

	<b>STANDARD OPERATING PROCEDURE</b> <small>State Form 39870(R/S-06)</small>	<small>Reference Number</small> <b>PRO-001</b>
	<small>Subject</small> <b>Certificates and Awards – Nomination and Recognition</b>	
	<small>Special Instructions</small> <b>Replaces HMR-016 dated July 31, 2015</b>	<small>Effective Date</small> <b>January 7, 2025</b>

**I. PURPOSE**

Establish guidelines for nominating and issuing awards and certificates to Department employees or citizens in recognition of valor, service, and longevity.

**II. POLICY**

Any employee or citizen having personal knowledge of exemplary action by a Department employee(s) or citizen(s), directly or indirectly involving Department operations, may nominate such individual(s) for the applicable valor or service award or certificate. All uniform awards shall be worn as outlined in [ENF-021](#).

**III. PROCEDURE**

**A. NOMINATION FOR AWARDS**

1. Any employee having knowledge of extraordinary conduct by an employee(s) or citizen(s) may recommend them for an appropriate award.
2. The [Award Nomination Form](#) shall be completed by the employee making the nomination and shall include a narrative fully explaining the circumstances as it directly relates to the definition of the appropriate award. Additional justification may be submitted to include, but not limited to, written statements from witnesses or others directly involved, newspaper accounts, crash/initial criminal incident reports (in-house use only), etc. The completed template and all other documentation shall be forwarded, through channels, to the nominated employee’s respective major subordinate commander (MSC) or the applicable assistant chief of staff (AC/S), who shall ensure all nominations are complete and then forwarded to the Protocol Officer for review by the Awards Committee.
3. The Awards Committee shall include the Superintendent, the Superintendent’s Primary Staff, and the Protocol Officer. The award recommendation will be made by this committee no later than 60 days upon receipt. The Superintendent shall have final approval and authority.
4. The Protocol Officer shall:
  - a. Maintain a permanent file for all nominations and information relating to the awards program;
  - b. Forward a copy of all employee award certificates to the Human Resources Division for inclusion in the employee’s personnel file;
  - c. Be responsible for the preparation of memos/letters for the Superintendent’s signature, informing the employee or citizen making the nomination of the award authorized;

- d. Be responsible for the preparation and distribution of awards; and
  - e. Send a final disposition of the award nomination to the person initiating the recommendation, with a courtesy copy to the respective MSC or AC/S.
5. Awards or certificates shall be presented at the earliest possible occasion at an awards ceremony or other appropriate event in order to give proper recognition to the recipient.

**B. DEPARTMENT AWARDS AND CERTIFICATES:**

**1. Valor Awards:**

Awarded for distinguished service by an employee and shall consist of the appropriately issued:

- (1) Medallion with ribbon to be placed around the employee's neck at the time of presentation;
- (2) Uniform bar award;
- (3) Recognition plaque; and
- (4) The appropriate tie-tack.

**a. Gold Star Award:**

- (1) Awarded for performance with distinction, gallantry, and courage in the line of duty. A deed of personal bravery or self-sacrifice so conspicuous as to clearly distinguish the individual and must have involved the risk of serious injury or loss of life to the recipient.
- (2) The act must have been intelligently performed, self-initiated, and involved a risk so extraordinary as to set the officer apart from all others.
- (3) May be awarded posthumously to the nearest relative.

**b. Silver Star Award:**

- (1) Awarded for performance in a distinguished manner beyond reasonable expectations.
- (2) A deed of personal bravery or self-sacrifice so conspicuous as to clearly distinguish the individual. The deed was intelligently performed, self-initiated, or reactive; and may have involved a risk of serious injury or loss of life to the recipient.
- (3) The required level of performance, while of a lesser degree than required for the "Gold Star," must nevertheless have been performed with marked distinction.

**c. Bronze Star Award:**

- (1) Awarded for performance in duty and recognized as having been performed at a level clearly beyond expectations.
- (2) The deed must involve personal bravery and self-sacrifice to clearly distinguish the individual.

(3) The required level of performance, while of a lesser degree than required for the “Silver Star,” must nevertheless have been performed with marked distinction.

**d. Combat Action Award:**

(1) Awarded to an employee for courageous “at risk” performance of duty; to include the use of and/or defense against life threatening physical force (or other specific actions that elevates danger to the employee).

(2) The award shall be presented to the recipient and consist of a “Combat Action” award ribbon (red/white/blue) to be worn as a backing to the Longevity bar award and a plaque.

**e. Purple Heart Award:**

(1) Awarded to an employee who “in the line of duty” sustains a serious bodily injury during the performance of an enforcement action involving a physical force encounter or while rendering service during a critical incident. The injury sustained must have been beyond the employee’s control to prevent.

(2) The award shall be presented to the recipient, which will consist of the “Purple Heart” bar award and a plaque.

**2. Service Awards:**

All Service Awards that are issued on an annual basis, e.g., Trooper of the Year, MCI of the Year, etc.... should be submitted no later than February 1st of the following year of the incident or event.

**a. DUI Enforcement Awards:**

**(1) Statewide Awards:**

(a) Presented to the top five DUI enforcement Troopers in the state:

(b) The top-ranking Trooper shall receive: A gold and blue “Life DUI Top #1” uniform medallion, to be worn attached to the uniform whistle chain, and a “Top 5” plaque.

(c) Troopers ranking 2 through 5 shall receive: A gold and white “Life DUI Top #2-5” uniform medallion, to be worn attached to the uniform whistle chain; and a “Top 5” plaque.

Note: In the event a previous Life Award recipient repeats as a Top 5 DUI enforcement Trooper, only additional plaques will be presented unless the Trooper finishes as the top-ranking Trooper for the first time. In this case a Trooper is restricted to wearing only one Life Award with the duty uniform.

**(2) District Awards:**

A plaque will be presented to the top DUI Trooper in each District.

**b. Trooper of the District**

(1) Awarded to one Trooper per district/per calendar year that personifies professionalism, integrity, a well-rounded work ethic, and community involvement as determined by the District Commander

(2) Criteria for the award includes: enforcement activity, arrests, case and crash investigations, public information programs, and community service.

(3) A “Trooper of the District” plaque shall be presented to the recipient.

**c. Trooper of the Year**

(1) Awarded annually to one (1) of the “Trooper of the District” award recipients as determined by the Superintendent.

(2) The “Trooper of the Year” shall be presented the following accoutrements:

- (a) A whistle chain medallion; and
- (b) A “Trooper of the Year” plaque.

**d. Outstanding Criminal Investigation Award**

(1) Awarded annually to one (1) Detective for outstanding criminal investigations.

(2) The Special Investigations Command Commander shall solicit noteworthy cases from area/section commanders for submission to the Superintendent for final approval.

(3) The selected recipient shall receive an “Outstanding Criminal Investigation” plaque.

**e. Forensic Scientist of the Year**

(1) Awarded annually to one (1) Forensic Scientist for outstanding forensic analysis service.

(2) The Laboratory Division Commander shall solicit noteworthy forensic cases for submission to the Superintendent for final approval.

(3) The selected recipient shall receive a “Forensic Scientist of the Year” plaque.

**f. Capitol Police Section (CPS) Officer of the Year**

(1) Awarded annually to one (1) CPS Officer that personifies criteria that reflect professionalism, integrity, a well-rounded work ethic, and community involvement as determined by the Capitol Police Section Commander.

(2) The selected recipient shall receive a “CPS Officer of the Year” plaque.

**g. R. Ralph Reed Award-Motor Carrier Inspector (MCI) of the Year**

(1) Awarded annually to one (1) MCI that personifies professionalism, integrity, and a well-rounded work ethic as determined by the Commercial Vehicle Enforcement Commander.

(2) Criteria for the award includes: enforcement activity, professional demeanor, and service above that which is required.

(3) The selected recipient shall receive an “MCI of the Year” plaque.

**h. Dispatcher of the Year Award**

(1) Awarded annually to one (1) Regional Dispatcher who personifies a professional demeanor of calmness amid chaos, maintains a continuous dedication to their profession, and has a well-rounded work ethic as determined by the AC/S Communication and Information Systems Commander.

(2) The selected recipient shall receive a “Dispatcher of the Year” plaque.

**i. Meritorious Service Award**

(1) Awarded to an employee or citizen for significant achievement or contribution, showing self-sacrifice, diligence, good judgment, and responsibility beyond normal expectations of one’s obligation to public service. The award shall include:

- (a) A “Meritorious Service” bar award (for the first occasion); and
- (b) A Meritorious Service certificate.

(2) If an individual is recognized for a second “Meritorious Service” event, the recipient will be awarded a green and yellow “ribbon” backing to be worn behind the “Meritorious Service” bar award and a Meritorious Service certificate.

(3) Any additional Meritorious Service recognition will be documented and awarded with a certificate only.

**j. Lifesaving Award:** A certificate awarded to an employee(s) or citizen(s) for extraordinary conduct in saving the life of a fellow human being as determined by Paragraph III, Section A-3 above.

**k. Commendation Award:** A certificate awarded to an employee(s) or citizen(s) for extraordinary conduct and exemplary professionalism as outlined in Paragraph III, Section A-3 above.

1. **Appreciation Award:** A certificate awarded to an employee(s) or citizen(s) who has so well served the Department as to be proclaimed publicly of deserving praise and respect as outlined in Paragraph III, Section A-3 above.

### 3. **Longevity Recognition Awards:**

(1) Service recognition awards shall be issued to employees for years of service to the Department, as follows:

(2) Bar awards (recognizing years of service) shall be issued for every five (5) years of service.

(3) Service recognition certificates (in addition to the bar awards) shall be given in five (5) year increments commencing at 20 years of service.

(4) Employees on a line-of-duty disability shall be considered for service recognition certificates.

(5) The Human Resources Division shall notify the Protocol Officer annually of all employees eligible for this recognition.

(6) The bar awards and certificates shall be presented by the employee's commanding officer.

### 4. **Retirement Awards**

Awarded to employees retiring from the Department (as defined by Regulation 3) in good standing, to include those who retire while on disability leave and may receive awards and recognition as described below.

(1) All Civilian employees:

(a) The appropriate resolution plaque and Spousal Certificate, if applicable; and

(b) Appropriate retirement credentials that display the retiree's name and rank and signify the individual is retired.

(2) Capitol Police Section-CPS Officers and Motor Carrier Inspectors-MCI:

(a) The appropriate resolution plaque and Spousal Certificate, if applicable;

(b) Appropriate retirement credentials that display the retiree's name and rank and signify the individual is retired;

(c) An appropriate retirement badge\* with the word "Retired," the retiree's name, PE number, and the inclusive dates of service with the Department; and

(d) CPS Officers and MCIs may also retain their issued nameplate and uniform incentive awards.

(3) Police Employee (Troopers):

(a) An appropriate resolution plaque and Spousal Certificate, if applicable;

- (b) An appropriate retirement badge\* with the word "Retired", the retiree's name, PE number, and the inclusive dates of service with the Department;
- (c) Appropriate retirement credentials that display the retiree's name and rank and signify the individual is retired; in addition, police employees may;
  - (i) Retain one issued service weapon (handgun);
  - (ii) Purchase (at current replacement cost) one (1) issued uniform badge\* (payment will be accepted at Field Support Services during out-processing and forwarded to the Fiscal Section); and
  - (iii) May retain their issued nameplate and uniform incentive awards.

\*Note: A retiree must be in good standing with the Department at the time of retirement and shall only receive a retirement badge or be allowed to purchase a uniform badge at the discretion of the Superintendent.

**5. Other Awards:** The Department may establish other incentive awards in recognition of its employees and to encourage proficient and efficient performance of duty.

a. Safe Driving Awards.

(1) Uniform awards and certificates shall be presented to police employees and motor carrier inspectors who have driven the following number of crash-free miles: 50,000, 150,000, 250,000, 350,000, 500,000, and at each additional 100,000-mile increment thereafter. (Refer to SOP [SSU-002](#) for additional details for this award.)

(2) Specialty Teams/other Recognized Areas.

(a) Suitable recognition in the form of certificates and badges, approved by the Superintendent, shall be presented to employees participating in the following specialties/areas:

- (i) Explosive Ordinance Reconnaissance (EOR)
- (ii) Explosive Ordinance Disposal (EOD)
- (iii) SCUBA
- (iv) Special Weapons and Tactics (SWAT)
- (v) Tactical Intervention Platoon (TIP)
- (vi) Field Training Officer/Field Training Officer Coordinator (FTO/FTOC);
- (vii) Aviation
- (viii) Motorcycle Program
- (ix) Hostage/Crisis Negotiator
- (x) Master Instructor Program
- (xi) Canine (K-9)
- (xii) Honor Guard (HG)

(3) Firearms Awards: All firearms-related awards shall be distributed as outlined in the Firearms Training Manual.

C. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.