

 Policy and Procedure		Policy Number 3.05
Chapter	Employment Policies	Authorized By: Eric R. Stewart, Interim Chief of Police
Article	Awards and Commendations	
Effective Date: July 19, 2022		

PURPOSE

To set forth the Department's process for recognizing outstanding performance or contributions by Department personnel, community partners and citizens.

POLICY

The Department will present commendations and awards to recognize deserving employees and community members in order to enhance Department morale and employee motivation.

DEFINITIONS

Chief, as used in this policy means the Chief of Police or designee.

GENERAL GUIDELINES

Awards Committee <CALEA 26.1.2>

The Awards Committee (Committee) reviews nominations for commendations and awards and makes recommendations to the Chief or designee, who will make the final decision regarding the commendations and awards. Each year, employees interested in participating in the committee may volunteer as members. If there is an insufficient number of volunteers, the Chief or designee will select, by random drawing, and appoint members to the Awards Committee. The Chief or designee will also select an employee to serve as the Chair. The committee will be formed of as follows: The Chair, Professional Standards Unit (PSU) member, four (4) members from Patrol and one (1) member each from Criminal Investigations Unit, Records, Communications, Community Resource Unit, and Administration. The Chair may approve other City department employees that work closely with LPD to serve as committee members. The Committee meets at the discretion of the Chair but no less than semi-annually.

Nomination and Recommendation Process

The Committee shall seek out and review nominations for commendations and awards. To make a nomination, Department employees may submit award recommendations through the Blue Team reporting system. PSU will provide the Committee with the submitted award recommendations at the next scheduled meeting, the Committee may vote to recommend an award for each person involved or may conduct a follow-up investigation prior to making a recommendation, to include:

- Interviewing other employees involved in the incident.
- Interviewing additional citizens/witnesses.
- Reviewing all documentation related to the event, including any incident reports.

After such investigation, the Committee will vote whether to make a recommendation regarding the nomination. A minimum of four Committee members must be present at any meeting in which a vote is taken. Any recommendation requires a simple majority vote by the committee conducted by secret ballot, at the discretion of the chair.





Any committee member who is a candidate for an award or commendation shall not participate in the investigation and recommendation process for that commendation or award.

The Executive Assistant will assign a tracking number to the CAR and route the CAR to the Awards committee. The Committee chair will forward the recommendation to the Chief.

The employee's Division Assistant Chief or his/her designee will present the commendation or award and a copy of the original CAR to the employee.

Medals and Awards

Employees who gave their life in the line of duty, engaged in an act of heroism at extreme personal risk, performed a particularly hazardous duty, engaged in an act of extraordinary bravery and/or courage, demonstrated exemplary standard of conduct in the face of adversity, engaged in an assignment of an extraordinary nature, saved a human life, or sustained a serious injury by an adversary in a life-threatening confrontation may be recognized, by a suitable commendation consisting of medals, plaques, bars, or pins. The Chief will present all medals and pins in a Department or public ceremony. The Chief will place the written documentation in support of the award in the personnel file of the person receiving the award.

Officers may display Department awarded medals and pins on the Class A uniform during official police functions, including awards ceremonies, funerals, City Council presentations, and designated special events.

The following medals are listed in order of significance. There shall be no margin of doubt or possibility of error in awarding these honors, and the type of deeds, if not done, would not subject the employee to any criticism.

- *Police Cross Medal*

The Chief awards the Police Cross Medal for loss of life in the line of duty. Police Cross Medal award consists of an appropriate plaque and formal medal presented to the next of kin on behalf of the deceased Officer.

- *Medal Of Honor*

The Chief may award the Medal of Honor to an employee who performs an act of heroism and in so doing risks their life or the employee distinguishes themselves conspicuously by gallantly and intrepidly performing, at the risk of their life, above and beyond the call of duty. The Medal of Honor award consists of an appropriate plaque and formal Medal of Honor with a blue ribbon to be displayed on the police uniform and an appropriate pin (to be worn on civilian dress) commemorating the event.

- *Medal Of Valor*

The Chief may award a Medal of Valor to an employee who performs an act in the line of duty requiring exceptional courage and bravery in the presence of great danger or at great personal risk of life. The Medal of Valor consists of an appropriate plaque and formal Medal of Valor (to be worn on a dress uniform) commemorating the event and includes a red white and blue ribbon to be displayed on the police uniform and an appropriate pin (to be worn on civilian dress.)





- *Purple Heart*

The Chief may award a Purple Heart to an employee wounded in the line of duty by an adversary in a life-threatening confrontation. The Purple Heart award consists of an appropriate plaque and formal medal (to be worn on a dress uniform) commemorating the event and include a purple ribbon (purple) to be displayed on the police uniform and appropriate pin (to be worn on civilian dress.)

- *Police Shield Medal*

The Chief may award a Police Shield Medal to an employee seriously injured in the line of duty and such injury was sustained through justified extenuating circumstances and not through negligence or error. The Police Shield Medal consists of an appropriate plaque and formal medal (to be worn on a dress uniform) commemorating the event and include a suitable ribbon to be displayed on the police uniform and appropriate pin (to be worn on civilian dress.)

- *Life-Saving Medal*

The Chief may award Life-Saving Medal to an employee or citizen whose immediate and direct action saved a human life and if no action had been taken, the person would have likely died. The Life-Saving Medal consists of a plaque commemorating the event and includes a ribbon (red) to display on the police uniform and an appropriate pin (to be worn on civilian dress.)

- *Meritorious Service Award*

The Chief may award Meritorious Service Medal to an employee who:

- demonstrates exemplary conduct in the face of adversity
- acts to solve a major crime or series of crimes through personal initiative, tenacity, and great effort
- develops, initiates, engages in, or completes an assignment of an extraordinary nature, a program or a plan which contributes significantly to the Department's objectives and goals through personal initiative and ingenuity

The Meritorious Service Award consists of a plaque commemorating the event and includes a white ribbon to display on the police uniform and appropriate pin (to be worn on civilian dress.)

- *Exemplary Action Award*

The Chief may award the Exemplary Action Award to an employee who:

- for an individual action, that exemplifies outstanding performance of one's duty.
- any employee sworn or civilian that goes above and beyond their duty while performing a single action or actions over a period of time that does not meet the requirements of the Meritorious Service Award.

The Exemplary Action Award consists of a certificate and a light blue ribbon to display on the police uniform and appropriate pin (to be worn on civilian dress.) A gold star will signify each additional award.

The Chief may award employees who have demonstrated consistent exceptional ability and skill or contributed greatly in observable ways to the *esprit de corps*, teamwork, and morale of the organization. Awards will be recognized by pins, letters, certificates, plaques, or compensatory time.



- *Letter Of Commendation*

The Chief may issue a Departmental Letter of Commendation to an employee or unit that:

- engages in an act that indicates unusual thoroughness, conscientiousness, determination, and initiative
- engages in an excellent display of attention to duty or detail and observation in the handling of a specific assignment or incident that is exceptional in comparison to the normal line of duty
- performs an action in a manner that results or is instrumental in protecting life and property.
- performs an action that is instrumental in the elimination or removal of dangerous elements from society

A Letter of Commendation consists of an official certificate.

- *Civic Award*

The Chief may present the Civic Award to an employee who, through effort or service, has brought favorable recognition to the Department. Civic Award consists of a plaque.

- *Citizen Award*

The Chief may issue this award to a citizen who has assisted an LPD officer. The Chief of Police and the nominating employee shall present the Citizen Award which may consist of a certificate and a department coin.

Special Awards

The Chief selects the recipients of the following awards. These special awards are not necessarily brought to the Awards Committee for investigation or recommendation.

- *Employee Of The Year/Esprit De Corps Award*

The Chief distributes the Employee of the Year nomination form to all Department employees, requesting nominations. After the Chief closes nominations, all Department personnel may vote on the nominees by secret ballot. The Chief will select the award recipient based on a simple majority of ballots cast. In case of a tie, the Chief will present the award to the tied nominees. The Chief presents the award during a Department ceremony and the award consists of a personal plaque for the employee and a nameplate will be added to the Department awards display.

- *Community Service Awards*

On occasion, an outside organization requests that the Department select an employee to honor based on service to the community. When this occurs, Chief will select the recipient based on any criteria that the outside organization designates. Community Service Awards maybe presented by and in a form designated by the outside organization.

- *Chief's Awards*

The Chief may present awards to any person or group who has benefited the Department.





- *Retirement Awards*

The Chief may present the following awards when an employee or volunteer leaves the Department in good standing. For sworn officers, total years of service includes time spent as a Reservist at the Loveland Police Department.

- 5 through 20+ years Civilian and Sworn Letter of appreciation from Chief
- 11 through 20+ years Civilian Plaque with etched badge image (size based on # of years)
- 11 through 15+ years Sworn Plaque with etched badge image
- 15 through 20+ years Badge and shirt patch(es) that the officer worked under with plaque in shadow box
- 20+ years Sworn Department-issued gun with gun case
- 20+ years Civilian and Sworn retirement party at employee's discretion through approved FOP funds (if retiree is a member, a potluck, or a privately funded party)

Service Related Awards

The Chief may present awards to employees who demonstrate safe driving, attain firearms proficiency as outlined by National Rifle Association standards, perform for work accomplishments above the norm, and for time in service based on 5-year increments.

- *Safe Driving Awards*

The Department bases Safe Driving Awards upon every three (3) years driven in a City vehicle without a chargeable accident. A chargeable accident is one which occurs while driving a City vehicle in which the employee is determined to be partially or fully at fault or in which the employee is convicted of a traffic violation in relation to the accident. Every three (3) years a department employee may receive an official letter of commendation noting the total years and eight (8) hours of compensatory or equivalent time.

Multiple Awards

More than one award may be given to an individual resulting from a single incident. Multiple awards of any bar award, for separate incidents/recognition, will be designated by a star for each award affixed to the bar.

The Executive Assistant will ensure that a display of medals and awards, and a listing of who has received them, is maintained in the Public Safety Building.

Master Rank Designation

The Master rank designation was created to honor officers who have attained tenure within the law enforcement profession. The Master designation is reserved for officers, detectives, and sergeants whom have reached the following years of service in law enforcement and with the Loveland Police Department:

- Master Police Officer designation: An officer attains the designation of Master Police Officer when such officer reaches 20 years of sworn law enforcement experience, 10 years of which is with the Loveland Police Department.
- Master Detective designation: An officer attains the designation of Master Detective when such officer reaches 10 years of Detective experience with Loveland Police Department. The





designation is applicable to those officers that are assigned to the Criminal Investigations Unit when the milestone is reached.

- Master Sergeant designation: A sergeant attains the designation of Master Sergeant after completing 10 years of service as a sergeant with the Loveland Police Department.

The designation is symbolic and designed to honor those officers that reach the aforementioned milestone(s) of service within the profession and the Loveland Police Department. An officer who attains such designation will receive a certificate and badge depicting the respective designation.

The designation does not include a monetary incentive, pay increase, or any additional benefits of any kind.

