

City of Johns Creek Police Department

<i>Subject:</i> Department Commendations and Awards		<i>Number:</i> 01-14
<i>Reference:</i>		<i>Amends:</i>
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PURPOSE:

Establish standards for grading and evaluation of performance of personnel nominated for Department recognition. Establish a process through which members may be recognized for outstanding acts of public service, as well as outstanding service to the Department.

POLICY (01-14):

The Department will officially recognize employees for outstanding service to the community, as well as to the Department. The Department will show such recognition by the issuance of such awards as letters of commendation, medals and ribbon bars.

Scope:

Applicable to all members and employees of the Department.

PROCEDURES:

Wearing of Ribbons and Medals (01-14-01)

Ribbon awards will be authorized to be worn on the Class A uniform and or jacket above the right pocket centered and even with the pocket top. The ribbons will be in rows of three, with the highest award to the wearer's right and top most position. Only ribbons awarded by the Johns Creek Police Department will be authorized to wear on the uniforms. Special Certification badges such as the SWAT Eagle, K-9, FTO, and Motor wings will be worn half inch above the ribbons and centered. All other authorized pins will be limited to one and worn centered on the right pocket flap between the button and the inner most edge of the flap. Medal awards will only be worn on the dress uniform for formal occasions. The medal award will be centered on the left pocket flap and level with the top most seam of the flap (Medal of Honor excluded, which will be worn around the wearer's neck).

Requests for Recognition (01-14-02)

When an employee of the Department performs an act worthy of Department recognition, a request for recognition should be initiated by one of the following methods:

- A. By an employee that feels they are worthy of recognition.
- B. By an employee's immediate supervisor.
- C. By anyone having direct, immediate knowledge of the act.
- D. By any Department employee with direct, immediate knowledge of the act.
- E. By any member of the community with direct, immediate knowledge of the act.

Requests for recognition shall be submitted in writing along with a completed copy of an incident or other report detailing the act or instance involved. The completed request will be delivered to the employee's first line supervisor. Upon receipt of a request for recognition, the commanding officer will review the request to determine its validity, and will forward it through the Chain of Command to the Chief's office. The request for recognition will also be documented in the Guardian Tracking System (GTS).

The Chief's Advisory Council shall serve as the agency's awards committee. Nominations shall be reviewed, approved or denied by the Chief's Advisory Council.

Criteria and Issuing Awards (01-14-03)

The following are the awards that will be issued by the Johns Creek Police Department, each award is given a letter and number designator beginning with A.1 which is considered the highest honor bestowed on an employee.

A1 Medal of Honor



Awarded to individuals for noteworthy and conspicuous actions above and beyond the call of duty and at great personal risk; this award is the highest decoration presented by the department. To be eligible, an individual must be a member of the Johns Creek Police Department, and may either have been on duty or off duty at the time the commended incident occurred. Criteria for nomination for this award shall be as follows:

1. A human life must have been reasonably considered to be in danger.
2. The commended act must have been responsible for the saving of that life.
3. The act must have represented extraordinary and selfless courage in the face of real or perceived danger.
4. No departmental safety rules may have been violated in the performance of the commended act.
5. No reasonable orders or directions from a scene commander may have been violated in the performance of the commended act.

The recipient will receive both a medal and a ribbon; additional awards will be denoted with oak leaf clusters.

A2 Medal of Valor



Awarded for an individual act of heroism with an imminent personal hazard of life while in

combat with an armed adversary, criteria for nomination for this award shall be as follows:

1. The act must have represented extraordinary and selfless courage in the face of real or perceived danger.
2. No departmental safety rules may have been violated in the performance of the commended act.
3. No reasonable orders or directions from a scene commander may have been violated in the performance of the commended act.

The ribbon will have a bronze “V” device (not shown). Only one ribbon will be authorized, no accruelements’, regardless of number of awards. The recipient of this award will receive both a medal and ribbon.

A3 Purple Heart



Awarded to individuals who have been physically injured while engaged in an official action or duty. To be eligible, the individual must be a member of the Johns Creek Police Department and may either have been on duty or off duty at the time the commended incident occurred. Criteria for nomination of this award shall be as follows:

1. The injury must be a line of duty injury incurred while engaged in mission related activities.
2. No routine duty injury or injury from a vehicular accident, even if responding to an emergency situation will be considered for this award.
3. The injury must be of sufficient seriousness to require medical attention.
4. No departmental safety rules may have been violated in the performance of the commended act.
5. No reasonable orders or directions from a scene commander may have been violated in the performance of the commended act.

The recipient of this award will receive both a medal and ribbon, additional awards denoted with oak leaf clusters.

A4 Police Cross



Awarded for an act of distinguished bravery in the arrest of a person who is a major threat to the welfare of the community or officer(s). Criteria for nomination for this award shall be as follows:

1. The act must have represented extraordinary and selfless courage in the face of real or perceived danger.
2. No departmental safety rules may have been violated in the performance of the commended act.
3. No reasonable orders or directions from a scene commander may have been violated in the performance of the commended act.

The recipient of this award will receive both a medal and ribbon, additional awards denoted with oak leaf clusters.

A5 Life Saving Medal



Awarded to individuals who have been instrumental in physically saving a life, while engaged in a mission related activity. To be eligible, an individual must be a member of the Johns Creek Police Department, and may either have been on duty or off duty at the time the commended incident occurred. Criteria for nomination for this award shall be as follows:

1. A human life must have been reasonably considered to be in danger.
2. The commended act must have been reasonably responsible for the saving of that life.
3. No departmental safety rules may have been violated in the performance of the commended act.
4. No reasonable orders or directions from a scene commander may have been violated in the performance of the commended act.
5. Incident documentation forwarded to the Communications Captain for verification with Johns Creek Fire Department regarding subsequent survival of the patient.

The recipient of this award will receive both a medal and ribbon, additional awards denoted with oak leaf clusters.

A6 Officer of the Year



This award shall be presented to a police officer or detective who best exemplifies the qualities, characteristics and the effectiveness of a professional police officer. This award is presented to the officer who goes above and beyond the call of duty in their service for the police department. Their actions must place them above other officers in similar categories, if such categories exist. Recipient will be selected by the Chief's Advisory Council.

The recipient of this award will receive both a medal and ribbon, additional awards denoted with oak leaf clusters.

A7 Leadership Award:



This award shall be presented to a supervisor who best exemplifies the qualities, characteristics, and the effectiveness of a police supervisor. This award is presented to a supervisor who goes above and beyond the call of duty in their service for the police department. Their actions must place them above other supervisors in similar categories, if such categories exist. Recipient will be selected by the Chief's Advisory Council and approved by the Chief of Police.

The recipient of this award will receive a ribbon, and additional awards will be denoted with oak leaf clusters.

A8 Other Agency Award



Awarded to those individuals that have met the criteria and have received prestigious awards from other agencies, such as the Medal of Honor, Medal of Valor, Officer of the Year, Life Saving, Purple Heart or Police Cross.

These will be decided by the Chief's Advisory Council on a case by case basis and supporting documentation must be provided. Only the ribbon will be authorized, no accruements', regardless of number of awards.

A9 Exceptional Duty Award



Awarded for a highly creditable accomplishment, that goes above and beyond the department's traditional role, their job description, and bringing public acclaim to the recipient, and the Johns Creek Police Department as a result of devotion to duty or service to the public.

Criteria for nomination for this award shall be as follows:

The commended act may be a single act, or a series of acts, that may or may not be related. For the purpose of this award, the community may be defined as; the city as a whole, a local neighborhood within the city or a specific cultural, ethnic, and religious, age, gender or social group within the city. Specific criteria for this award shall be determined on a case by case basis.

Additional awards will be denoted with oak leaf clusters.

A10 Chiefs Award:



This award is selected by the Chief of Police to an individual who displays exemplary service, and for “Setting the standard others should choose to follow.”

The recipient of this award will receive a ribbon, award presented by the Chief of Police and additional awards will be denoted with oak leaf clusters.

A11 Physical Fitness Award:



This award is presented to the most deserving male employee and female employee who are participating in the department’s physical fitness program. These employees truly demonstrate outstanding dedication to the police department’s motto: “Be Fit For the Fight, Be Fit For Life.” Recipient will be nominated by the department’s physical fitness instructors and final approval by the Chief of Police.

The recipient of this award will receive a certificate, and sworn personnel will receive a ribbon. Additional awards will be denoted with oak leaf clusters.

A12 Honorable Service Award



Awarded for a creditable act in the line of duty, which meets some but not all of the requirements for other medals and ribbons and is unusual in nature, showing initiative accomplishment and devotion to duty.

Criteria for this award shall be considered on a case by case basis and additional awards will be denoted with oak leaf clusters.

A13 Officer of the Quarter



Will be awarded to those individuals who have exemplified professional service in his or her job functions.

The Chief’s Advisory Council will select from individual “nominations” submitted for each quarter of the calendar year. Nominations will be submitted in the months of April, July, October, and December. Anyone can submit a nomination to the committee and the recipient will be a sworn employee. Any person wishing to nominate an employee will submit documentation,

memorandum detailing justifications, etc... through the chain of command during designated nomination times.

Additional awards will be denoted with oak leaf clusters.

A14 Civilian Employee of the Quarter

Will be awarded to those civilian employees who have exemplified professional service in his or her job functions.

The Chief's Advisory Council will select from individual "nominations" submitted for each quarter of the calendar year. Nominations will be submitted in the months of April, July, October, and December. Anyone can submit a nomination to the committee and the recipient will be a civilian employee. Any person wishing to nominate an employee will submit documentation, memorandum detailing justifications, etc... through the chain of command during designated nomination times.

A15 FBI National Academy



Awarded to those individuals that have met the criteria and successfully completed the academy.

A16 Southern Police Institute



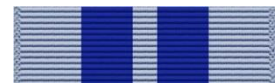
Awarded to those individuals that have met the criteria and successfully completed the Administrative Officers Course.

A17 Northwestern Academy



Awarded to those individuals that have met the criteria and successfully completed the Academy.

A18 GACP Chief Executive Training:



Awarded to those individuals that have met the criteria and successfully completed the Chief Executive Training.

A19 Command College



Awarded to those individuals that have met the criteria and successfully completed the Command College Program.

A20 Professional Management Program



Awarded to those individuals that have met the criteria and successfully completed the Professional Management Program course.

A21 Mercer University - Public Safety Leadership Institute



Awarded to those individuals that have met the criteria and successfully completed the 240 hour course.

A22 Instructor



Awarded to those individuals that have met the criteria and are certified as a Georgia P.O.S.T. police instructor. Additional certification specialties' will be denoted with bronze stars (up to 4 stars to indicate 5 specialties)

A23 First Responder



Awarded to those individuals that have met the criteria and are certified as first responders.
EMT will be denoted with Silver Star
Paramedic will be denoted with Gold Star

A24 Color Guard



Awarded to those individuals that have met the criteria and are selected to the Johns Creek Police Department color guard. Members will be selected from volunteers by the Color Guard Commander.

One (1) gold star denotes Color Guard Commander

A25 Certification Ribbon



Awarded for Police Officer Certifications, only the highest level earned would be eligible for display on ones uniform.

Ribbon for basic police certification

“I” for intermediate police certification

“A” for advanced police certification

“S” for supervision police certification

“M” for management police certification

“E” for executive police certification

A26 Education Ribbon



Awarded for the completion of the respective level of higher education, only the highest level earned would be eligible for display on ones uniform.

Ribbon for 30 hours of college

“A” associate degree

“B” bachelor degree

“M” masters degree

“D” doctorate degree

A27 Years of Service



Awarded to individuals for their entire years of service with the Johns Creek Police Department.

Ribbon denotes completion of 5th year

Bronze rope with two knots denotes completion of 10 years

Bronze rope with three knots denotes completion of 15 years

Bronze rope with four knots denotes completion of 20 years

Large Silver Star denotes completion of 25 years

Large Gold Star denotes completion of 30 years

2 large Gold Stars denote completion of 35 years

A28 Squad of the Year:

This award is presented to the Squad/Unit/Division that demonstrated the most outstanding performance, commitment, and devotion to duty during the year. Recipient will be nominated by the Chief's Advisory Council and selected by the Chief of Police.

The members of the Squad that receives this award will receive a certificate, and the squad will receive the "Squad of the Year" trophy for the year.

A29 Military Service



Awarded to those individuals that have honorably served in the Armed Forces.

A30 Safe Driver



Awarded to those individuals who have met the criteria and have no "at fault" vehicle accidents while serving the City of Johns Creek.

Ribbon denotes 5 years accident free
Bronze hour glass denotes 10 continuous years
Silver hour glass denotes 15 continuous years
Gold hour glass denotes 20 continuous years
Large Silver Star denotes 25 continuous years
Large Gold Star denotes 30 continuous years
Two large Gold Stars denotes 35 continuous years

A31 Inaugural Squad



Awarded to the officers of the Johns Creek Police Department inaugural squad.

A32 K9 of the Year Award

This award is presented to the Canine Team that demonstrated the most outstanding performance, commitment, and devotion to duty during the year. Recipient will be nominated by the Chief's Advisory Council and selected by the Chief of Police.

A33 Detective of the Year Award

This award is presented to the Detective that demonstrated the most outstanding performance, commitment, and devotion to duty during the year. Recipient will be nominated by the Chief's Advisory Council and selected by the Chief of Police.

Civilian Employee of the Year and Service Awards (01-14-04)

- A. This award shall be presented to the police department civilian employee who best exemplifies the qualities, characteristics and overall effectiveness of a departmental employee and must be an accumulation of accomplishments throughout the year. To be considered for this award, an employee will have:
1. performed above and beyond the call of duty in their service to the department.
 2. earned the recognition of his/her superiors for outstanding service to the department.
 3. performed exceptional meritorious service to the department in duties of great responsibility. For service not related to actual crisis, the term "duties of great responsibility" applies to a narrow range of positions other than in crisis situations and requires evidence of significant achievement.
- B. Written recommendations may be submitted by any employee in the department. Recommendations will be submitted via memorandum form. The Chief's Advisory Council will review all recommendations and determine which civilian employees qualify for consideration for the award. Final selection will be made by the Chief.
- This employee will receive a certificate and an award selected by the Chief of Police at the annual awards banquet.
- C. Years of Service Award - Awarded to employees for their dedicated years of service with the Johns Creek Police Department. Civilian employees will be awarded a certificate for each five years of dedicated service completed by the employee. The Chief may also choose to present the employee with a service pin or an award.

Volunteer of the Year (01-14-05)

- A. This award shall be presented to the police department volunteer who best exemplifies the qualities, characteristics and overall effectiveness of a departmental volunteer and must be an accumulation of accomplishments throughout the year. To be considered for this award the volunteer must meet the following criteria:
1. Be a participant in a JCPD volunteer program or volunteer, i.e. JCCAPS, Chaplains, etc.
 2. Performed above and beyond the call of duty in service to the department and community.
 3. Earned recognition from peers, JCPD superiors and employees.
 4. Performed exceptional meritorious service to the department in duties of great responsibility.

- B. Written recommendations may be submitted by any employee or volunteer in the department. Recommendations will be submitted via memorandum form. The Chief's Advisory Council will review all recommendations and determine which volunteers qualify for consideration for the award. Final selection will be made by the Chief of Police. The Volunteer of the Year will receive a certificate and an award selected by the Chief of Police at the annual awards banquet.