

Cocoa Beach Police Department

Standard Operating Procedure



Effective Date: November 09, 2018	Replaces: Amends: June 07, 2018	Number: 028.00
Subject: Awards and Decorations		Re-evaluation Date:
Distribution: ALL PERSONNEL	Related:	

This order consists of the following numbered sections:

1. Purpose
2. Scope
3. Submissions
4. Awards Committee
5. Classification of Awards
6. Other Recognitions
7. Guidelines for Wearing Awards
8. Appendix

1. **PURPOSE**

To recognize members of the Department who distinguish themselves through exceptional service or achievement.

2. **SCOPE**

This policy applies to all members of the Cocoa Beach Police Department. As a general rule, some awards are available only to sworn Police Officer personnel. Those awards will be so noted. The Awards Committee will make appropriate recommendation based on the facts of each submission.

3. **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, 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.

4. **AWARDS COMMITTEE**

- A. The Awards Committee is appointed by the Chief of Police and acts as a standing advisory committee to the Chief of Police. The term will be one calendar year, or until a new Committee is appointed, and will generally be announced by the end of the calendar year prior to appointment. Alternates will also be appointed who will be asked to serve in the event a regular appointee is unavailable or is being considered for an award.
- B. The Awards Committee with at least three members present shall convene either quarterly or as needed to review the nominations. It will convene at least once annually prior to an annual awards ceremony to review the annual service awards.

The Awards Committee shall consist of the following:

1. Command Staff Member
 2. Sergeant
 3. Detective or Patrol Officer
 4. Telecommunications Officer
 5. Civilian
 6. Alternate
 7. Alternate
 8. Alternate
- C. The ranking officer will act as Chairperson during a called meeting. Only the Chair or Chief of Police

- can call a meeting.
- D. A majority vote shall be required for the issuance of a recommendation of award to be forwarded to the Chief of Police.
 - E. No Award Committee member shall vote or have input on an award for which they have been nominated.
 - F. The Chief of Police retains full authority to issue awards without review of the awards committee.
5. **CLASSIFICATION OF AWARDS AND DECORATIONS**
- The following awards criteria are established as prerequisites for the issuance of awards and decorations. The Awards Committee will make the recommendations to the Chief of Police for final determination. The awards included are as follows:
- A. Medal of Valor: Awarded to a sworn Police Officer for acts of exceptional courage or bravery in which one knowingly, despite a clear and present danger of death or great bodily harm, performs his or her duty in a heroic manner. May be awarded posthumously.
 - B. Meritorious Service: Awarded to a sworn Police Officer for a highly unusual accomplishment under adverse conditions, or for a highly unusual accomplishment with some degree of hazard to life and limb to the member, or where death or injury to a third party is prevented.
 - C. Officer of the Year: This award will be given only when deemed appropriate by the Chief of Police. As such, it may not be awarded every year. Submittals for consideration may be made for any sworn officer and must be based on the following criteria:
 - 1. Officers must be a sworn employee for at least one year and have no disciplinary actions during the previous twelve months.
 - 2. Officers must demonstrate a high degree of honesty and integrity in their words and actions.
 - 3. Officers must maintain a professional appearance and demeanor.
 - 4. Officers must exemplify dedication to the law enforcement profession, the Cocoa Beach Police Department, and above all, the Cocoa Beach community.
 - 5. Officers' actions must be such that clearly distinguishes themselves above all others.
 - 6. Officers must be well rounded and have exceeded the duty requirements expected of their position and have demonstrated a distinct pattern of community service coupled with professional achievement. Officers must have provided exemplary service and excellence in police work and have maintained outstanding performance over a prolonged period of time.
 - D. Lifesaving: Awarded to those personnel whose actions are directly responsible for sustaining or saving a life, or whose actions remove a person from immediate danger when such danger would or could have taken the person's life. May be awarded posthumously.
 - E. Purple Heart: Awarded to a sworn Police Officer killed or severely injured in the performance of duty. May be awarded posthumously.
 - F. Chief's Award: Awarded by the Chief to those personnel who distinguish themselves throughout the calendar year for superior service, or for an exceptional act or achievement. Awarded to those personnel who do more than is required in the service of the department or the public.
 - G. Combat Military Service: Awarded to sworn Police Officers who have honorably served on active duty in the armed military services of the United States of America within a recognized area of conflict. A DD214 will be required to determine length of service, place of service, and honorable discharge.
 - H. Military Service: Awarded to sworn Officers who honorably served on active duty for at least two years in the armed military services of the United States of America. A DD214 will be required to determine length of service and honorable discharge.
 - I. Education Achievement: Awarded to those sworn Police Officers who have earned a Doctoral Degree from an accredited college or university.
 - J. Education Achievement: Awarded to those sworn Police Officers who have earned a Master's Degree from an accredited college or university.
 - K. Education Achievement: Awarded to those sworn Police Officers who have earned a Bachelor's Degree from an accredited college or university.
 - L. Education Achievement: Awarded to those sworn Police Officers who have earned an Associate's Degree from an accredited college or university.
 - M. FBI National Academy or Law Enforcement Command College: Awarded to sworn Police Officers who have earned a certificate of completion from the FBI National Academy or a Law Enforcement Command College.
 - N. Operational Award: Awarded for participation by members in an operational event of significance in which Departmental goals and objectives were met.
 - O. Good Conduct: Awarded for two (2) consecutive calendar years of service without disciplinary action or supervisory counseling.

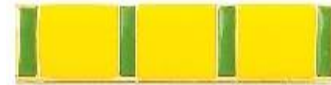
- P. Perfect Attendance: Awarded annually to any member who completes the calendar year without use of unscheduled paid time off (PTO).
 - Q. Telecommunications Officer of the Year: This award will be given only when deemed appropriate by the Chief of Police. As such, it may not be awarded every year. Awarded to any Telecommunications Officer from the Cocoa Beach Police Department Communications Division. Selections will be made from the Department's prior Telecommunications Officers of the Quarter, as well as any other submittals that were turned in based on a Telecommunications Officer's overall job performance throughout the year, other than previous nominations for Telecommunications Officer of the Quarter. A Telecommunications Officer's overall job performance during the evaluation period will be also taken into consideration by the Awards Committee.
 - R. Civilian Employee of the Year: This award will be given only when deemed appropriate by the Chief of Police. As such, it may not be awarded every year. Awarded to any civilian employee from the Cocoa Beach Police Department. Selections will be made from the Department's prior Civilian Employees of the Quarter, as well as any other submittals that were turned in based on an employee's job performance of the year, other than previous nominations for Civilian Employee of the Quarter. An employee's overall job performance during the evaluation period will also be taken into consideration by the Awards Committee.
 - S. Fitness Award: Awarded annually to an Officer in recognition for successfully completing a series of events to determine strength, flexibility, and endurance (currently not applicable – remains eligible to be worn by past recipients).
 - T. Distinguished Volunteer Service : Awarded to citizen volunteers who distinguish themselves by providing five (5) or more years of dedicated service to the Department and community.
 - U. Other citations, medals, certificates, designations, plaques, etc. not outlined in this policy may be awarded at the discretion of the Chief of Police.
6. **OTHER RECOGNITIONS**
- A. Officer of the Quarter: Awarded to any Police Officer of the Cocoa Beach Police Department. The selection will be made by the Awards Committee based on the information provided by the written nominations, and the circumstances must have occurred during the quarter in which the award is being recognized. An Officer's overall job performance during the evaluation period will also be taken into consideration by the Awards Committee.
 - B. Telecommunications Officer of the Quarter: Awarded to any telecommunications Officer from the Cocoa Beach Police Department's Communications Center. The selection will be made by the Awards Committee based on the information provided by the written nominations, and the circumstances must have occurred during the months in which the award is being recognized. An employee's overall job performance during the evaluation period will also be taken into consideration by the Awards Committee.
 - C. Civilian Employee of the Quarter: Awarded to any civilian employee, non-Telecommunications Officer, of the Cocoa Beach Police Department. The selection will be made by the Awards Committee based on the information provided by the written nominations, and the circumstances must have occurred during the months in which the award is being recognized. An employee's overall job performance during the evaluation period will also be taken into consideration by the Awards Committee.
 - D. Letter of Recognition (Commendation): Awarded to members who received recognition from citizens or other employees for exceptional, professional, courteous performance of their assigned duties.
7. **GUIDELINES FOR WEARING AWARDS**
- A. Awards shall be worn over the right breast pocket above the name plate and centered on the seam of the shirt.
 - B. When award bars are worn, they will be paired and centered on the seam of the shirt.
 - C. All citation bars are to be worn on the upper right side of the Officer's uniform. Citation bar of different classes shall be worn with the highest award received at the top and lesser citation bars placed in descending order below in a single column. Only the highest Educational Achievement award will be worn.
 - D. Each subsequent award in the same class shall be designated as follows:
 - 1. A silver star worn on the citation bar in lieu of two (2) awards.
 - 2. A gold star worn on the citation bar in lieu of three (3) awards.
 - 3. A gold oak leaf worn on the citation bar in lieu of four (4) awards.
 - 4. A gold acorn worn on the citation bar in lieu of five (5) awards.
 - 5. No further awards will be designated.

- E. Descriptions
 - 1. The descriptions of the wearing of awards are given from the viewpoint of the viewer. (i.e., “on the left breast” means the wearer’s left).
 - 2. The descriptions of the awards themselves are given from the viewpoint of the viewer. (i.e., “fields of blue, white, and green” means the blue field will be to the viewer’s left)
 - F. Other Agency Awards: Members of the Department who have been presented award bars from other agencies shall be allowed to wear these award bars on their uniforms pursuant to the following:
 - 1. Supporting documentation is entered in the member’s personnel file indicating the member was officially recognized and it was awarded by a legitimate law enforcement agency.
 - 2. Other agency awards will be worn on the upper left side of the Officer’s uniform. They are to be centered and directly above the badge.
 - 3. FBI National Academy and Law Enforcement Command College Awards: Citations awarded for completion of Command College or National Academy may be worn centered and directly above the name plate in lieu of Department citation bars. When wearing Department citation bars, it will be worn centered and directly above the badge.
 - G. Prohibitions
 - 1. No Department member shall wear or display any type of award on their uniform unless the award conforms to the standards outlined herein, except as provided in Section 2 below.
 - 2. The Chief of Police may, at his or her discretion and on an individual basis, permit the wearing of awards on uniforms of Department members when these awards fail to conform to the standards outlined herein, and sufficient justification exists for their display.
8. **APPENDIX**
Ribbon Chart



Scott Rosenfeld
Chief of Police
City of Cocoa Beach

Date: 10/26/18





FBI National Academy



Southern Police Institute



Distinguished Volunteer
Service