

P.O. 204 Awards

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| Effective From: | 05-17-2021 | Effective To: | Current |
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A. *P.O. 204 - Awards*

1. AWARDS AND RIBBONS PROGRAM

i) State Police Awards Program

- a) Nominations should be submitted by the employee's commander directly to the Commander of Public Affairs by January 31st of each year. Awards requiring such a nomination are: Trooper/Investigator of the Year, DPS Officer of the Year, Richard Honeycutt, Honor, Valor, Lifesaving, Service Injury, Meritorious Service, and DWI Award. Any Commander may nominate a citizen for the Exceptional Bravery Award for Citizens or the Lifesaving Award for Citizens.
- b) Only one nomination arising out of a single act will be considered, except for the Service Injury Ribbon, Unit Citation and Professional Excellence Award which may be conferred in conjunction with other nominations.
- c) The nomination should include all documentation, reports, and other information serving to establish that the act falls within the award's criteria as outlined below. Each nomination should include a cover letter from the employee's Commander summarizing the action or activities which form the basis for the nomination.
- d) Commissioned personnel awards are not restricted to Department personnel. Commanders may submit nominations for members of fire departments, law enforcement agencies or the military. The act on which the nomination is based should marginally include State Police participation or response.
- e) Nominations must be submitted by January 31st following the award period. The award period shall be from January 1st – December 31st. Awards which shall be presented at the Department's Annual Awards Ceremony include: Trooper/Investigator of the Year, DPS Officer of the Year, Richard Honeycutt, Honor, Valor, Lifesaving, Service Injury, Meritorious Service, DWI Award, Exceptional Bravery for Citizens and Lifesaving for Citizens.
- f) The Assistant Superintendent, the Commander of Operational Development, and the Commander of Public Affairs shall review the nominations and make a recommendation to the Superintendent.
- g) The Superintendent may take any one of the following courses of action:
 - 1) Approve the nomination for the award as submitted
 - 2) Approve the nomination for a lesser or greater award than submitted
 - 3) Decline to act pending receipt of further information
 - 4) Disapprove the award
- h) The Public Affairs Section shall be responsible for preparing certificates and awards, maintaining custody of the files, and making arrangements for awards ceremonies.
- i) Recognition for receiving an award multiple times shall be distinguished by the addition of stars centered on the ribbon. Multiple awards for the Louisiana Emergency Service Award shall be distinguished by the addition of one Fleur de Lis to the center of the ribbon. Multiple awards for the Professional Excellence Award and DWI Award shall be distinguished by the addition of the appropriate numeral to the center of the ribbon.
- j) To ensure uniformity, the following guidelines shall govern the wearing of approved ribbons:
 - 1) The order of priority when multiple ribbons are worn, and the color scheme to be utilized when the colors on the ribbon ends are different shall be:

- (i) Medal of Honor
 - (ii) Medal of Valor
 - (iii) Lifesaving
 - (iv) Service Injury
 - (v) Trooper/Investigator/DPS Officer of the Year
 - (vi) DWI Award
 - (vii) Meritorious Service (red field to officer's right)
 - (viii) Unit Citation (white field to officer's right)
 - (ix) Professional Excellence (blue field to officer's right)
 - (x) Louisiana Emergency Service
 - (xi) Service
 - (xii) Physical Fitness
 - (xiii) Honor Guard
 - (xiv) Marksmanship
- 2) The order of priority shall be from the officer's right to left and top to bottom.
 - 3) The maximum number of ribbons on one row shall be three.

2. TYPES OF AWARDS

- i) Commissioned personnel
 - a) Uniform Trooper of the Year and Plainclothes Investigator of the Year
 - 1) Candidates must come from the ranks of Trooper, Trooper First Class, Senior Trooper and Master Trooper.
 - 2) The Trooper/Investigator of the Year nomination should be for the Trooper/Investigator who has demonstrated unusual skill and ability in performing his duties. Commanders should use discretion in selecting a nominee whose overall performance represents superior quality and should not base the nomination on a single event or incident.
 - b) Medal of Honor
 - 1) The Medal of Honor shall be awarded for conspicuous and intrepid gallantry at the risk of the officer's life and the officer having knowledge of that risk. The act must clearly delineate courage from lesser forms of valor by being of such a grave nature that the failure to act would not subject the candidate to any justifiable criticism. The act must be clearly above and beyond the call-of-duty. The award shall consist of a medal, a ribbon and a certificate.
 - c) Medal of Valor
 - 1) The Medal of Valor shall be awarded for any act greatly exceeding the normal demands of the Department and the possibility of receiving great bodily harm was present, or the nominee has acted in an emergency situation which saved the life of another person while at the risk of great bodily harm to the officer. The award shall consist of a medal, a ribbon and a certificate.
 - d) Lifesaving Award
 - 1) The Lifesaving Award is awarded for any act which results in saving or sustaining the life of a person. The award shall consist of a medal, a ribbon, and a certificate.
 - e) Service Injury Ribbon
 - 1) The Service Injury Ribbon will be awarded for significant injuries incurred by a commissioned officer through no fault of the officer while acting within the scope of official duty. The award will consist of a ribbon and a certificate.
 - f) Meritorious Service Award
 - 1) The Meritorious Service Award is awarded for any act or performance of duty which exceeds the normal expectations of duty and demonstrates an exceptional degree of good judgment, initiative, and competence. Examples of such acts would include, but are not limited to, the following:
 - (i) Preventing a major crime or incident, wherein such action protects life and

- property.
- (ii) An intensive investigation, beyond the scope of a normal investigation, which leads to the felony arrest of an individual(s).
 - (iii) An act or incident which brings merit to the officer and the Department specifically because of the officer's actions. The award shall consist of a ribbon and a certificate.
- g) Unit Citation Award
 - 1) The Unit Citation Award is awarded to a Departmental section, unit or group of employees in recognition of outstanding accomplishment and for facilitating the achievement of organizational goals and objectives. Although the Unit Citation Award is presented at the Troop/Section level, nominations shall be submitted by the officers' Commander to the Deputy Superintendent in the nominee's chain-of-command for final determination and bestowment. The Deputy Superintendent may establish a schedule during which nominations will be accepted. The award shall consist of a ribbon and a certificate.
 - h) Professional Excellence Award
 - 1) The Professional Excellence Award is awarded to commissioned personnel for an exemplary contribution to the Department, an exceptional act, or excellence in performance of duties that does not rise to the level of the Meritorious Service Award. The final determination regarding bestowment of the Professional Excellence Award rests with the Deputy Superintendent in the nominee's chain-of-command. The Deputy Superintendent may establish a schedule during which nominations will be accepted. The award shall consist of a ribbon and a certificate, and presented at the Troop/Section level.
 - i) Louisiana Emergency Service Award
 - 1) The Louisiana National Guard Adjutant General and the Superintendent of the Louisiana State Police may award members of the Department the Louisiana Emergency Service Award. The award recognizes those employees who were called into state service for a tour of state emergency duty, as declared by the Governor of Louisiana and served honorably until relieved from such duty. The award shall consist of a medal and a ribbon.
 - j) Service Ribbon
 - 1) The Service Ribbon is awarded to all commissioned employees at the completion of four years of service. The award shall consist of a ribbon. A star represents each subsequent four-year increment of service.
 - k) Superintendent's Award for Physical Fitness
 - 1) The Superintendent's Award for Physical Fitness is awarded to officers upon graduating from the LSP Academy and achieving an overall score of 60% or above in physical fitness. The award shall consist of a ribbon. Recognition for physical fitness excellence shall be distinguished by the addition of a star to the center of the ribbon by officers who achieve an overall score of 80% or above.
 - l) Honor Guard Ribbon
 - 1) The Honor Guard Ribbon is awarded to all active members of the Department's Honor Guard. The award shall consist of a ribbon. Upon separation from the Honor Guard, officers shall remove the ribbon from their uniform.
 - m) Marksmanship Award
 - 1) The Marksmanship Award is awarded for satisfactorily completing the firearms qualification course with a score of 90% or above, with the primary duty weapon. The award shall consist of a ribbon. Officers failing to maintain their score of 90% or above at the annual re-qualification course shall remove the ribbon from their uniform. When the officer achieves a score of 90% again, he may wear the ribbon.

- n) DWI Award
 - 1) The DWI Award is awarded by the Louisiana Highway Safety Commission to the individual Trooper with the most DWI Arrest within a year. The award shall consist of a medal and ribbon. Recognition for receiving the award multiple times shall be distinguished by the addition of the appropriate numeral to the center of the ribbon.
- o) Letter of Commendation
 - 1) The Letter of Commendation may be issued by the Superintendent for any act or performance of duty which brings considerable credit or acclaim to the employee.
- p) Certificate of Recognition
 - 1) Troop/Section Commanders may award Certificates of Recognition to their personnel for acts or performance of duty which do not qualify for any of the above awards.
- ii) Non-commissioned Personnel
 - a) Richard Honeycutt Award
 - 1) This award shall recognize outstanding service and dedication to duty by communications officers of the State Police. It commemorates the memory of Richard Honeycutt, a communications supervisor who dedicated 27 years of his life to Troop E.
 - 2) Candidates should be selected on the basis of performance deemed outstanding and exemplary.
 - b) Exceptional Bravery Award for Citizens
 - 1) Citizens may be cited for acts of bravery which result in the saving of a human life, or the attempt to do so, at the risk of one's personal safety. The act on which the nomination is based should marginally include State Police Awards participation or response. The award shall consist of a certificate.
 - 2) Lifesaving Award for Civilians
 - (i) Citizens may be cited for acts which result in saving or sustaining the life of a person. The act on which the nomination is based should marginally include State Police participation or response. The award shall consist of a certificate.
 - 3) Meritorious Service Award
 - (i) The Meritorious Service Award is awarded for any act or performance of duty which exceeds the normal expectations of duty and demonstrates an exceptional degree of good judgment, initiative, and competence. Examples of such acts would include, but are not limited to, the following:
 - (a) Preventing a major crime or incident, wherein such action protects life and property.
 - (b) An intensive investigation, beyond the scope of a normal investigation, which leads to the felony arrest of an individual(s).
 - (c) An act or incident which brings merit to the employee and the Department specifically because of the employee's actions. The award shall consist of a certificate.
 - 4) Unit Citation Award
 - (i) The Unit Citation Award is awarded to a Departmental section, unit or group of employees in recognition of outstanding accomplishment and for facilitating the achievement of organizational goals and objectives. Although the Unit Citation Award is presented at the Troop/Section level, nominations shall be submitted by the employees' Commander to the Deputy Superintendent in the nominee's chain-of-command for final determination and bestowment. The Deputy Superintendent may establish a schedule during which nominations will be accepted.

- 5) Professional Excellence Award
 - (i) The Professional Excellence Award is awarded to personnel for an exemplary contribution to the Department, an exceptional act, or excellence in performance of duties that does not rise to the level of the Meritorious Service Award. The final determination regarding bestowment of the Professional Excellence Award rests with the Deputy Superintendent in the nominee's chain-of-command. The Deputy Superintendent may establish a schedule during which nominations will be accepted. The award shall consist of a certificate and be presented at the Troop/Section level.
 - 6) Louisiana Emergency Service Award
 - (i) The Louisiana National Guard Adjutant General and the Superintendent of the Louisiana State Police may award members of the Department the Louisiana Emergency Service Award. The award recognizes those employees who were called into state service for a tour of state emergency duty, as declared by the Governor of Louisiana and served honorably until relieved from such duty. The award shall consist of a medal and a ribbon.
 - 7) Letter of Commendation
 - (i) The Letter of Commendation may be issued by the Deputy Superintendent in the employee's chain-of-command for any act or performance of duty which brings considerable credit or acclaim to the employee.
 - 8) Certificate of Recognition
 - (i) Troop/Section Commanders may award Certificates of Recognition to their personnel for acts or performance of duty which do not qualify for any of the above awards. Examples of such acts or duty would include, but are not limited to, public assistance; investigations; other work activity; etc.
 - 9) Special Recognition Awards
 - (i) Superintendent's Award for Excellence
 - (a) The Superintendent has the discretion to issue the Superintendent's Award for Excellence to individuals, sections or troops in recognition of outstanding performance or achievement. The award may be conferred on individuals, companies, schools or other entities apart from State Police. The award shall consist of a plaque.
3. AUTO THEFT RECOVERY AWARDS
- i) Each recovery and arrest must be such that it was initiated by the commissioned officer who seeks credit for the apprehension or a recovery and arrest made as a result of an officer's investigative ability and who has demonstrated a heightened skill in performing their duties.
 - a) The arrestee should be someone who is accused of possessing a reported stolen vehicle or a vehicle that was stolen and recovered within a short time period (before the vehicle owner is able to make a report).
 - 1) Incidents involving the arrest of persons for Unauthorized Use of a Moveable will be accepted or denied on a case-by-case basis.
 - b) The reported stolen vehicle must be a street-legal, motor powered vehicle.
 - 1) The recovery of stolen ATVs, golf carts, lawn mowers, dirt bikes, trailers, farm tractors, boats, or watercraft will not be considered for Auto Theft Recovery Awards.
 - ii) If an officer seeks credit for a recovery and arrest, and did not initiate the incident, they must show performance of duty which exceeds normal expectations and demonstrates an exceptional degree of good judgment, initiative, and competence.
 - a) Examples of actions that demonstrate an exceptional degree of good judgement, initiative, and competence are as follows:
 - 1) Physically and personally apprehending a suspect who is accused of possessing a reported stolen vehicle after a pursuit, foot pursuit, or use of force.

- 2) Personally conducting a follow-up investigation in order to locate a reported stolen vehicle, which results in the actual recovery of the stolen vehicle.
 - 3) Personally conducting a follow-up investigation to identify and locate an unknown suspect who is accused of stealing or possessing a reported stolen vehicle.
 - 4) Prolonged pursuit driving, when the initiating officer is no longer involved in the pursuit, and / or when the successful recovery and apprehension can be attributed to the non-initiating officer's actions.
- b) Examples of actions which will not, in and of themselves, qualify an officer for the Auto Theft Recovery Award (i.e. the action was not paired with a qualifying action as outlined in this order):
- 1) Assisting the initiating officer on a compliant traffic stop.
 - 2) Taking over an investigation / arrest after the initiating officer(s) or members of another agency have already identified, stopped, and detained the suspect and located the vehicle.
 - 3) Transporting the suspect for the initiating or arresting officer(s).
 - 4) Writing the arrest report when not materially involved in the recovery or arrest.
- iii) There will be circumstances, such as natural disasters, special details and assignments where two troopers are required to patrol in a single unit. Additionally, there are times when a trooper will be paired with an officer from another agency.
- a) When two troopers / officers are assigned to a single patrol unit and an arrest and apprehension are made, both troopers / officers are eligible to be considered for an ACE and Blue Max award. However, for credit to be awarded, both troopers must be actively and equally involved with the recovery and arrest. This information should be documented in all pertinent reports.
 - 1) Being paired with another trooper / officer does not automatically qualify both individuals for the award.
 - 2) Descriptions of the officer's qualifying actions must be in the actual arrest report in order for the officer to receive credit for a recovery and / or arrest. Simply documenting that another officer was present does not qualify the second officer for the award.
 - b) When a stolen vehicle recovery and arrest is made by a trooper / officer who is assigned with an officer from another agency, they are also eligible for credit if they are actively and equally involved with the recovery and arrest.
 - c) There will be circumstances and situations not specifically covered in this policy. The Troop Commander, or their designee, will have the discretion and obligation to thoroughly review and forward cases that they believe merit recommendation for credit. These will be reviewed by the Operational Development Research Unit Sergeant on a case-by-case basis.
 - 1) Troopers / Officers should not submit their own cases to Operational Development to be considered for an Auto Theft Recovery Award. All cases should be submitted through the individual's chain-of-command.
- iv) Only personnel assigned to uniformed patrol or plainclothes officers working a uniformed patrol detail, excluding those assigned to the Towing and Recovery Unit or the Insurance/Auto Theft Unit, will be eligible for Auto Theft Recovery Awards.
- v) ACE Award – Five (5) verified stolen vehicle recoveries with apprehensions within a twelve-month period shall qualify a commissioned officer for an ACE Award. The eligibility period begins with the first arrest and recovery and ends twelve (12) months later. An ACE Award recipient shall receive a certificate, appropriate license plate and official decal. Subsequent ACE Awards shall be the certificate and decal. ACE awards will be presented to recipients at a time and location designated by their respective Troop Commanders.

- a) As part of the ACE award, the recipient shall receive an official ACE lightning bolt decal to be provided by the Operational Development Research Unit Sergeant.
- b) The size and design of the ACE decal shall be determined by the Operational Development Research Unit Sergeant based on marked fleet graphics currently in use.
- c) The size and design of the ACE decal shall be strictly adhered to for purposes of uniformity.
- d) Only the approved and officially awarded ACE decal shall be utilized on department vehicles.
- e) The ACE decal shall be affixed to the lower front quarter panel of the trooper's assigned unit, driver's side, directly below the "STATE TROOPER" or "DPS OFFICER" lettering. The correct position and order of affixing decals is indicated in figure 1 below.
- f) A total of three (3) decals can be affixed to this area. If a trooper / officer receives additional ACE decals, they are to be affixed to the opposite side of the vehicle (passenger side) in the same order and location. The correct position and order of affixing decals are indicated in figure 2 below.
- g) Decal position uniformity shall be strictly maintained.
- h) ACE decals shall be immediately removed if the unit is transferred to another trooper / officer, or taken permanently out of service.
- i) If a trooper / officer is issued a new marked unit, or their vehicle sustains damage resulting in repainting, the Operational Development Research Unit will supply that trooper / officer with a replacement decal upon request and verification of eligibility.



Figure 1



Figure 2

- vi) Blue Max Award – The trooper / officer with the most recoveries with apprehensions for the twelve (12) month period from January 1st - December 31st, shall be awarded the Blue Max Award consisting of a certificate and a Blue Max license plate. In addition, his name shall be affixed to a Blue Max plaque to be located in the lobby of the State Police Training Academy. The Blue Max Award shall be presented at the Department's Annual Awards Ceremony. A minimum qualification for this award shall be the receipt of at least one (1) ACE Award during the aforementioned eligibility period.
- vii) Judgment for the assignment of awards shall be based on information printed from the RMS Towing and Recovery Report and copies of the arrest reports submitted to the Troop.
 - a) The Executive Officer at each Troop shall maintain a file on each trooper's auto theft recoveries with apprehensions. This file shall include printouts from the Towing and Recovery Report and copies of arrest reports. When a trooper qualifies for an ACE Award, the Executive Officer shall forward copies of these reports to the Operational Development Research Unit Sergeant for review and verification.
 - b) The Executive Officer shall forward copies of reports documenting ACE recoveries no later than January 31st of the following year, so the trooper / officer may be considered for the Blue Max Award.

- c) The Operational Development Research Unit Sergeant shall notify the Public Affairs Unit Supervisor of the name of the Blue Max recipient by February 15th.