



CEDAR RAPIDS POLICE DEPARTMENT

Cedar Rapids, Iowa

APPLIES TO:

Department

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POLICY TITLE: *Departmental Awards*

STANDARD/REF #: 26.1.2

APPROVED BY: *David Dostal, Chief*

REVIEWED DATE: 3/17/2023

REQUIRED REVIEWERS: *Merit Citation
Committee Chairperson*

REVISED DATE: 3/14/2024

POLICY/PURPOSE:

The purpose of this program is to establish a culture in which members of this department are recognized and commended for extraordinary or intelligent service to this community. This program shall establish a Merit Citation Committee and its duties and the procedure leading to award presentations and employee recognition.

PROCEDURE:

Merit Citation Committee

- Shall be made up of one (1) commander designated by the Chief of Police as the Chairperson and other members that are representative of the Department.
- The chairperson shall cause minutes to be taken of each meeting.
- A summary report will be made at the end of each year indicating the name of each person receiving an award and what award was received for that year.
- Files will be maintained within Police Shares.

Duties of the Merit Citation Committee

- On a quarterly basis, or sooner, if needed, the committee will review and consider nominations submitted with respect to any case in which a member of the Cedar Rapids Police Department (CRPD) has distinguished themselves.
- The Chairperson of the committee shall be responsible to conduct a committee meeting, as scheduled or to call a special meeting, when they determine it necessary. The Merit Citation Committee will review, at least on a quarterly basis; any recommendations put forth and make recommendations accordingly.
- The committee shall have access and can investigate all officers and witness reports pertaining to the incident leading to a possible commendation presentation.
- A recommendation must be passed by a majority of the committee before it becomes valid. In the event of absence of a quorum, the chairperson will contact members to ascertain their voting preferences.
- The Chief of Police must approve the final recommendations that the committee presents.

Request for Commendations

- Any member of this department may recommend another department member as a candidate for an award to their commander or directly to the Merit Citation Committee chairs. These recommendations should be made as soon after the incident as possible. All commanders should make every effort during daily reviews of paperwork to be mindful of potential recommendations of the various award categories. A Merit Citation Board Recommendation nomination form is available in Police Shares and the Police Merit Citation Committee address is in Microsoft Office Outlook Contacts.



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- The nominating member will submit the candidate's name and rank, and a detailed account of the circumstances to the committee as soon as possible.

CLASSES OF COMMENDATIONS:

Commendation of Valor - Class A

- This is for an extraordinary act of outstanding courage without regard to personal safety while in actual combat with an armed and dangerous adversary. The officer must be aware of great personal danger prior to his performance.
- The award for this category will consist of a Medal of Valor and a red, white, and blue breast bar.

Commendation of Heroism or Life Saving - Class B

- For the performance of an outstanding arrest where the officer's safety is in imminent danger and effort is met by an armed and dangerous adversary, or
- For an act of outstanding courage, which results in the saving of a life. (possibly placing the officer's life in danger, etc.)
- The award for this category will consist of a Medal of Honor and a blue and white breast bar.

Choate Exemplar of Integrity and Character Award – Class C

- May be given to any employee, sworn and non-sworn, that has worked on a case or project for a considerable length of time.
- Recognizes and honors employees who are role models of integrity and character and whose actions made a significant impact on a large number of individuals and the community they serve.
- Recognizes extraordinary performance and dedication.

Commendation of Merit - Class D

- For an arrest or any police service which is beyond the requirement of regular police duties or routines.
- The award for this category will consist of a blue, light blue, and blue breast bar.

Commendatory Letter - Class E

- To be awarded for demonstrating special faithfulness or perseverance during regular police duties.

Purple Heart Award - Class F

- To be awarded to an officer who was assaulted and suffered a significant injury in the line of duty by a person wielding a dangerous weapon and/or by a person intending to inflict serious injury upon the officer.
- The award for this category will be a Purple Heart Medal and a solid purple breast bar.



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Posthumous Award - Class G

- May be given to the family of any officer who is killed while in the actual performance of their duties as a police officer while exercising good judgment and following current policies and training procedures of the department.
- The award for this category will consist of a plaque with the inscription "In Memory of (officer's name and dates of service) and They Gave Their Life in the Line of Duty."

Lifesaving Award - Class H

- For the performance of an act demonstrating the use of any skill, which results in the saving of a life. (Saving of a life is described as follows: any action taken by an officer (i.e. CPR, Heimlich).
- The award will consist of a solid blue breast bar for the first award and a blue breast bar with stars for subsequent awards.

WRITTEN CITATIONS ACCOMPANY ALL THE MEDAL PRESENTATIONS

- Breast bars to be worn on uniforms with the actual medal itself to be worn on dress uniform or where the occasion permits.
- Breast bars are to be worn 1/8" above nametag on uniform and contained in the Blackinton CAB System.
- The listed order is the order in which the listed medals would be worn from top to bottom. They would be in a single stack configuration unless quantity necessitated a double stack and would be worn directly over the nametag.
- Copies of letters and written citations shall go to the Chief of Police, Civil Service Commission, the officer's personnel file, to the Merit Citation Committee chairperson, and a copy to the officer. Also, if the board wishes, a copy will be sent to the citizen who witnessed the incident and reported on it.



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Name of Medal	Description	Notes	Second & Subsequent
Class A Commendation of Valor	Medal of Valor & Red, White, & Blue breast bar		Same
Class B Commendation of Heroism or Life Saving	Medal of Honor & Blue & White breast bar		Same
Class C Choate Exemplar of Integrity and Character	Solid Red breast bar		Same
Class D Commendation of Merit	Drk Blue/Lt Blue/Drk Blue		Same
Class F Purple Heart	Purple Heart medal & purple breast bar		Same
Class H Life Saving	Solid Blue breast bar		1 star for each incident, starting with #2
American Flag	Blackington only	Awarded upon request to any officer who completes probation	N/A
Annual Award Winner	Solid White		1 star for each annual award, starting with #2
Field Training Officer	Blue & White F.T.O.	Current F.T.O.	N/A
Honor Guard	Red & White Honor Guard	Current Honor Guard	N/A
Accident Reconstructionist, Bomb Squad, Canine, FTO, Honor Guard, Investigative Assignment, Negotiator, SRO, SRT (or SPAN)	Light Blue with 1 star for each additional specialty	Anny officer who has completed at least 5 years in a special service assignment is eligible to wear the pin. Prior to that, while in the assignment, they can wear the pin approved by the Chief of Police	1 star for second and subsequent assignment
Veteran of Armed Forces	Medal of the Branch in which they served	Current, Reserve, National Guard, and Veterans of the armed services	Must choose the branch they wish to wear if more than one



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CLASSIFICATION OF YEARLY AWARDS AND EMPLOYEE RECOGNITION:

Chief's Award

To be awarded to an employee (sworn or non-sworn) who has:

- Faithfully and honorably served the CRPD over an extended period of time, or
- For any reason (by decision of the Chief).

Community Service Award

To be awarded to a sworn or non-sworn employee who is a member of the CRPD who has:

- Provided outstanding service to the community (either as a police officer or as a citizen), or
- Provided outstanding service to the department, or
- Made continuing efforts toward self-improvement and self-development.

Employee of the Quarter

To be awarded to an employee (sworn or non-sworn) on a quarterly basis who has:

- Demonstrated exemplary work in some particular situation, or
- Continually demonstrated work ethics of an outstanding quality and embraces community policing in a manner that can serve as a role model to others.

James Bruner Volunteer of the Year

To be awarded to the volunteer who most exemplifies the following:

- Consistently displays a positive attitude and a high-quality work ethic.
- Distinguished themselves in some significant manner.
- Consistently is a positive role model to others.

Officer of the Year

To be awarded to an officer who most exemplifies the following:

- Consistently displays high quality work ethic in the performance of his or her duties.
- Sets standards for exceptional police conduct.

Recruit of the Year

To be awarded to an officer who has most recently completed their probationary period and has:

- Exhibited greater success in the police academy than other recruits, with consideration of recommendation by the Training Captain in charge of the police academy, and/or
- Exhibited greater success during the probationary period than the other recruits.
Recommendations by commanders and evaluations from Field Training Officers (FTO) will be considered for this element of the award.



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Service Excellence Award

To be awarded to a civilian employee who:

- Consistently displays high quality work ethic in the performance of his or her duties.
- Sets standards for exceptional public service.

Team Impact Award

To be awarded to 2 or more employees (sworn or non-sworn) who have:

- Exhibited exceptional teamwork.
- Provided service toward a common mission.

ELIGIBILITY FOR YEARLY AWARDS

- In order to be eligible for an award, the officer or employee must be nominated, in writing, to the Merit Citation Committee.
- Any departmental employee may make the nomination.
- The Merit Citation Committee will recommend the finalist in each classification to the Chief of Police. Final approval of the yearly awards will be made by the Chief of Police.
- Type of Recognition - Plaques will be awarded, along with a written citation, to the recipient of the yearly award at the annual awards ceremony.

PRESENTATION OF COMMENDATIONS AND AWARDS

- Class A, B, C, D, E, F, H commendations and awards shall be presented, if possible, by the Chief of Police or his representative to the individual employee at the employee's roll call. The employee will again be recognized at the annual awards ceremony with a written citation.
- Class G shall be presented by the Chief of Police as soon as possible after the officer's death.
- The type of yearly awards will be determined by the Chief of Police or designee.

ELIGIBILITY FOR RECOGNITION

In order to be eligible for recognition, the officer or employee must be nominated, in writing, by any other employee to the Merit Citation Committee.

Type of Recognition

Plaques will be mounted in the police department for the purpose of displaying the name of the recognized employees. The employee receiving this award will be given the privilege of parking his/her personal vehicle in the designated parking slot nearest the side entrance to the police station. That privilege will run for the entire quarter in which the employee has been named to receive that award. The employee will also receive a plaque at the annual awards ceremony, along with a written citation.