Telecommunications Officers of the Quarter or other nominations received. Performance evaluations, initiative, and reliability will be considered by the Awards Committee.
8. Civilian Employee of the Year: Awarded annually, when appropriate, to a non-sworn civilian member who has demonstrated consistent excellence, dedication, and professionalism in support of Department operations. Selections may be made from prior Civilian Employees of the Quarter or other nominations received. The recipient must demonstrate initiative, dependability, and a positive contribution to the agency's success.
9. Distinguished Volunteer Service: Awarded to citizen volunteers who have provided five (5) or more years of outstanding, dedicated service to the Cocoa Beach Police Department and the community. This award recognizes selfless contribution and commitment to public service beyond expectation.

B. Operational and Professional Achievement

10. Operational Award: Awarded to members who actively participate in a significant operational event or coordinated effort that achieves Departmental goals or contributes to the success of a critical mission. Examples include large-scale investigations, emergency responses, or interagency operations where professionalism and teamwork were exemplary.
11. Instructor: Awarded to sworn personnel who distinguish themselves through exceptional instructional service and leadership in training. To be eligible, nominees must:
 - a. Hold a valid FDLE Instructor Certification, either in General or High Liability disciplines
 - b. Demonstrate outstanding preparation, instructional ability, subject mastery, and professionalism in the delivery of training to Department members or other law enforcement agencies.
 - c. Contribute meaningfully to the improvement of officer safety, performance, or professional development through classroom instruction, scenario training, or specialized course design.This award recognizes instructors whose consistent dedication and instructional excellence advance the overall effectiveness and professionalism of the Cocoa Beach Police Department's training program.
12. Specialized Unit Ribbon: Awarded to sworn personnel who have served a minimum of one (1) continuous year in an officially designated specialized assignment, including: Field Training Officer, K-9, Motors, Criminal Investigations, School Resource Officer, Traffic Homicide Investigation (THI), Emergency Response Team (ERT), Marine Patrol, or Peer Support. Only one ribbon is worn, regardless of multiple assignments, and subsequent service is documented in the personnel file. This award recognizes advanced operational skill, specialized training, and continued dedication to Departmental missions beyond general patrol duties.

C. Career and Educational Achievement

13. Executive Leadership Award: Awarded to sworn personnel who have successfully completed an advanced law enforcement executive leadership program recognized for its rigorous academic and professional standards. Only one Executive Leadership ribbon may be worn per completed program. If

worn, the award shall be worn centered ¼” above the ribbon rack. The award may be worn independently without a full ribbon display.

- a. **FBI National Academy Ribbon:** Awarded to sworn officers who have successfully completed the Federal Bureau of Investigation National Academy, Quantico, Virginia. Graduation from this program represents one of the highest honors in law enforcement professional development, emphasizing leadership, ethics, physical fitness, and academic excellence.
 - b. **Southern Police Institute Ribbon:** Awarded to sworn officers who have successfully completed the Southern Police Institute Administrative Officers Course, University of Louisville, Kentucky or another SPI leadership program recognized by the Chief of Police. Completion signifies advanced training in management, supervision, and executive-level policing practices.
14. **Education Achievement:** Awarded to sworn officers who have earned an academic degree from an accredited college or university. Degrees must be verified through official transcripts or diploma copies on file with the Administrative Services Division. This award recognizes commitment to personal growth, education, and professional advancement. Only the highest degree earned will be displayed, in the following order of precedence:
- a. Doctorate
 - b. Master’s
 - c. Bachelor’s
 - d. Associate
15. **Combat Military Service:** Awarded to sworn officers who have honorably served on active duty in the U.S. Armed Forces within a recognized combat or hostile-fire zone. Eligibility requires submission of DD-214 documentation verifying dates and location of service, as well as an honorable discharge. This award honors those who have demonstrated valor and sacrifice in military service to the United States.
16. **Military Service:** Awarded to sworn officers who have honorably completed at least two (2) years of active duty in the U.S. Armed Forces. Eligibility requires submission of a DD-214 reflecting honorable discharge status. This recognition acknowledges prior military service and continued dedication to public service within law enforcement.

D. **Conduct**

17. **Good Conduct:** Awarded to any member who has completed three (3) consecutive years of service without a sustained internal affairs investigation, disciplinary suspension, or letter of reprimand. Verification will be completed through an administrative review of personnel and disciplinary records prior to award issuance. Eligibility resets upon issuance of any qualifying disciplinary action. Subsequent awards may be earned in additional three-year intervals. This award recognizes professionalism, reliability, and consistent adherence to Departmental standards.
18. **Perfect Attendance:** Awarded annually to any member who demonstrates exceptional reliability, punctuality, and commitment to duty throughout the calendar year. To qualify, members must meet the following criteria:
- a. No use of unscheduled paid time off (PTO) or unexcused absences during the year.
 - b. No tardiness or early departures documented through payroll software or supervisor observation.
 - c. No disciplinary actions or counseling related to attendance, punctuality, or dependability within the evaluation period.
 - d. Must have maintained consistent participation in shift assignments, training, and required events. Eligibility will be verified through payroll software attendance records and supervisory review by the Awards Committee Chair prior to submission. Members who earn the Perfect Attendance Award for three consecutive calendar years will receive a gold service star in recognition of sustained excellence in attendance. This award recognizes members whose reliability, professionalism, and dedication

ensure operational readiness and set the standard for attendance and accountability within the Department.

7. INSIGNIA/PINS

- A. Authorized insignias include the Accreditation Insignia, Accreditation Assessor Insignia, City Service Tenure Pin, and the following Specialized Assignment Insignias:
 - 1. School Resource Officer (SRO),
 - 2. Boat Operator
 - 3. Emergency Response Team (ERT)
 - 4. K-9
 - 5. Criminal Investigations
 - 6. Accident Investigations (THI)
 - 7. Field Training Officer (FTO)
 - 8. Peer Support
 - 9. Traffic Unit
 - 10. EVOC Instructor
 - 11. Firearms Instructor
 - 12. Defensive Tactics Instructor
- B. Placement
 - 1. Active Insignia: The insignia representing the member's *current active assignment or designation* shall be worn centered ¼ inch above the ribbon bar.
When worn in conjunction with an executive leadership designator, the insignia shall be centered ¼ inch above the designator.
 - 2. Inactive Insignia: Members may wear one previously earned (inactive) insignia, representing a prior role or designation, centered one inch below the nameplate on the pocket flap.
 - 3. Only one active insignia and one inactive insignia may be worn at any time. Insignias shall not be stacked or combined.
- C. Eligibility and Criteria
 - 1. Members who have successfully completed an accreditation assessment are authorized to wear the Accreditation Insignia.
 - 2. Members who are certified and approved to serve as accreditation assessors through the Florida Accreditation Office are authorized to wear the Assessor Insignia.
 - 3. Members who have been officially issued a tenure pin by the City of Cocoa Beach are authorized to wear the pin as issued.
 - 4. Members who serve in one of the following specialized units or designations are authorized to wear the corresponding insignia after meeting the criteria below:
 - a. Must have served a minimum of one year in the designated assignment.
 - b. Must have completed required certification, training, or instructor qualifications associated with that assignment (e.g. FDLE Instructor certification for Firearms, EVOC, or Defensive Tactics, etc.).
 - c. Must be in good standing within the unit or have satisfactorily completed the assignment.
 - d. Command Staff may authorize exceptions for members reassigned within the year due to operational necessity.

8. OTHER RECOGNITIONS

In addition to formal awards and decorations, the following recognitions are established to acknowledge outstanding performance and professionalism by Department members during shorter evaluation periods or for

specific acts of service. These recognitions emphasize consistency, initiative, and contribution to the Department's mission and community engagement.

- A. Employee of the Quarter (Officer, Telecommunications Officer, and Civilian Employee)
 - 1. The Employee of the Quarter Award shall recognize one sworn officer, one telecommunications operator (TCO), and one civilian employee each quarter for exceptional performance, initiative, and conduct that exemplify the mission and values of the Department. Recipients of these quarterly awards are automatically nominated for consideration for their respective annual "of the Year" awards.
 - 2. Nominees for any category should demonstrate the following selection criteria:
 - a. Consistent performance above expected standards;
 - b. Leadership, teamwork, and problem-solving ability;
 - c. A positive impact on peers, the community, or Department operations; and
 - 3. Nominations may be submitted by any employee or division on the [Employee of the Quarter Nomination Form](#) and forwarded to the committee chair. Nominations include supporting documentation of the nominee's accomplishments or performance during the evaluation period. The Awards Committee shall review all nominations and make recommendations to the Chief of Police for final approval.
- B. Certificate of Merit: Awarded to any member who receives commendation from citizens, supervisors, or peers for exceptional professionalism, courtesy, or dedication in the performance of duty. This certificate is also presented to newly certified sworn officers upon successful completion of the Field Training Officer (FTO) Program, marking their transition to solo patrol status.

9. REFERENCES

- A. [017.10 - Uniforms, Equipment, and Grooming](#)

10. APPENDICES

- B. [Awards Hierarchy and Display Reference](#)
- C. [Awards and Citations Templates](#)
- D. [Awards Memorandum Templates](#)
- E. [Employee of the Quarter Nomination Form](#)