

**LITTLE ROCK POLICE DEPARTMENT
GENERAL ORDER**

G. O. 200 DEPARTMENTAL AWARDS

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I. General

- A. This Order establishes Departmental procedures to provide recognition of sworn and civilian employees for their heroic or meritorious acts performed while serving in an official police capacity.
- B. Publicity provided by the City of Little Rock will give public recognition to those who have brought honor to themselves and the Police Department.

II. Departmental Awards

- A. Medal of Valor – Criteria:
 - 1. The Medal of Valor is awarded for conspicuous acts of valor performed during a police related act, on or off duty, which involved a risk of life and the knowledge of that risk.
 - 2. The act must clearly delineate valor from lesser forms of courage by being of such a grave nature that the nonperformance of the act would not subject the individual to any justifiable criticism and which is clearly above and beyond the call of duty.
 - 3. Medal of Valor nominations shall be based on the following criteria:
 - a) A strong possibility existed at the time the employee acted that he could have suffered serious injury or death, or the employee was seriously or fatally injured in the performance of this act;
 - b) The act was not foolhardy; and,
 - c) The employee did not use poor judgment or violate procedures which created the necessity for their actions.
 - 4. The award may be presented posthumously.
- B. Medal of Merit - The Medal of Merit is awarded for an act of exceptional courage and dedication to duty while performing a police related act, on or off duty, which involves a substantial risk to the officer's personal safety.

C. Police Shield – Criteria:

1. The Police Shield is presented to any police officer that is wounded or seriously injured in the line of duty.
2. The injury may occur on or off duty while the officer is performing a police related task and the officer exercises good judgment and procedures, which do not create unnecessary risk to their safety nor create a situation which otherwise would not develop.
3. The Police Shield may be awarded in addition to the awarding of a higher award where the facts show the recipient is entitled to such award.
4. The Department's Award Review Committee shall not consider injuries sustained from falls on ice, motor vehicle accidents or similar occurrences unless the evidence clearly indicates the employee had exhausted all reasonable safety precautions and had no control of the circumstances.

D. Commendation Bar – Criteria:

1. The Police Commendation Bar is awarded for acts of heroism beyond those acts normally required by the bounds of duty but do not necessarily expose the officer to the degree of risk established for the Medal of Valor or Medal of Merit.
2. The Police Commendation Bar may also be awarded for outstanding contributions to law enforcement through the success of difficult police projects, programs, or situations with such contributions being made in a highly professional manner.
3. A Unit Commendation may be awarded to any distinct work group of employees when the actions of the group meet the qualifications as outlined in Subsection 2 above. The Commendation shall be presented to the Unit and shall remain with the Unit. Individual employees will not receive a certificate or bar, but a copy of the nominating letter will be placed in each employee's personnel file. An employee may be cited separately for exceptional work per any award.

E. Lifesaving Award – Criteria:

1. The Lifesaving Award is awarded for an act that results in the saving or preservation of a life or lives which would otherwise have expired without the direct action undertaken by the rescuer.
2. The rescuer need not have been subjected to personal risk through their involvement.
3. The rescuer is eligible to receive only one Lifesaving Award for each incident regardless of the number of victims involved.

F. Military Service Commendation Award – Criteria:

1. The Military Service Commendation Award is awarded to members of the Department who have served, or are serving, on Active Duty or in the Reserve/National Guard

components of any of the six branches of the armed forces: Air Force, Army, Coast Guard, Marine Corps, Navy, or Space Force.

2. The award recipient shall have completed basic training and be in good standing with said military branch or have been discharged with a minimum of a General Discharge. (Situations that are outside these preliminary guidelines must be approved on a case-by-case basis by the Office of the Chief of Police prior to the commendation's approval.)

- G. Letter of Commendation - A Letter of Commendation is not a Department Award. Letters of Commendation requests will not be submitted to the Awards Committee for approval. Letters of Commendation will be issued by the Division Commander to any employee who has rendered a service reflecting credit upon the employee and upon the Department. The Division Commander will issue the Letter of Commendation to the officer and forward a copy to the Office of the Chief of Police for inclusion in their personnel file.
- H. Noel Don McGuire Memorial Award - This award is given to the Little Rock Police Recruit who attains the highest overall average score during a calendar year from Basic Recruit Schools.
- I. Civic Achievement Award – Criteria:
1. The Civic Achievement Award is awarded to members of the Department who bring favorable recognition to the Department through their involvement in civic affairs.
 2. The recipient of the award may be sworn or civilian but must be acting in the capacity as a member or representative of the Little Rock Police Department.
- J. Officer of the Month Award – Criteria:
1. This award is given to a sworn member of the Department who has rendered a service beyond the course of duty and/or because of diligence, tenacity, and perseverance; or,
 2. Acts in a manner that brings credit to the Little Rock Police Department and supports the goals of the organization; or,
 3. An especially important arrest accomplishment through highly intelligent police performance.
- K. Officer of the Year Award- Criteria:
1. All officers who have received or who have been nominated for a Department award during the same calendar year for which the Officer of the Year Award is being given are automatically considered for this award.
 2. Any officer may be nominated for this award for acts of heroism and dedication to duty, lifesaving, or outstanding contributions to law enforcement through the success of difficult police projects, programs, or situations.

L. Civilian Employee of the Month– Criteria:

1. This award is given to a civilian employee of the Department who has rendered a service beyond the course of duty and/or because of diligence, tenacity, and perseverance; or,
2. Acts in a manner that brings credit to the Little Rock Police Department and supports the goals of the organization.

M. Civilian of the Year Award- Criteria:

1. All civilian employees who have received or who have been nominated for a Department award during the same calendar year for which the Civilian of the Year Award is being given are automatically considered for this award.
2. Any civilian member of the Department may be nominated for this award for outstanding contributions to law enforcement through the success of difficult police projects, programs, or situations with such contributions being made in a highly professional manner.

N. Community Service Award - The Community Service Award is awarded each year to a sworn or civilian member of the Department who throughout the year demonstrated a commitment to invest time in the community that is outside what is normally expected of them.

O. Chief Lawrence Johnson Leadership Award Criteria:

1. This award is given to a police supervisor who has demonstrated outstanding law enforcement supervision throughout a calendar year. Nominations will be submitted to the Public Affairs Officer by the 10th of January for the previous year.
2. The nomination will be in memo form and include detailed facts with supporting documentation demonstrating how the nominee's leadership exceeded the normal parameters of their assignment for the year. This award is not for one specific event unless that event was an unusual or special assignment beyond the normal job routines that continued for the majority of the year nominated.
3. The Public Affairs Officer will present the nominations to the Assistant Chiefs for recommendations. Each Assistant Chief will indicate on the nomination form the candidate of their choice and detail why they believe this supervisor should receive this award. The Public Affairs Officer will collect the nomination forms from the three Assistant Chiefs, once they have made their choice, and submit them by January 15th to the Chief of Police, who will select the award winner.
4. The winner of the award will be presented a plaque in recognition for their leadership at a ceremony held in January or February by the Chief of Police.
5. Police Youth Live-in Camp Award Criteria - The award is given to officers who have worked at the departmentally approved youth camp as a counselor for a minimum of three (3) years. The officer must have been in attendance for all camp activities.

P. COVID-19 Award – Criteria

1. The COVID-19 ribbon bar is awarded to all officers and supervisors who served in the Field Services Bureau between March 17, 2020, and May 4, 2020.
 - a) Officers will wear a COVID-19 ribbon bar with silver lettering.
 - b) Supervisors will wear a COVID-19 ribbon bar with gold lettering.

Q. CIT Certification Award – Criteria:

1. The CIT Certification ribbon is awarded to personnel who have completed the 40-hour CIT course.

III. Award Nomination Procedures

- A. Nominations may come from any Department employee.
- B. When a member of the Department nominates an officer or civilian for consideration, the following procedures shall be followed:
 1. The nominating member will complete an Awards Nomination Form (LRPD Form 5000-10) with a detailed account of the act that deserves recognition within thirty (30) days of the date of the incident or within thirty (30) days of the conclusion of the investigation. One form shall be filled out for each person being nominated, but only one narrative is required.
 2. The form shall include the circumstances and actions surrounding the act, all witnesses to the act, and any other information that may be used for consideration.
 3. A copy of all applicable Departmental reports and supporting documentation shall be forwarded with the nomination through the Chain of Command for review. The Assistant Chief of Police reviewing the award nomination will then forward the file to the Public Affairs Officer after making their recommendation for review by the Awards Committee. The Awards Committee will review the file and make their recommendation. The Public Affairs Officer will then forward the file with recommendations from the Chain of Command and the Awards Committee to the Chief of Police for approval.
 4. After each Awards Review Committee meeting, the Public Affairs Office will notify the nominee's Commander of the committee's action on each nomination. The nominee's Commander shall be responsible for notifying the nominee.
- C. The Chief of Police shall appoint a ~~ten~~ eleven-member Departmental Awards Review Committee on an annual basis to evaluate all award nominations and recommend recipients to the Chief of Police for final approval. The Public Affairs Officer shall serve as Chairman of the Committee and the remainder of the Committee shall be composed of the following:
 1. Chairperson, Public Affairs Officer
 2. Member, One officer sworn employee from each Field Services Divisions;

3. Member, One officer sworn employee from the Headquarters Division;
4. Member, One officer sworn employee from the Major Crimes Division;
5. Member, One officer sworn employee from the Special Investigations Division;
6. Member, One officer sworn employee from the Special Operations Division;
7. ~~One civilian from the Communications Division;~~
8. Member, One sworn employee from the Professional Standards Division;
9. Member, One sworn employee from the Training Division; and,
10. Member, One civilian employee of the Department.

IV. Form of Awards

- A. Medal of Valor - The recipient of the Medal of Valor shall receive a medallion, ribbon bar and certificate denoting the award.
- B. Medal of Merit - The recipient of the Medal of Merit shall receive a medallion, ribbon bar and certificate denoting the award.
- C. Police Shield - The recipient of the Police Shield shall receive a ribbon bar and certificate denoting the award.
- D. Police Commendation Bar - The recipient of the Police Commendation Bar shall receive a ribbon bar and certificate denoting the award.
- E. Lifesaving Award - The recipient of the Lifesaving Award shall receive a ribbon bar and certificate denoting the award.
- F. *Military Service Commendation Award – The recipient of the Military Service Commendation Award shall receive a ribbon bar.*
- G. Civic Achievement Award - The recipient of the Civic Achievement Award shall receive a ribbon bar and certificate denoting the award.
- H. Officer of the Month Award - The recipient of the Officer of the Month Award shall receive a ribbon bar and certificate denoting the award. The recipient's name will also be added to the Officer of the Month plaque displayed at Police Headquarters.
- I. Officer of the Year Award - The recipient of the Officer of the Year Award shall receive a ribbon bar and plaque denoting the award.
- J. Civilian Employee of the Month Award - The recipient of the Civilian Employee of the Month Award shall receive a certificate denoting the award.

- K. Civilian Employee of the Year - The recipient of the Civilian Employee of the Year Award shall receive a plaque denoting the award.
- L. Community Service Award - The recipient of the Community Service Award shall receive a plaque denoting the award.
- M. Noel Don McGuire Award - The recipient of the Noel Don McGuire Award shall receive a medallion, a ribbon bar, and their name shall be added to the award plaque maintained by the Department.
- N. Chief Lawrence Johnson Leadership Award – The recipient of the Chief Lawrence Johnson Leadership Award will receive a ribbon bar and a plaque denoting the award.
- O. CIT Certification Award - The recipient of the CIT Certification Award shall receive a ribbon bar.

V. Presentation of Awards

- A. Medal of Valor
 - 1. The Chief of Police shall make a recommendation to the City Board of Directors through the City Manager that the nominee be presented the Medal of Valor.
 - 2. The approval by the Board normally shall be in the form of a Resolution, made by the Mayor, during the public presentation of the award to the recipient.
 - 3. The Chief of Police shall present the medallion, ribbon bar and certificate to the recipient.
- B. Other Awards - Upon approval and during a public presentation, the Chief of Police shall present the recipient with the medallion, ribbon bar, and certificate; ribbon bar and certificate; or medallion, whichever is appropriate.

VI. Documentation of Awards

- A. Maintenance of Information - All Departmental Awards and Letters of Commendation shall be forwarded to the City of Little Rock Human Resources Office to be placed in the recipient's employment file.

VII. Citizen's Achievement Award

- A. The Citizen's Achievement Award is established as a special Departmental award which may be presented for exceptional service by a member of the public who has made an outstanding contribution to the police profession and whose efforts are appreciated and recognized by the Department.
- B. This Award may be presented as a result of the award nomination procedures detailed in Section III of this Order or by decision of the Office of the Chief of Police.
- C. The recipient of the Citizen's Achievement Award shall receive a certificate denoting the award in a public ceremony.

VIII. Compliment-an-Officer

- A. *When the department receives a Compliment-an-Officer Form (LRPD Form 5030-29) from a member-of-the-public, the form will be forwarded to the Office of the Chief of Police. The Chief may refer the compliment to the employee's Chain of Command for the appropriate award recommendations.*

Additions and revisions are *italicized* and underlined.

Deletions are denoted with a strikethrough.