

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE

POLICY NUMBER: 26.2

SUBJECT: RECOGNITION AND AWARDS

EFFECTIVE DATE: 10/01/09

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REFERENCE ILEAP: PER.10.01

opportunities to improve their ability to be more professionally competent.

REFERENCE CALEA: 26.1.2

INDEX AS:

6. The officer's last performance evaluation must be good to excellent to be considered for this award.

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- B. The officer selected for this award will be recognized in the following manner.

1. The officer will be given a special parking space for one year.
2. The officer will have their photograph taken and displayed in the Department.
3. The officer will be awarded uniform insignia.
4. The officer will receive a plaque at the Officer/Employee/Volunteer of the Year reception.

PURPOSE:

The purpose of this policy is to establish criteria for and provide consistency in acknowledging exceptional work performance by Department employees. The following awards will be presented each year following the calendar year of recognition.

26.2.2 EMPLOYEE OF THE YEAR AWARD

POLICY:

- A. The following criteria will be used to select the "Employee of the Year" award recipient:

1. All non-commissioned employees in permanent full-time employment status in the Department are eligible for consideration.
2. The employee should consistently perform their duties in a professionally acceptable manner, be familiar with and comply with departmental policy, procedure, rules and regulations, and perform their duty without close supervision.
3. The employee should actively seek citizen or customer involvement in decision-making, engage in problem-solving efforts where appropriate, and adhere to our value of Service with Pride.
4. The employee should be favorably distinguished from their peers in how they interact with others, and their conduct should reflect favorably upon himself or herself, this Department, and the City of Champaign.
5. The employee should strive continually to be better informed, seek self-improvement opportunities, encourage others, and take advantage of opportunities to improve their ability to be more professionally competent.
6. The employee's last performance evaluation must be good to excellent to be considered for this award.

26.2.1 OFFICER OF THE YEAR AWARD

- A. The following criteria will be used to select the "Officer of the Year" award recipient:

1. Only non-supervisory police officers with permanent employment status in this Department are eligible for consideration.
2. The officer should consistently perform their duties in a professionally acceptable manner; be familiar with statutory requirements and offense elements of the Criminal Code, Code of Criminal Procedure, Juvenile Court Act, and Vehicle Code; be familiar and comply with Department policy, procedure, rules and regulations; and perform their duty without close supervision.
3. The officer should actively seek citizen input in decision-making, routinely engage in problem-solving efforts, and adhere to our value of Service with Pride.
4. The officer should be favorably distinguished from their peers in how they interact with others. Their conduct should reflect favorably on himself or herself, this Department, and the City of Champaign.
5. The officer should strive continually to be better informed, seek self-improvement opportunities, encourage others, and take advantage of

- B. The employee selected for this award will be recognized in the following manner.

1. The employee will be given a special parking space for one year.

2. The employee will have their photograph taken and displayed in the Department lobby.
3. The employee will receive a plaque at the Officer/Employee/Volunteer of the Year reception.

criminal or solving a significant criminal investigation.

- 4) Exceptional performance of duty that has substantially improved work methods or procedures and that results in a significant improvement in the ability of the Department to fulfill its mission.

26.2.3 VOLUNTEER OF THE YEAR AWARD

- A. The following criteria will be used to select the "Volunteer of the Year" award recipient:
 1. All current volunteers on "active" status in this Department are eligible for consideration.
 2. The volunteer should consistently perform their duties in a professional, acceptable manner, be familiar with and comply with the Civilian Volunteer Contract and perform their duty without close supervision.
 3. The employee should consistently engage in problem-solving efforts where appropriate and adhere to our value of Service with Pride.
 4. The volunteer's demeanor should reflect favorably upon himself or herself, this Department, and the City of Champaign.
- B. The volunteer selected for this award will be recognized in the following manner.
 1. The volunteer will have their photograph taken and displayed in the Department lobby.
 2. The volunteer will receive a plaque at the Officer/Employee/Volunteer of the year reception.

2. Valor

- a. A Department Valor award, upon approval of the Chief of Police, may be awarded to any employee of this Department who:
 - 1) Has performed under hazardous circumstances at great risk to their life and safety, without regard for their personal safety; or,
 - 2) Has saved a person from death or great bodily harm under similar circumstances; or,
 - 3) Has apprehended a dangerous armed criminal without regard for their personal safety.

26.2.5 CHIEF'S DISTINGUISHED LEADERSHIP AWARD

- A. Leadership is an indispensable quality for any supervisor or manager. On rare occasions, the quality of leadership is so exceptional as to win significant praise from those being led.
- B. The recognition of exceptional leadership must come from those being led, and it is intended to honor those who consistently demonstrate exceptional leadership.
- C. The recognition of Distinguished Leadership has a significant impact on the mission of the Department.

26.2.4 COMMENDATION AND VALOR AWARDS

- A. Special performance by a member of this Department requires special recognition. Although it is often difficult to distinguish performance that is "above and beyond" the call of duty from performance that is merely in keeping with professional police action, an effort to make such a distinction will be made pursuant to these guidelines. In addition to awards for the Officer/Employee/Volunteer of the Year, Commendation and Valor awards may also be presented to any full-time employee of this Department.
- B. Award Criteria
 1. Commendation
 - a. A Department Commendation may be awarded to any employee or team of employees for any of the following reasons:
 - 1) Exceptional performance of duty directed toward solving a significant problem on an employee's beat or another area of responsibility.
 - 2) Exceptional service to the community, either on- or off-duty, that brings honor to the Department.
 - 3) Exceptional performance of duty that has been particularly instrumental in apprehending a dangerous or notorious

26.2.6 LIFESAVING AWARD

- A. The Lifesaving Award will be presented to an officer(s) who has taken significant steps to mitigate a potentially life-threatening event. This award is intended to honor those actions which do not meet the established criteria for a Valor Award yet, which directly result in:
 1. A person saved from a heart attack through the use of CPR and/or an AED; or
 2. A person saved from potentially drowning, suffocating, choking, or electrocution, when the person would have otherwise succumbed to these threats without the intervention by an officer; or
 3. Any other event that had a near-certain likelihood of death if not for the direct intervention of the officer.

26.2.7 PURPLE HEART AWARD

- A. The Purple Heart Award will be presented to an officer who has received an injury resulting from an assault with potentially lethal force. This award will not typically be issued to those officers receiving strains, sprains, and fractures during a confrontation with a resistive or combative subject.

26.2.8 AWARDS SELECTION

A. Nominations

1. Any department employee may nominate another employee by submitting their name and a brief written statement supporting the nomination on the appropriate nomination form. The nomination must be consistent with the aforementioned criteria. The nomination will be forwarded through the nominated employee's supervisors to verify the pertinent comments regarding the nominee's performance. The nominee's immediate supervisor will consult with the nominating employee and compile all relevant documents related to the nomination. Copies of these documents must be attached to the nomination form.

B. Awards Selection Board

1. A selection board will recommend an award recipient to the Chief of Police after reviewing each nomination and, if necessary, cast a ballot with a simple majority ruling.
2. The selection board will consist of one Deputy Chief, one Lieutenant, two supervisors (one sworn and one non-sworn), one sworn employee from each shift, and one non-sworn employee.
3. The Chief of Police shall make the final determination on each nomination.

26.2.9 RECOGNITION AND SERVICE RIBBONS

A. Memorial Medal of Honor

1. The Memorial Medal of Honor is granted posthumously to all sworn personnel when an officer is killed in the line of duty.
2. Only sworn personnel employed at the time of a Department line of duty death are eligible to receive the ribbon.

B. Military Service Recognition

1. The Military Service Recognition will be presented to those officers who completed a tour of active military duty, or at least one complete reserve or National Guard tour, and who have received an honorable discharge from such duty.
2. The recipients of this award will be identified by the Chief of Police based upon evidence of qualifying service and accompanying discharge.

C. Honor Guard Service Recognition

1. Officers who participate in a minimum of four (4) ceremonies as a member of the Honor Guard will be awarded the Honor Guard Service ribbon. An officer who participates in a Line-Of-Duty Death (LODD) ceremony for the Department or at the request of another law-enforcement agency will not be subject to the four (4) ceremony minimum requirements to qualify for the award.
2. Officers who participate in a LODD will be eligible to add a black star to the Honor Guard ribbon

signifying their participation in a LODD ceremony.

3. Active service shall be defined as participating in a minimum of one event annually.
4. The recognition is retroactive to current officers and past members of the Honor Guard who have met or exceeded the minimum requirements.
5. The Honor Guard Coordinator will be responsible for identifying the recipients of this award based on evidence of qualifying service. The notification will be made during the annual awards nomination period. The recipients of this award will be recognized at the Department's annual awards ceremony.

D. Educational Achievement Recognition

1. The Educational Achievement Recognition ribbon shall be available to sworn personnel who have enhanced their professional development through the achievement of a law enforcement-related leadership and management education program.

E. Criminal Investigations Division Service Recognition

1. The Criminal Investigations Division Service Recognition shall be presented to officers who served a minimum of five (5) consecutive years in the Criminal Investigations Division and only left the unit under honorable conditions.
2. The division commander will identify the recipients of this award based on evidence of qualifying service. The notification will be made during the annual awards nomination period. The recipients of this award will be recognized at the Department's annual awards ceremony.

F. SWAT Service Recognition

1. The SWAT Service Recognition ribbon shall be presented to officers who served a minimum of five (5) consecutive years on the SWAT Team and only left the team under honorable conditions. The officer must not have ever been placed on an involuntary leave of absence during his tenure nor have they received any form of performance-related discipline.
 - a. The SWAT Team Leader will notify the SWAT Team Commander of any officer who meets the established award criteria. The notification will be made during the annual awards nomination period. The recipient of this award will be recognized at the Department's annual awards ceremony.

G. Crime Scene Unit Service Recognition

1. The Crime Scene Service Recognition shall be presented to officers who served a minimum of five (5) consecutive years on the Crime Scene Unit and only left the unit under honorable conditions.
 - a. The unit supervisor will identify the recipients of this award based on evidence of

qualifying service. The notification will be made during the annual awards nomination period. The recipients of this award will be recognized at the Department's annual awards ceremony.

H. Explosive Ordnance and Disposal Unit Service Recognition

1. The Explosive Ordnance Disposal Unit Service Recognition shall be presented to officers who served a minimum of five (5) consecutive years on the Explosive Ordnance Disposal Unit and only left the unit under honorable conditions.

- a. The unit supervisor will identify the recipients of this award based on evidence of qualifying service. The notification will be made during the annual awards nomination period. The recipients of this award will be recognized at the Department's annual awards ceremony.

I. Field Training Unit Service Recognition

1. The Field Training Unit Service Recognition shall be presented to officers who served a minimum of five (5) consecutive years on the Field Training Unit and only left the unit under honorable conditions.

- a. The Field Training Coordinator will identify the recipients of this award based upon evidence of qualifying service. The notification will be made during the annual awards nomination period. The recipients of this award will be recognized at the Department's annual awards ceremony.

J. Canine Unit Service Recognition

1. The Canine Unit Service Recognition shall be presented to officers who served a minimum of five (5) consecutive years on the Canine Unit and only left the unit under honorable conditions.

- a. The unit supervisor will identify the recipients of this award based on evidence of qualifying service. The notification will be made during the annual awards nomination period. The recipients of this award will be recognized at the Department's annual awards ceremony.

K. Hostage Negotiations Unit Service Recognition

1. The Hostage Negotiations Unit Service Recognition shall be presented to officers who served a minimum of five (5) consecutive years on the Hostage Negotiations Unit and only left the unit under honorable conditions.

- a. The unit coordinator will identify the recipients of this award based on evidence of qualifying service. The notification will be made during the annual awards nomination period. The recipients of this award will be recognized at the Department's annual awards ceremony.

L. Electronic Technology Unit Service Recognition

1. The Electronic Technology Unit Service Recognition shall be presented to officers who served a minimum of five (5) consecutive years on the Electronic Technology Unit and only left the unit under honorable conditions.

- a. The unit supervisor will identify the recipients of this award based on evidence of qualifying service. The notification will be made during the annual awards nomination period. The recipients of this award will be recognized at the Department's annual awards ceremony.

M. Training Cadre Service Recognition

1. The Training Cadre Service Recognition shall be presented to officers who served a minimum of five (5) consecutive years on the Training Cadre and only left the cadre under honorable conditions.

- a. The unit supervisor will identify the recipients of this award based on evidence of qualifying service. The notification will be made during the annual awards nomination period. The recipients of this award will be recognized at the Department's annual awards ceremony.

N. Physical Fitness Service Recognition

1. The Physical Fitness Service Recognition shall be presented to officers who are identified as the top overall performers and as the top male and female performers in the age groups of 20s, 30s, 40s, and 50s.

2. The top overall performers and the top male and female performers from each age group will be identified using a process approved by the Department.

- a. A Deputy Chief will identify the recipients of this award based on the physical fitness test results.
- b. An officer may be selected as the top performer in more than one category, but may only receive one ribbon or star cluster annually.

26.2.10 RETIREMENT RECOGNITION

A. Meritorious Service Recognition.

1. The Meritorious Service Recognition shall be presented to employees who are retiring from the Department in good standing with 20 years or more of service under the following honorable conditions:

- a. Sworn personnel retiring from the Department in good standing with twenty or more years of service.
- b. Civilian employees retiring from the Department in good standing with 20 years or more of service.
- c. Periods of leave without pay over 160 hours will not count toward total service years except for job-related illnesses, injuries, and military leave.

- d. Service time for prior employment with the Department that has been bridged to the employee's total service years will be credited toward the calculation of total service years.
 - e. Those retiring honorably with at least 10 but less than 20 years of service and are receiving a retirement benefit at the time of separation. This includes those retiring under these conditions with a non-service-connected injury or illness.
 - f. Those who are medically retiring according to the rules of their respective retirement system as a result of a service-connected injury or illness.
 - g. Employees must be retiring under honorable circumstances and shall not be subject to an active internal investigation whereby the results could be termination or be viewed as retiring in lieu of termination or to avoid an investigation.
3. A Division Head shall make a written recommendation to the Chief of Police regarding eligible employees. The recommendation shall be made within sixty (60) days of a scheduled retirement, when feasible.

26.2.11 AWARDS / INSIGNIA

- A. Excluding the Educational Achievement Recognition and the Retirement Recognition for Meritorious Service, all recipients of the above-described awards will receive a certificate issued by the Department.
- B. The following uniform insignia will be awarded to sworn personnel receiving the following recognitions:
 - 1. Officer of the Year Award: A blue-white-blue uniform ribbon.
 - 2. Commendation Award: A blue-yellow uniform ribbon.
 - 3. Valor Award: A medal and a red-white-blue uniform ribbon.
 - 4. Distinguished Leadership Award: A green-white-green uniform ribbon.
 - 5. Lifesaving Award: A red-white uniform ribbon.
 - 6. Purple Heart Award: A medal and purple uniform ribbon.
 - 7. Memorial Medal of Honor: A purple and black uniform ribbon.
 - 8. Military Service Recognition: A green-blue-green uniform ribbon.
 - 9. Honor Guard Service Recognition: A black with a horizontal blue line uniform ribbon.
 - 10. Criminal Investigations Division Service Recognition: A blue-yellow-blue uniform ribbon.

- 11. SWAT Service Recognition: A blue-gray-blue uniform ribbon.
- 12. Crime Scene Unit Service Recognition: A gold-blue-gold uniform ribbon.
- 13. Explosive Ordnance Disposal Unit Service Recognition: A red-green-yellow-black-yellow-green-red uniform ribbon.
- 14. Field Training Unit Service Recognition: A gray-blue-gray uniform ribbon.
- 15. Canine Unit Service Recognition: A blue-white-blue uniform ribbon with a canine silhouette
- 16. Hostage Negotiations Unit Service Recognition: An orange and blue uniform ribbon.
- 17. Electronic Technology Unit Service Recognition: A blue-yellow-blue-yellow-blue uniform ribbon with a lightning bolt silhouette.
- 18. Physical Fitness Service Recognition: A purple-white-purple uniform ribbon.
- 19. All recipients of the Retirement Recognition for Meritorious Service will receive a medal with a neck ribbon.
- 20. Excluding awards for Valor, one gold-colored star will be issued for up to five (5) subsequent awards in the same category. A silver-colored star will be awarded subsequent to a sixth (6) award in the same category. One silver star shall replace four gold stars displayed on a single ribbon.
- 21. A gold-colored "V" will be awarded for subsequent Valor awards.
- 22. Ribbons for the Educational Achievement Recognition shall be awarded by the respective institution or academy.
- 23. Ribbons shall be worn according to the diagram found in Policy 26.2, Recognition and Awards – Attachment A.

26.2.12 PUBLIC RECOGNITION

- A. The Department makes information on recognizing exceptional employee performance available to the public through the City's website.
- B. Copies of citizen letters of appreciation will be forwarded to the officer being commended and also filed in the Office of Professional Standards.

ISSUING AUTHORITY

Timothy T. Tyler

Timothy T. Tyler
Chief of Police
Champaign Police Department