

DOUGLAS COUNTY SHERIFF'S OFFICE		Policy and Procedure
Specific Personnel / Administrative Policies		P&P-D-102
Medal of Valor and Other Meritorious Awards		
Effective Date: 07-08-23 Supersedes: 12-05-22	Approval: Sheriff	Number of Pages: 4
References: PP-D-106	Reevaluation Date: Annually	Standards: CALEA LE 26.1.2 COM 3.6.3

I. POLICY

This policy identifies and defines the different meritorious awards that the Sheriff's Office may present to its members and citizens and establishes the procedure and composition of the Sheriff's Awards Advisory Committee. <COM 3.6.3>

II. PROCEDURE

Any Office member may nominate another member or citizen by submitting a nomination on an interoffice memo, which needs to be attached to a BlueTeam COMM (commendation) file. These COMM files will be forwarded through the COC and finalized with the Professional Standards Commander. These COMM files are presented to the Sheriff's Awards Advisory Committee, with the Sheriff having the final decision. The nomination must contain the specifics of the situation, any statements from involved persons, news media articles, and any related BWC. As previously stated, nominations will be submitted via the chain of command to the Sheriff. <COM 3.6.3>

III. TYPE OF AWARDS AND DESCRIPTION

A. Medal of Valor

The Medal of Valor recognizes employees who have risked their lives in the line of duty or performed under life-threatening conditions above and beyond their required scope of duty while protecting the lives of others. The Medal of Valor is the highest award this Office presents in recognition of personal bravery. The Medal of Valor is a red-white-red ribbon with a medal attached and will be accompanied by an award bar to be worn on the uniform.

B. Purple Heart

The Purple Heart is awarded to employees who suffer serious line-of-duty injuries (as defined in the C.R.S.) caused by the act of an aggressor and which are directly related to their law enforcement or detention service, either on or off-duty. The Purple Heart is a purple-white-purple ribbon with a medal attached and will be accompanied by an award bar to be worn on the uniform.

C. Meritorious Conduct

The Meritorious Conduct medal is awarded to members whose conduct or performance is brave, exemplary, or where a significant risk of injury to the member exists. The Meritorious Conduct award is a blue-red-white ribbon with a medal attached and will be accompanied by an award bar to be worn on the uniform of Office members.

D. The Kendrick Castillo Hero Award

The Kendrick Castillo Hero Award is presented to citizens who perform heroic, brave, or outstanding acts where a significant risk of serious bodily injury or death to the citizen exists. Kendrick's selfless, heroic act to save his classmates' lives and lose his own is memorialized through this award. The Kendrick Castillo Hero Award has the awardee's name and the date of the act inscribed. The awardee's name is added to the Douglas County Sheriff's Office Kendrick Castillo Hero Award plaque on display at the Sheriff's Office.

E. Life Saving

The Life Saving award is presented to those members of the Sheriff's Office or citizens who exhibit extraordinary performance that results in the saving of a human life. The Life Saving Award is an award bar to be worn on the uniform. The Life Saving is a red-white ribbon with a medal attached and will be accompanied by an award bar to be worn on the uniform. A citizen is presented with the award bar.

F. Sheriff's Cross

The Sheriff's Cross is awarded to employees who suffer serious line-of-duty injuries (as defined in the C.R.S.) which are directly related to their law enforcement service, either on or off duty. Injuries obtained during training exercises are excluded. The Sheriff's Cross award is recognized by an award bar to be worn on the uniform. A Sheriff's Cross bar will be awarded to a member only one time, and any subsequent awards will be recognized with a letter and a certificate.

G. Meritorious Service

This award is presented to employees who contribute significantly to the Office over an extended period in operational or support functions by advancing the idea of excellence in police work.

A Meritorious Service award may also be awarded to members whose conduct brings significant credit to them and achieves significant accomplishment for the betterment of the Office. This may occur through exemplary performance in difficult or hazardous duty situations, through the demonstration of exemplary performance in a significant event in the Sheriff's Office history, or where the member demonstrates exemplary service in support of advancing the continued development of a program or specialized unit.

A Meritorious Service bar will be awarded to a member only one time, and any subsequent awards will be recognized with a letter and a certificate.

H. Sheriff's Commendation

An award granted by the Sheriff to any member or citizen for an outstanding act or achievement that brings credit upon the Office, which involves performance above and beyond that required by the member's duty assignment. It is also awarded to citizens who perform an outstanding act worthy of Office recognition. Awarded as a certificate accompanied by a letter of explanation and an award bar for commissioned

personnel.

I. Division Commendation

A letter issued by the member's captain or functional equivalent recognizing the member, or group of members, for acts or achievements that bring credit upon the Office and which involve performance above and beyond that which is typically expected. Awarded as a letter of explanation. The original will be presented to the employee and a copy forwarded to the employee's personnel file. No ribbon or medal is issued.

J. Ronald M. King Community Service Award

Ronald M. King was a long-term Douglas County deputy sheriff who had a special interest in the issues that affect the youth of our community. He served as an instructor for DARE and Gang Resistance Education and Training programs in our schools, and he was a driving force in developing and raising funds for many youth-related programs. Deputy King lost his life in the line-of-duty on May 21, 1999, doing the job he loved but left unfinished.

In honor of the hard work and programs developed by Deputy King, the Ronald M. King Community Service Award was created to recognize a Douglas County citizen or organization and a public law enforcement officer for their outstanding contribution to youth issues.

1. Citizen or Organization Award: A plaque recognizing the significance of their contribution will be awarded to the citizen or organization.
2. Law Enforcement Member Award: A plaque recognizing the significance of their contribution will be awarded to a Douglas County Sheriff's Office member, commissioned or civilian.
3. Selection Committee: The selection committee shall be the Ronald M. King Community Service Award committee (see section V). The award is given out during the Sheriff's Office annual awards ceremony.

K. Employee(s) of the Year

1. Nominations for Employee of the Year (in the categories listed below in section 7) will be submitted via Blue Team. If a nominating member does not have access to create a Blue Team entry, they will send the nomination memo to their supervisor, who will create the appropriate Blue Team entry.
2. Nominations will be submitted in the form of a memo and will contain detailed information about the reasons for the nomination. The memo will have the category the nomination is being submitted under (section 7) and the name and OSN of the nominee in the subject line. Each memo should be written to the Sheriff, as the Sheriff will have final selection approval.
3. The assigned IAU Sergeant will assign each nomination to the designated selection member (section 8) in Blue Team by the Wednesday after the closing of nominations in August each year.

4. Each designated selection member (section 8) should consider an internal committee when considering Employee of the Year nominations. However, this will be at the discretion of each designated selection member (section 8) based on the number of nominations received and the category.
5. The designated selection members (section 8) will complete the selection process by the first Friday of the first full week of September of each year. Blue Team is used to advise the IAU Sergeant so that the results can be presented to the Sheriff. The Employee of Year awards occur during the Sheriff's Office annual awards ceremony at the end of October.
6. The Sheriff will approve all Employee of the Year Awards.
7. Categories:
 - a. Detentions Deputy of the Year
 - b. Patrol Deputy of the Year
 - c. Detective of the Year
 - d. SRO of the Year
 - e. Dispatcher of the Year
 - f. Detentions Specialist of the Year
 - g. Civilian of the Year
 - h. Volunteer of the Year
8. Selections completed by:
 - a. Detentions Deputy of the Year
 1. Detentions Division Captain
 - b. Patrol Deputy of the Year
 1. Castle Rock and HRSS Patrol Division Captains
 - c. Detective of the Year
 1. Investigations Division Captain
 - d. SRO of the Year
 1. SRO Division Captain
 - e. Dispatcher of the Year
 1. Support Services Captain
 - f. Detentions Specialist of the Year
 1. Detentions Division Captain
 - g. Civilian of the Year
 1. Captain of Professional Standards
 - a. A committee will be formed for selection
 - h. Volunteer of the Year
 1. Captain of Professional Standards
 - a. A committee will be formed for selection

IV. SHERIFF'S AWARDS ADVISORY COMMITTEE

- A. The goal of the Sheriff's Awards Advisory Committee is to determine which awards will be received every October by commissioned and non-commissioned members of the Douglas County Sheriff's Office. The committee will be unbiased in examining each nomination submitted throughout the year.

- B. To avoid possible bias, any member serving on the committee shall not be the current commander of a specialized team. For the purposes of this task a specialized team is defined as a team that would have a higher likelihood of receiving an award nomination in a calendar year due to the high-risk tasks/ assignments they carry out:
 - 1. SWAT
 - 2. Bomb
 - 3. CNT
 - 4. SORT
 - 5. K9
- C. Should a Sheriff's Awards Advisory Committee member be nominated for an award throughout the year, they will not have a vote regarding their own nomination.
- D. One of the Internal Affairs Unit (IAU) Sergeants will oversee the Sheriff's Awards Advisory Committee process and coordinate and chair official meetings.
 - 1. Internal Affairs will be responsible for selecting the Sheriff's Awards Advisory Committee members, with the approval of the Sheriff.
 - a. The Sheriff's Awards Advisory Committee should be selected no later than 30 days after the Sheriff's Awards Ceremony (normally held in late October) from the previous year.
 - b. The Awards Committee should meet quarterly to review nominations submitted annually.
 - 2. Each award nomination submitted through Blue Team (see Section IV) will be reviewed and prepared for presentation by IAU.
 - a. The designated IAU Sergeant will present each nomination to the Sheriff's Awards Advisory Committee.
 - b. At the conclusion of the Sheriff's Awards Advisory Committee session, the IAU Sergeant will compile the results and present them to the Sheriff.
 - c. Employee of the Year nominations will not be presented to the Sheriff's Awards Advisory Committee but will be presented to the Sheriff (see Section III).
- E. The Sheriff's Awards Advisory Committee will examine each submitted nomination and have the discretion to recommend the Sheriff's award most appropriate based on the submitted documentation.
 - 1. *Example:* A member is nominated for a Meritorious Conduct Award, but based on the documentation presented, the committee believes the Meritorious Service Award is most appropriate for the actions taken.
 - 2. If the Sheriff's Awards Advisory Committee selects a different award, rather than what was in the original nomination, the designated IAU Sergeant shall complete a brief memo explaining the Sheriff's Awards Advisory Committee's reasoning for the change in award.

- F. The Sheriff's Awards Advisory Committee will comprise eleven Douglas County Sheriff's Office members. Seven of the eleven members must attend a meeting for a quorum (MS Teams or like platform may be used).
1. Of those eleven members at least, two will be non-commissioned members of the Sheriff's Office (this does not apply to the requirements for a quorum).
- G. The eleven members will be as follows:
1. Lieutenant in Patrol
 2. Lieutenant in Detentions
 3. Patrol Deputy
 4. Detentions Deputy
 5. Detective
 6. SRO
 7. Member of Dispatch (Non-Commissioned Member - does not need to be a supervisor)
 8. 1st Aid/ CPR Subject Matter Expert (SME), Commissioned
 9. Firearms or Use of Force Subject Matter Expert (SME), Commissioned
 10. Wellness Representative
 11. At-large non-commissioned member
- H. Member requirements:
1. Requirements for all Committee members:
 - a. Good standing with the Sheriff's Office:
 - b. No active letters of reprimand.
 - c. Not currently on a performance plan.
 - d. Not on probationary status.
 2. Service Requirements for commissioned Committee members:
 1. At least six years of paid experience in law enforcement
 - a. The six years can be acquired with multiple law enforcement agencies; however, three years with DCSO.
 3. Service requirement for non-commissioned Committee members is at least three years of paid service to the Sheriff's Office.
- I. The Sheriff will take the Sheriff's Awards Advisory Committee's recommendations and will have final approval of all Award Committee decisions. The Sheriff may appoint a member of his staff in his absence. The Sheriff may issue any awards under the Sheriff's authority alone.

V. Ronald M. King Community Service Award Committee

- A. The Ronald M. King Community Service Award committee will be comprised of the following five members:
1. HRSS Captain
 2. Douglas County School District Director of Safety & Security
 - i. If this individual is unavailable, they may select the most appropriate substitute.
 3. A Principal from each of the following unincorporated Douglas County Schools:
 - i. High School
 - ii. Middle School
 - iii. Elementary School
 4. There are two categories of nominations. They are:
 - i. a sworn or civilian member of the Sheriff's Office
 - ii. a civilian (community member) or community organization.

The Ronald M. King Community Service awards will be presented during the Sheriff's Office annual awards ceremony at the end of October. The Sheriff will approve all Ronald M. King Community Service awards.

V. ADMINISTRATION

- A. The awards occur during the Sheriff's Office annual awards ceremony at the end of October. Award nominations close after the third Monday of August each year. Award certificates and an award bar for uniformed members are issued to the members. See [P&P-D-106 Uniform, Dress, and Insignia](#) for illustrations of the approved pins for the appropriate category.
- B. The Public Information Officer (PIO) and the Community Relations Unit will arrange the presentation of awards and shall be responsible for notifying the media and other interested parties. The awards will be presented during the Sheriff's Office annual awards ceremony, which occurs at the end of October.
- C. Office members who wish to wear awards presented by other agencies on their uniforms shall submit all supporting documentation of the awards to the Sheriff. Approval will be on a case-by-case basis. These are forwarded to the Commander of Professional Standards, who is responsible for obtaining the Sheriff's approval for the wearing of the award as part of the Sheriff's uniform.
- D. An electronic copy of all awards will be retained in the designated system.

By Order of the Sheriff