


<b>LEESBURG POLICE DEPARTMENT REGULATIONS AND GENERAL ORDERS MANUAL</b>		
General Order Number: 407	Section: PERSONNEL	Effective Date: SEPTEMBER 2022
Title: <b>AWARDS SYSTEM</b>		
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**I. AWARDS SYSTEM**

A. The Awards System is overseen by the Awards Committee which is appointed by the Chief of Police. The Awards Committee is a five-member panel consisting of Department personnel and/or citizens from the community, selected at the discretion of the Chief of Police. The Awards Committee will meet annually to review award nominations. Recommendations made by the committee will be forwarded to the Chief of Police. The Chief of Police may grant an award without a recommendation from the Awards Committee at any time. Final approval from the Chief of Police is necessary for all awards. All awards will be documented for inclusion in the employee’s personnel file. The categories of awards and descriptions are as follows:

**1. Medal of Valor**

The Medal of Valor shall be awarded to any member of the Police Department who distinguishes themselves conspicuously by gallantry and at the risk of their life. A deed performed must have been a voluntary act and of personal bravery or of self-sacrifice so conspicuous as to clearly distinguish the individual for gallantry and must have involved risk of life. Incontestable proof of the performance of the service will be expected and each recommendation for the award of the Medal of Valor will be considered on the standard of extraordinary merit. It must be the type of deed which if not done would not subject the individual to any justified criticism.

- a. The basic elements which must be presented in order to qualify are:
  - (1) Sworn personnel;
  - (2) Bravery at risk of life, beyond a doubt;
  - (3) Clearly above the call of duty; and
  - (4) If not done, would not reflect negatively on the officer.
- b. The recipient of this award will be provided a dark blue award bar for wear on their uniform.

**2. Silver Cross**

The Silver Cross shall be awarded to any member of the Police Department who distinguishes themselves by extraordinary heroism not justifying the award of the Medal of Valor. To qualify for this award, the act or execution of duty must be performed in the presence of great danger or at great personal risk, and must be performed in such a manner as to render the individual highly conspicuous among their comrades.

- a. The principal elements which must be present to be considered for the Silver Cross are:
  - (1) Sworn personnel;
  - (2) Extraordinary heroism not justifying the award of the Medal of Valor;
  - (3) Performed in the presence of great danger or personal risk and performed in an exemplary manner.
- b. This medal will consist of a green and red award bar for wear on their uniform.

### 3. **Medal of Merit**

This award is given to any member of the Police Department who distinguishes themselves by performing their duties in a manner which is above that normally expected or required and sufficient to distinguish the individual from those performing comparable duties. The act performed must clearly exceed what is normally required or expected and must be an important contribution to the achievement of the goals of the law enforcement profession.

- a. The principal elements which are necessary to qualify for this award are:
  - (1) All personnel;
  - (2) Performance substantially above normal requirements;
  - (3) Important contributions to the achievement of law enforcement goals;
  - (4) Demonstrates a high degree of personal initiative;
  - (5) Exemplary performance which is either sustained or for a single act; or
  - (6) Any qualified person after receiving their fifth Special Commendation Award will be automatically considered for the Medal of Merit.
- b. The recipient of this award will be provided a white award bar for wear on their uniform.

### 4. **Blue Star**

This award is given to any member of the Police Department who, while on duty or in the act of performing in a law enforcement capacity while off duty, has been killed or wounded. If the wound or injury was inflicted by a deadly or dangerous weapon, the individual must have required hospital treatment. In those cases in which the wound or injury was not inflicted by a deadly or dangerous weapon, the final determination shall be made by the Awards Committee. Only one award is authorized for any one incident regardless of the number of separate injuries sustained. Final decision on each recommendation of this award will rest with the Awards Committee and the Chief of Police.

- a. The basic elements which must be present to qualify for the award are:
  - (1) Sworn personnel;
  - (2) Injury, wound, or death must have occurred in the performance of law enforcement duties;
  - (3) Hospital treatment required;
  - (4) In those cases in which the wound or injury was not inflicted by a deadly or dangerous weapon, the final determination will be made by the Awards Committee.
- b. The recipient of this award will be provided a blue and white award bar for wear on their uniform.

### 5. **Life Saving Medal**

This award is given to any member of the Police Department who distinguishes themselves by performing physical acts or renders first aid techniques to aid in the preservation of a human life. To qualify for this award, the act or execution of aid must be performed when it is clear that an individual will succumb to an existing injury or illness unless some type of life saving technique is administered and there is no other professional assistance available. A recipient must be the primary aid provider or renderer of such assistance and the death of the individual would be imminent should action not be initiated by the member. Only one award is authorized for any one incident regardless of the number of lives rescued/saved. Final decision on each recommendation of this award will rest with the Awards Committee and the Chief of Police.

- a. The basic elements which must be present to qualify for this award are:
  - (1) All personnel;
  - (2) Performs a physical act or renders first aid techniques to aid in the preservation of a human life;
  - (3) Victim must be in imminent danger of succumbing to an injury or illness unless some action is taken;
  - (4) Victim must have active injuries or physical illness that are life threatening or;
  - (5) Victim is incapable of retreating from an actual life threatening situation and must be removed safely by the member; and
  - (6) Member must voluntarily participate in any life-saving attempt.
- b. The recipient of this award will be provided a red award bar for wear on the uniform.

6. **Special Commendation Award**

A Special Commendation Award will be given to any member(s) of the Police Department, including civilians, who distinguishes themselves by the performance of an act that contributes to a device or method that is adopted by the Department to increase efficiency in administrative or operational procedure.

a. Individuals qualify for this award by:

- (1) Displaying initiative in the fostering of an innovative, valuable, or successful program in the area of community service.
- (2) Performance of an act of intelligence or valuable police service, demonstrating special faithfulness, or perseverance.
- (3) Affecting a felony arrest which involved personal initiative without prior knowledge from an outside source.
- (4) Any qualified individual, after receiving their fifth Special Commendation Award, shall be automatically considered for the Medal of Merit.

b. A certificate will be presented to the recipient of this award. The certificate should contain a brief description of the act which qualified the individual for the award.

7. **Commendation Award**

A Commendation Award will be given to any member of the general public who distinguishes themselves by the performance of a heroic act or achievement involving personal hazard with knowledge of the risk, above and beyond that normally required or expected of a citizen.

A certificate will be presented to the recipient of this award. The certificate should contain a brief description of the act which qualified the individual for the award.

8. **Meritorious Public Service Award**

A Meritorious Public Service Award will be given to any member of the general public for materially contributing to the success of police programs in the area of traffic safety, crime prevention, or community service.

A certificate will be presented to the recipient of this award. The certificate should contain a brief description of the act which qualified the individual for the award.

9. **Retirement Recognition Award**

This award is established to recognize employees who retire from the agency in good standing. There are two categories of awards:

- a. Officer Retirement Award - To recognize the retirement in good standing of sworn personnel;
- b. Civilian Retirement Award - To recognize the retirement in good standing of civilian personnel.

10. **Department Commendation**

May be awarded by the Chief of Police to any person(s) for an act that significantly contributes to the mission of the Department. The Awards Committee may recommend a commendation in lieu of a valor or meritorious action/service award, if the committee determines that a commendation is the appropriate form of recognition.

11. **Commanders Award**

Division commanders have the authority to issue certificates of award and/or achievement to members of the Department and citizens alike for appropriate acts deserving recognition. Consideration for a Commanders Award or certificate of achievement may be based in part or solely on a recommendation from professional staff or a citizen. Commanders Awards are discretionary in nature and are intended

to recognize outstanding work or achievement. Commanders Awards are not intended as a substitute for other departmental awards authorized under this policy.

12. **Firearms Proficiency Awards**

Awarded to recognize proficiency with the issued firearm. A minimum score of 90% on the DCJS 50 round qualification course must be obtained to qualify for this award. The Firearms Proficiency Award pins are issued by the Recruit Training Unit (RTU).

13. **Service Stripes**

Service Stripes are eligible to be worn by all sworn personnel. Each service stripe represents three years of completed service with the Leesburg Police. Service Stripes are issued by the Quartermaster.

14. **Lt. O'Neal H. Stewart Memorial Employee of the Quarter**

The Lt. O'Neal H. Stewart Memorial Employee of the Quarter Award was established in 1999 to honor the memory of Lt. O'Neal Stewart. All sworn and non-sworn members of the Department are eligible to receive this award. The award recognizes employees, either officer or civilian, who demonstrate outstanding work in their day-to-day activities in keeping with the Mission, Vision, and Values of the Leesburg Police Department.

Recipients of this award are given a certificate signed by the Chief of Police and their name is engraved on a plaque and displayed at Police Headquarters.

B. Nomination Procedures.

1. Employees or citizens may bring to the attention of an employee's supervisor any outstanding act which they believe deserves recognition. Upon such notification, or upon personal knowledge of such a noteworthy act, the employee's supervisor shall submit a memorandum to the Awards Committee which thoroughly details the event. The Awards Committee should convene once annually to review recommendations submitted from the time prior. The committee will forward their recommendations to the Chief of Police.
2. The Chief of Police has the authority to grant an award without the committee's recommendation.
3. Retirement Recognition Award - Employees qualify for this award upon their retirement in good standing.
4. Firearms Proficiency Award - Officers are notified of their firearms qualification scores during range training and Firearms Proficiency Awards are conferred by the RTU following each mandatory qualification evolution.

C. A summary of all awards and employee recognition will be published in the Department's Annual Report.

D. Loudoun County Chamber of Commerce Valor Awards

Officers of the Leesburg Police Department may also be considered for recognition by the Loudoun County Chamber of Commerce Valor Awards program. The Awards Committee will compile recommendations for this award program and submit them utilizing the Valor Awards Nomination Form. Recommendations for these awards will be made on an annual basis. An officer who receives an internal award from the Leesburg Police Department will not be eligible to receive a Loudoun County Chamber of Commerce Valor Award for the same incident. The Loudoun County Chamber of Commerce Valor Award classification and criteria are as follows:

1. **Meritorious Civilian Award**

Recognition of everyday citizens for their extraordinary acts of courage or performance of heroic actions in emergency situations.

2. **Unit Citation**

Recognition of actions not normally involved in the performance of duties, actions of an extraordinary nature, or actions that display outstanding execution of duties by a unit/division/company which demonstrate unusual judgement, zeal, ingenuity and/or bravery.

3. **Lifesaving Award**  
Recognition of actions not normally involved in the performance of duties, actions of an extraordinary nature, or actions that display outstanding execution of duties by an individual which demonstrate unusual judgement, zeal, ingenuity, bravery and/or personal risk and directly result in the saving of a human life.
4. **Certificate of Valor**  
Recognition of actions not normally involved in the performance of duties, actions of an extraordinary nature, or actions that display outstanding execution of duties by an individual which demonstrate unusual judgement, zeal, ingenuity, bravery and/or personal risk.
5. **Bronze Medal of Valor**  
Recognition of actions not normally involved in the performance of duties, actions of a heroic nature, or actions that display outstanding execution of duties by an individual which involve personal risk and demonstrate unusual judgement, zeal, bravery and/or ingenuity.
6. **Silver Medal of Valor**  
Recognition of actions not normally involved in the performance of duties, actions of a heroic nature, or actions that display outstanding execution of duties by an individual which involve significant personal risk and heroism and demonstrate unusual judgment, zeal, bravery and/or ingenuity.
7. **Gold Medal of Valor**  
Recognition of actions not normally involved in the performance of duties, actions of a heroic nature, or actions that display outstanding execution of duties by an individual which involve supreme sacrifice or extreme personal risk and heroism and demonstrate unusual judgement, zeal, bravery and/or ingenuity which is clearly above and beyond the call of duty.