

# Police Department Policy and Procedure Manual

## Chapter 2 — Personnel

**Section Number:** 4-9-1  
**Section Title:** Awards and Commendations  
**Most Recent Update:** 05/20/2020

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**I. POLICY: Awards and Commendation Program.** The Clive Police Department recognizes superior performance in job duties as well as meritorious and heroic acts performed by employees. The Department also encourages individual achievement and professional growth, and chooses to recognize officer skills that have been attained. The Department shall establish a systematic process to recognize these acts and reward those involved.

### **II. PROCEDURE: Awards Committee**

**A.** The Department shall establish an awards committee. The awards committee shall consist of the following members:

1. The Patrol Division Commander shall serve as the permanent committee chairperson and be responsible for scheduling meetings, setting the agenda and taking meeting minutes.
2. Two (2) sworn officers/supervisors from the patrol division and one (1) sworn officer/supervisor from the criminal investigation division will make up the committee. Volunteers will be requested. If more than the required number volunteer, the Chief of Police shall determine which shall serve.
3. Members shall serve on the committee for two (2) years and are eligible to reapply at any time.

**B.** The awards committee shall meet semi-annually to address committee responsibilities.

### **III. PROCEDURE: General**

**A.** Any employee may nominate those who qualify, to receive any of the awards or commendations noted in this policy.

**B.** All nominations should be forwarded in writing, through the chain of command, and shall be accompanied by supporting documentation.

**C.** Years of service awards do not require a nomination to be recognized.

**D.** The Chief of Police shall maintain the specification for each service bar

and award (type, size, color, etc.).

- E. The eligibility of attaining an award or recognition pursuant to this policy shall be retroactive two years prior to this policy being adopted.

#### **IV. PROCEDURE: Letters of Commendations**

- A. The Chief of Police or designee may issue a letter of commendation for outstanding employee achievement in performance of duty. The following procedures shall be utilized to recognize an employee for a commendation.
  - 1. The employee shall be nominated for commendation by another employee.
  - 2. The nomination shall be presented through the nominating employee's chain of command to the Chief of Police.
- B. The Chief of Police may also draft letters for commendable acts to persons who are not employees of the Department. Information on commendable acts shall be forwarded through the chain of command to the Chief of Police for action.

#### **V. PROCEDURE: Awards**

- A. The Chief of Police shall establish a set of departmental awards that may be given per incident or on an annual basis.
- B. Awards may be bestowed on any employee of the Department.
- C. All employees are encouraged to inform awards committee members of any act that may qualify an individual for an award.
- D. When the awards committee receives information about a potential awards recipient, they shall review the incident.
  - 1. The awards committee shall discuss and vote to determine if the award should be presented.
  - 2. The results of the vote shall be forwarded to the Chief of Police for the final approval or denial of the award.
  - 3. If a member of the awards committee is nominated for an award, that person shall abstain from the committee's discussion and vote on that award.
- E. Awards will be in the form of a medal with a corresponding award bar. Excellent Duty, Unit citations and Public Service Awards will consist of uniform bars only. For sworn officers, award bars may be displayed during normal work assignments on the class A uniform. Below is the list of departmental awards, the type of award and the criteria for receiving the award:

1. **Medal of Valor** Recognition for exhibiting unusual courage. The situation must be one of unusual danger to the person and the person is aware of the danger. Additional criteria listed below shall also be considered when determining whether to issue the award:
  - a. The person was faced with a deadly force event.
  - b. The strong possibility existed at the time the person acted that they could have suffered serious injury or death.
  - c. The person did not act foolhardily.
  - d. The person did not use poor judgment or tactics thus creating the necessity for their actions.
  - e. The person's actions were reasonable and necessary.
2. **Silver Star for Bravery** Recognition for extraordinary heroism. It distinguishes a person whose act of courage goes above and beyond what would be expected in the situation.
3. **Purple Heart** Recognition for a person who receives serious bodily injury while performing necessary law enforcement functions. Serious bodily injury is defined as injury that creates a substantial risk of death, serious permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ. The award does not include injury in a motor vehicle accident unless special circumstances are determined by the awards committee.
4. **Lifesaving** Taking action with the direct result of saving of a human life.
5. **Excellent Duty** Recognition of a person whose actions deserve to be commended for an outstanding act and/or performance of their duties.
6. **Unit Citation** Recognition to any unit of departmental personnel consisting of two or more persons. The definition of unit shall remain flexible (e.g. first watch patrol, investigations, bicycle, or a collection of individuals from different divisions that have worked jointly on a single mission).
7. **Public Service Award** Recognition for a member of the department who brings unusual recognition to the department through involvement in civic affairs. This may include activities with civic groups or other government agencies where the member's participation is primarily at their own volition and is mainly during their off duty time.

## **VI. PROCEDURE: Service Bars**

**A.** Service bars will be awarded on an annual basis. Below is a list of service bar awards and the criteria for earning each award:

1. A **division** service bar shall be awarded for service to a specific division. Division services bars shall include:
  - a. Patrol
  - b. Investigations
2. An **instructor** bar shall be awarded to any officer assigned as a departmental instructor in the following fields: firearms, defensive tactics, less lethal, first aid/CPR, driving, bicycle, Radar/Lidar, RAD
3. **Military service bar** denotes active or reserve duty or veteran's status in any branch of the United States armed services.
4. A **specialist** bar shall be awarded to any officer assigned to a collateral duty or specialized assignment in the following areas: school resource officer, field training officer, crash investigator, crime scene investigator, polygraphist, bicycle officer, narcotics detective, drug recognition expert, computer forensic examiner, peer support team member, or others as determined by the awards committee

**B.** The Chief of Police shall give final approval to the issuance of all service bars.

**C.** Service bars shall only be available for full time sworn personnel of the Department.

## **VII. Years of Service**

**A.** When a police officer reaches established years of service plateaus, they shall be recognized by a **years of service bar**. Sworn officers will be recognized at five (5) years of law enforcement service and every five (5) years thereafter.

**B.** The awards committee shall track and maintain the departmental years of service awards.

## **VIII. Employee of the Year**

**A.** The department will recognize one employee for employee of the year.

**B.** Annually, the Chief of Police will call for nominations for employee of the year. Employees may nominate who they feel is deserving of the employee of the year award. The nominations will be kept confidential and be given

directly to the Chief of Police for review.

- C.** Based on nominations and other information deemed relevant, the Chief of Police shall select the employee of the year.
- D.** The employee shall be presented with the award at an event to be determined by the Chief of Police. The employee shall be given a commemorative award and have their name added to the Employee of the Year plaque.



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Chief of Police