

MESA POLICE Department Policy Manual	Awards	DPM 1.11.30 Effective 07/06/2015 Revised 02/26/2024
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1. PURPOSE

This policy provides the types of awards available through the Mesa Police Department (MPD) and the protocols associated with each award. This policy also establishes the Meritorious Conduct Board (MCB) and authorizes its duties.

2. AWARDS AUTHORIZED BY MPD

Below is an alphabetized list of awards authorized by the MPD. For a quick reference guide of MCB and chain of command reviewed awards listed in order of significance, please see [DPM 1.11.30A Awards Quick Reference Guide](#).

2.1 Annual Awards

A. Awards reviewed and recommended by the MCB and presented at the Annual Awards Ceremony:

1. **Leader of the Year:**

- a. Awarded to one sworn supervisor and one professional staff supervisor annually for exemplary service, dedication, and leadership. The members shall display a high level of professionalism and integrity, strive for continuous personal and professional development, demonstrate operational excellence, exhibit professional zeal in the performance of their duties, inspire enthusiasm in their fellow Department members, encourage and instill high expectations in their fellow Department members, maintain accurate knowledge of Department directives, demonstrate a sense of community awareness, and exemplifies pride in service to the public.
- b. Award is reviewed and recommended by the MCB.
- c. Award recipients receive:
 - Engraved plaque.
 - Chief's Coin.

2. **Department Member of the Year:**

- a. Awarded to one patrol officer, one detective/officer and one professional staff member annually. This award is recognition of sworn and professional staff members who, throughout the year, have consistently displayed exceptional work performance, professionalism, and customer service orientation.
 - Detective/Officer refers to non-supervisory sworn members in a specialty assignment.
- b. Award is reviewed and recommended by the MCB.
- c. Award recipients receive:
 - Engraved plaque.

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- Year-long access to a parking space for each recipient, designated by the member's Division.
 - A Commander/Professional Staff Equivalent (PSE) Coin.
3. **Sergeant Brandon Mendoza Community Partnership Award:**
- a. May be awarded to sworn/professional staff member(s) for demonstrating outstanding commitment to the community and law enforcement profession through acts and accomplishments that promote a positive interaction between the citizens of Mesa and law enforcement.
 - Member must demonstrate a significant and positive impact upon the community as a result of several years of voluntary active involvement in community projects or education, outside of their law enforcement duties, that has improved the community as a whole.
 - Member must also demonstrate exemplary service, conduct, and performance of duties over a period of time that strengthens the MPD and the law enforcement profession.
 - b. Award is reviewed and recommended by the MCB.
 - c. Recipients receive:
 - Engraved plaque.
 - Coin.
4. **Citizen of the Year:**
- a. Awarded to citizens whose actions have exemplified excellence in the performance of public safety functions. Demonstrates leadership and commitment through communication, problem solving, or other skills.
 - b. Chosen by the MCB from recipients of the Citizen's Meritorious Service Award, Citizen's Lifesaving Award, or other nominations.
 - c. The MCB will select the recipient and obtain approval from the Community Services Bureau Assistant Chief, who will then review with the Chief of Police for selection.
 - d. Recipients receive:
 - Engraved plaque.

2.2 Authorized Director's Time (ADT)

- A. See [DPM 1.11.35 Special Recognition Program \(STAR & Authorized Director's Time\)](#).

2.3 Chief's Challenge Coin

- A. See [DPM 1.11.45 Chief's Challenge Coin Award Program](#).

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2.4 Citizen's Certificate of Appreciation

- A. Recognizes citizens who perform an act that honorably facilitates the Department mission.
- B. Award is reviewed and recommended by the MCB.
- C. Presented at the Quarterly Promotion & Awards Ceremony.
- D. Recipients receive:
 - 1. Certificate in framed wood holder.

2.5 Citizen's Lifesaving Award

- A. Awarded to citizens directly responsible for saving a human life in Mesa.
- B. Award is reviewed and recommended by the MCB.
- C. Presented at the Quarterly Promotion & Awards Ceremony.
- D. Recipients receive:
 - 1. Certificate in framed wood holder.

2.6 Citizen's Meritorious Service Award

- A. Awarded to citizens who exemplify excellence during performance of public safety functions. Demonstrates commitment to public safety mission, communicates information effectively and participates in problem solving.
- B. Award is reviewed and recommended by the MCB.
- C. Presented at the Quarterly Promotion & Awards Ceremony.
- D. Recipients receive:
 - 1. Engraved plaque.

2.7 City of Mesa (COM) Exceptional Customer Service Award

- A. Awarded to a team or individual who has provided superior services to Mesa customers in order to improve the quality of life for Mesa residents, businesses and visitors; solved a problem for a customer that required interdepartmental cooperation and or extraordinary effort by a group of employees or an individual employee; provided exceptional support to a City department, division, project, group, employee, or citizen; or achieved an exceptionally difficult goal that resulted in enhanced customer service.
- B. Award is reviewed and recommended by the MCB.
- C. Presented at the Quarterly Management Meeting by the City Manager.
- D. Recipients receive:
 - 1. Trophy or plaque.
 - 2. Monetary reward.

2.8 Commendation

- A. Recognition of outstanding performance by a member on difficult police operations, projects, programs, or situations requiring exceptional dedication.

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- B. This award is reviewed and awarded by chain of command, unless part of a higher-level award under consideration by the MCB.
- C. Presented at briefings by the Division Commander/PSE or designee.
- D. Award recipients receive:
 - 1. Certificate of commendation.
 - 2. Uniform ribbon.

2.9 Golden Field Interview Card

- A. See [DPM 1.11.40 Golden Field Interview \(FI\) Card Award](#).

2.10 Informal Awards

- A. Informal awards are instances that may not rise to the level of a formal award (i.e., thank you letters, positive email correspondence, positive feedback/voicemails regarding member performance, etc.).
 - 1. Supervisors of members who receive the positive feedback **shall** enter informal awards directly into BlueTeam by selecting the “New Incident” tab and entering information on the “Award-Recognition” dropdown selection.
 - 2. Once entered/completed, supervisors will forward the BlueTeam entry to the Award Admin group inbox and “cc” the affected Division Commander/PSE.

2.11 Lifesaving Medal

- A. Awarded to members directly responsible for saving a human life where the recipient was not placed in personal danger.
- B. Award is reviewed and recommended by the MCB.
- C. The award is presented at the Quarterly Promotion & Awards Ceremony and recognized at the Annual Awards Ceremony.
- D. Award recipients receive:
 - 1. Medal.
 - 2. Uniform ribbon.
 - 3. Coin.
- E. NOTE: For use of NARCAN only in lifesaving incidents, refer to **Section 2.21 Use of NARCAN Award**.

2.12 Medal of Distinction

- A. Awarded to a member who distinguishes themselves by bravery in action in a potentially hazardous situation. The act performed must render the recipient well above the standard expected.
- B. Award is reviewed and recommended by the MCB.
- C. The award is presented at the Quarterly Promotion & Awards Ceremony and recognized at the Annual Awards Ceremony.
- D. Award recipients receive:

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1. Medal.
2. Uniform ribbon.
3. Coin.

2.13 Medal of Excellence

- A. May be awarded for the following:
 1. Outstanding commitment through acts and accomplishments, demonstrating initiative, creativity and dedication leading to successful completion.
 2. Contribution to the MPD in an exemplary manner, which typifies excellence in the mission and values of the organization and has contributed to the police profession in an outstanding manner.
 3. Demonstrated exemplary service, conduct and performance of duties in any police assignment over a period of time that strengthens the organization and has significant impact on the future of the agency that is clearly exceptional.
- B. Award is reviewed and recommended by the MCB.
- C. The award is presented at the Quarterly Promotion & Awards Ceremony and recognized at the Annual Awards Ceremony.
- D. Award recipients receive:
 1. Medal.
 2. Uniform ribbon.
 3. Coin.

2.14 Medal of Honor

- A. Awarded to members who display an exceptional amount of gallantry, heroism, and courage at the risk of their lives, **above and beyond the call of duty**, when faced with a violent conflict involving themselves or a third party.
- B. Award is reviewed and recommended by the MCB.
 1. The nomination for the Medal of Honor award will be presented to Executive Staff in a presentation format by the MCB Chairperson and/or Human Resources Commander. Executive Staff maintain authority for final approval of the nomination.
- C. The award is presented at the Quarterly Promotion & Awards Ceremony and recognized at the Annual Awards Ceremony.
- D. Award recipients receive:
 1. Medal.
 2. Uniform ribbon.
 3. Coin.

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2.15 Member of the Quarter (MOQ)

- A. Recognition of member who displays exceptional work performance, professionalism, and customer service orientation.
- B. This award is reviewed and awarded by the chain of command, unless part of a higher-level award under consideration by the MCB.
- C. Presented at briefings by the Division Commander/PSE or designee.
- D. Award recipients receive:
 - 1. Plaque with photo displayed in the Division.
 - 2. Certificate.
 - 3. Coin.

2.16 Preservation of Life

- A. Recognizes a member who has distinguished themselves by using exceptional tactical skills and exercising sound judgment to preserve the life of another during a dangerous encounter.
- B. Award is reviewed and recommended by the MCB.
- C. The award is presented at the Quarterly Promotion & Awards Ceremony and recognized at the Annual Awards Ceremony.
- D. Award recipients receive:
 - 1. Medal.
 - 2. Uniform ribbon.
 - 3. Lapel pin.
 - 4. Citation.

2.17 Purple Heart

- A. Awarded to members of the Department who have sustained traumatic physical injury during an on-duty situation/incident and posthumously to the next of kin in the name of those who are killed or die of wounds received in the line of duty. It may be granted in addition to other awards.
- B. Award is reviewed and recommended by the MCB.
- C. The award is presented at the Quarterly Promotion & Awards Ceremony and recognized at the Annual Awards Ceremony.
- D. Award recipients receive:
 - 1. Medal.
 - 2. Uniform ribbon.
 - 3. Coin.

2.18 Special Thanks & Recognition (STAR) Award

- A. See [DPM 1.11.35 Special Recognition Programs \(STAR & Authorized Director's Time\)](#).

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2.19 Teamwork Citation

- A. Awarded to a group of employees from at least three different work groups, units, or departments that came together as a team and achieved exceptional results relating to a specific incident or event.
- B. This award is reviewed and awarded by the chain of command, unless part of a higher-level award under consideration by the MCB.
- C. Presented at briefings by the Division Commander/PSE or designee.
- D. Award recipients receive:
 1. Certificate (each member).
 2. Uniform ribbon.

2.20 Unit Citation

- A. Recognition of outstanding accomplishments by a unit towards achievement of Department goals and objectives.
- B. This award is reviewed and awarded by the chain of command, unless part of a higher-level award under consideration by the MCB.
- C. Presented at briefings by the Division Commander/PSE or designee.
- D. Award recipients receive:
 1. Certificate (each member).
 2. Uniform ribbon.

2.21 Use of Narcan Award

- A. Recognition of members and/or citizens who administer NARCAN to any individual and the victim survived:
 1. In a situation where a Department member administers NARCAN to a civilian absent any lifesaving efforts (i.e., CPR, etc.), this would **NOT** qualify as a lifesaving effort.
 2. In a situation where a Department member administers NARCAN to any other Department member or emergency responder (i.e., fire and/or ambulance personnel, probation or parole officer, etc.) **regardless of any other lifesaving efforts** such as CPR and the victim survived, it is recommended the incident be submitted.
 3. In a situation where a Department member administers NARCAN to any person (Department member, civilian, or otherwise) **where additional lifesaving efforts**, such as CPR and rescue breathing were required, and the victim survived, it is recommended the incident be submitted.
 4. In a situation where a Police Service Dog (PSD) Handler needs to administer NARCAN to the PSD in their care, as well as a citizen and/or emergency responder, this could be considered **additional lifesaving efforts**. If all survive, the incident could be referred for review.

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- B. This award is reviewed and awarded by the chain of command, unless part of a higher-level award under consideration by the MCB. Some cases may be extensive and could require additional review by the MCB. This will be determined by the Division Commander/PSE on a case-by-case basis.
- C. Presented at briefings by the Division Commander/PSE or designee.
- D. Award recipients receive:
 - 1. Certificate.
 - 2. Coin.
 - 3. STAR Award.

2.22 Years of Service Award

- A. Awarded to sworn and professional staff as recognition of their service time.
- B. Presented at briefings by the Division Commander/PSE or designee.
- C. Award recipients receive:
 - 1. Sworn:
 - Gold badge issued after 20 years of service with the MPD.
 - Plaque given to members achieving 20 years of cumulative sworn service to the COM.
 - 2. Professional Staff:
 - Plaque given to members achieving 20 years of cumulative service to the COM.

3. Meritorious Conduct Board (MCB)

3.1 Membership

- A. MCB membership consists of 11 voting members and one non-voting member appointed by the Chief of Police or Community Services Bureau Assistant Chief. The members included are as follows:
 - 1. Chairperson (Human Resources Lieutenant).
 - 2. Media Relations Office (MRO) Sergeant.
 - 3. Community Relations Supervisor.
 - 4. A Sergeant.
 - 5. A Detective.
 - 6. A Patrol Officer.
 - 7. A Professional Staff Supervisor.
 - 8. A Professional Staff Non-Supervisor Member.
 - 9. Member at Large, Non-Supervisor.
 - 10. Member at Large, Non-Supervisor.
 - 11. Citizen Volunteer.
 - 12. Police Administration Support Assistant (Non-Voting).

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3.2 Board Terms

- A. With the exception of the MCB Chairperson, MRO Sergeant, and the Police Administration Support Assistant, members serve at the direction of the Chief of Police for two-year terms from date of appointment.
 1. Members can serve one additional two-year term at their request once approved by current MCB members and the Community Services Bureau Assistant Chief.
 2. The Chief of Police or Community Services Bureau Assistant Chief can appoint a temporary MCB member in the absence of a regular MCB member.
 3. MCB members can be replaced at the discretion of the Chief of Police.

3.3 Awards Reviewed by MCB

- A. The MCB primarily reviews and makes recommendations for the following awards, listed in order of significance from greatest to least:
 1. Medal of Honor.
 2. Purple Heart.
 3. Medal of Distinction.
 4. Preservation of Life.
 5. Lifesaving Medal.
 6. Medal of Excellence.
 7. Leader of the Year (Sworn & Professional Staff).
 8. Department Member of the Year (Detective/Officer, Patrol Officer, & Professional Staff).
 9. Sergeant Brandon Mendoza Community Partnership Award.
 10. Citizen of the Year.
 11. Citizen's Meritorious Service Award.
 12. Citizen's Certificate of Appreciation.
 13. Citizen's Lifesaving Award.
 14. COM Exceptional Customer Service Award.

3.4 Board Meetings

- A. Six voting members must be present before business can be conducted and matters voted on.
 1. Each member's vote is of equal value.
 2. A majority vote is required to render a decision.
 3. In case of a tie and a decision cannot be made after further deliberation, the Community Services Bureau Assistant Chief will have the deciding vote.
- B. If the Chairperson is absent, the highest-ranking sworn member present serves as Chairperson of the MCB as appointed by the Chairperson.

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- C. The MCB will meet monthly to review departmental awards requiring review by the MCB.
 - 1. For complex cases under review, the MCB Chairperson may assign an MCB member to review the incident **OR**, the MCB may request the nominating supervisor attend or answer questions about the incident under consideration. In such cases, the MCB Chairperson will be responsible for coordinating with the nominating supervisor or MCB reviewing member. The MCB reviewing member or nominating supervisor will present, at minimum, the following:
 - a. Executive summary of the incident.
 - b. Involved member's name and employee number.
 - c. A detailed description of each individual's actions supporting the award nomination.
 - d. Any other relevant information to assist the MCB (i.e., video/on-officer body camera (OBC) footage, written correspondence supporting the nomination, etc.).
- D. Each quarter, the MCB will review nominations for the COM Exceptional Customer Service Award.
 - 1. The MCB will select one nomination from those submitted to be forwarded to the City as the representative for the MPD.
 - a. The Community Services Bureau Assistant Chief will approve the MCB's selection before forwarding it to the City.

3.5 Board Responsibilities

- A. The MCB makes recommendations to the Community Services Bureau Assistant Chief for all awards within 30 days of a Board meeting in a written memo via the Human Resources chain of command.
- B. The MCB Chairperson may meet with the Human Resource Commander and/or Community Services Bureau Assistant Chief to discuss the MCB's decisions.
- C. The Human Resources Commander and Community Services Bureau Assistant Chief reviews and approves the minutes and returns them to the Chairperson for filing.
- D. Once the Community Services Bureau Assistant Chief has acted upon the MCB's recommendations, the MCB Chairperson notifies the affected Division Commander/PSE and employee nominating the member(s) of the results.
- E. The Community Services Bureau Assistant Chief may consider the Internal Affairs (IA) history of the award nominee when considering applicability for an award.
- F. The MCB Chairperson, Human Resources Commander, and/or Community Services Bureau Assistant Chief notifies Police Administration via BlueTeam

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of the approved awards so the members can be recognized at the next Quarterly Promotion & Awards Ceremony.

3.6 MCB Recommendations for Annual Awards

- A. The MCB makes recommendations to the Community Services Bureau Assistant Chief of the top three candidates for each of the Annual Awards.
 1. The Community Services Bureau Assistant Chief will bring the recommendations to the Chief of Police for final review and selection of the award winners.
 2. The Community Services Bureau Assistant Chief will notify the Human Resources Commander and MCB Chairperson of the final selections.
- B. Award nominations submitted that involved critical incidents (i.e., officer involved shooting) will be held for review by MCB until clearance by the respective prosecuting agency and/or use of force reviewing board is complete.

3.7 MCB Review of Other Awards

- A. Award nominations frequently contain varying levels of exceptional member performance including heroism awards, as well as those awards normally reviewed/approved by the chain of command.
- B. If the MCB reviews a nomination that contains a recommendation for an award normally reviewed/approved by the chain of command (i.e., Teamwork Citation, Unit Citation, Commendation, etc.), the MCB will vote and provide recommendation/concurrence for approval of those awards.
 1. The MCB Chairperson will forward in BlueTeam their recommendation to the Community Services Bureau Assistant Chief.
 2. The MCB Chairperson, Human Resources Commander, or Community Services Bureau Assistant Chief notifies Police Administration via BlueTeam of the approved awards so the members can be recognized at the next Quarterly Promotion & Awards Ceremony or by the respective chain of command.

4. NOMINATION, SELECTION, RECOGNITION & PRESENTATION OF AWARDS

4.1 Eligibility

- A. Department members may nominate anyone who fits the criteria of the award, except for themselves.
- B. Every MPD member, on or off duty, is eligible to receive awards, with the exception that members may not receive awards for their involvement in “at

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fault” incidents. This would include incidents where the member is found responsible in Command or IA investigations.

4.2 Nomination Timeframe – Awards Reviewed by the MCB

- A. Approximately three months before the Annual Awards Ceremony, the MCB Chairperson, or designee, will post the announcement and due date for acceptance of nominations for: Sworn Leader of the Year, Professional Staff Leader of the Year, Detective/Officer of the Year, Patrol Officer of the Year, Professional Staff Member of the Year, and the Sergeant Mendoza Community Partnership Award.
 1. The announcement for the Annual Awards will state the evaluation period/time frame under consideration.
 - a. For purposes of the Annual Awards, the period of evaluation/time frame is for the preceding fiscal year, July 1 - June 30.
- B. Approximately one month prior to the end of the quarter, The MCB Chairperson will send the announcement and due date for the COM Exceptional Customer Service Award to Command Staff, Lieutenants, and PSEs.
- C. For all other awards reviewed by the MCB, nominations must be submitted within 90 days of occurrence of event or conclusion of investigation.
 1. Nominations submitted beyond 90 days will be at the discretion of the affected Division Commander/PSE and Assistant Chief and reviewed at the discretion of the MCB and Community Services Bureau Assistant Chief.

4.3 Nomination Process – Awards Reviewed by the MCB

- A. For Sworn Leader of the Year, Professional Staff Leader of the Year, Detective/Officer of the Year, Patrol Officer of the Year, Professional Staff Member of the Year, and the Sergeant Mendoza Community Partnership Award:
 1. The nominator submits a memo to their direct supervisor for review and approval during the nomination period.
 2. The direct supervisor uploads the nomination memo along with any supporting documents into BlueTeam as Award/Recognition incident type by the due date; and
 - a. Routes the BlueTeam incident to the MCB group inbox; with
 - b. A “cc” to the nominating member’s Division Commander/PSE for review.
- B. Quarterly COM Exceptional Customer Service Awards:
 1. Nominations will be uploaded into BlueTeam as Award/Recognition incident type by the affected Division Commander and routed to the MCB group inbox by the due date.

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2. The MCB will make the selection and obtain approval from the Community Services Bureau Assistant Chief.
3. Once approved, the MCB Chairperson will submit the Department's nominations to the COM through the award module on the [City Intranet](#).
- C. All Other Awards Reviewed by the MCB:
 1. The nominator submits a memo to their direct supervisor outlining the actions of the nominee, along with any supporting documentation, including:
 - a. Date of incident.
 - b. Department report number, if applicable.
 - c. Description of the individual actions of the nominee and not a summary of the incident.
 - d. The recommended award.
 - The nominator should recommend the highest appropriate award.
 - e. Why the incident fits criteria for the requested award.
 2. The direct supervisor uploads the nomination memo along with any supporting documents into BlueTeam as Award/Recognition incident type; and
 - a. Routes the BlueTeam incident to the MCB group inbox; with
 - b. A "cc" to the nominating member's Division Commander/PSE for review.

4.4 Nomination Process – Awards Reviewed by Chain of Command

- A. The chain of command reviews and makes recommendations for the following awards, unless part of a higher-level award under consideration by the MCB. The awards are listed in order of significance from greatest to least:
 1. Teamwork Citation.
 2. Unit Citation.
 3. Commendation.
 4. Member of the Quarter (MOQ).
 5. Use of NARCAN Award.
- B. All chain of command award nominations are submitted to the affected Commander/PSE via BlueTeam.
- C. Citations, Commendations & Use of Narcan Awards:
 1. Nominator or first line supervisor prepares a memo, which is uploaded into BlueTeam along with any supporting documentation. The BlueTeam entry is sent to the appropriate Division Commander/PSE.
 2. The Division Commander/PSE:
 - a. Approves or denies the recommendation in the comments/response section of BlueTeam; and
 - b. Forwards the BlueTeam entry to the Award Admin group inbox to make arrangements for the award.

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D. Member of the Quarter (MOQ):

1. Police Administration makes a request to Command Staff/PSE for nominations for MOQ.
2. The Division Commander/PSE selects a MOQ for their Division and uploads the nomination memo along with any supporting documentation into BlueTeam
3. The Division Commander/PSE forwards the BlueTeam entry to the Award Admin group inbox to make arrangements for the award.
4. The MOQ nominees that were not selected will be sent a thank you letter, [DPM 1.11.25F1 Member of the Quarter Nomination](#), by the Division Commander/PSE for their work contribution.
 - a. The Division Commander/PSE or their designee will upload the thank you letter as an informal award in the member's IA history.

4.5 Review, Selection, Presentation & Recognition

- A. For awards reviewed and presented on a quarterly or annual basis, the MCB will make recommendations to the Community Services Bureau Assistant Chief of the top three candidates for each award.
 1. The Community Services Bureau Assistant Chief will bring the recommendations to the Chief for final review and selection of the award winners.
 2. The Community Services Bureau Assistant Chief will notify the MCB Chairperson of the final selections.
 3. Upon selection of all the award categories, the MCB Chairperson will notify Police Administration by sending to the BlueTeam Award Admin group inbox.
- B. If nobody is nominated/selected for a quarterly or annual award category, the award will not be given for that presentation period.
- C. Awards that are not presented during the Quarterly Promotion & Awards or Annual Awards Ceremonies should be presented during the next briefing when the officer is available.
 1. For members that do not attend a briefing (such as professional staff), the Commander/PSE should schedule a meeting to present the award as soon as possible.
- D. For awards recognizing undercover officers or undercover operations, the Division Commander/PSE, with concurrence of the Investigations Bureau Assistant Chief, will determine the location for award recognition.

4.6 Award Preparation

- A. Police Administration:
 1. Is responsible for monitoring the BlueTeam Award Admin group inbox for incoming awards.

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2. Receives information on award recipients from the MCB Chairperson on all MCB reviewed/recommended awards except the COM Exceptional Customer Service Award.
 3. Orders plaques, medals, nameplates, and completes certificates for the awards ceremonies.
 4. Obtains ribbon(s) from MPD Supply and sends to Division Commanders/PSEs.
 5. Schedules photographer for ceremonies.
 6. Sends invitations out to notify award winners of pending awards for the Quarterly Promotion & Award Ceremonies.
 7. If refreshments are served at the Quarterly Promotion & Awards Ceremony, the Police Administration Support Assistant will make the arrangements for set up and clean-up.
 8. Prepares and posts fliers to notify award winners and Command Staff of awards ceremonies.
 9. Provides lists of award winners to the MRO for posting on Just the Facts.
 10. Forwards copies of written nominations and certificates to COM Personnel to be placed in the nominated member's personnel file (only the certificate will be forwarded to COM Personnel and must contain the member's identification number).
 11. Police Administration will upload a copy of the nomination and approved award into BlueTeam. Once completed, Police Administration will forward the BlueTeam entry to IA by clicking "Forward to PS-IA".
- B. Anything pertaining to the Annual Awards Ceremony will be the responsibility of the Human Resources Commander.

4.7 Internal Affairs (IA)

- A. IA will assign a BlueTeam award number to the finalized award (including informal awards) for inclusion in the member's IA history.

5. CEREMONIES

5.1 Annual Awards Ceremony

- A. The Human Resources Division will work in collaboration with Police Administration to establish a date for the event and any special requests as per the Chief of Police.
- B. The Human Resources Division is responsible for the following preparation for the Annual Awards Ceremony:
 1. Selecting the venue;
 2. Catering;
 3. Setting up on the event day;

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4. Creating the event invitation;
 5. Sending out invitations to all nominees in the Annual Awards categories;
 6. Tracking the RSVP guest list;
 7. Working in collaboration with the MRO to create a slide show presentation of the awards nominees and recipients in each category; and
 8. Any other planning logistics for the event.
- C. The Human Resources Commander is responsible for the event Run of Show and Event Speaker Script.

5.2 Quarterly Promotion & Awards Ceremonies

- A. The Human Resources Commander:
1. Is the primary coordinator of the Quarterly Promotion & Awards Ceremonies;
 2. Will work in collaboration with Police Administration to establish dates of the ceremonies and special requests as per the Chief of Police; and
 3. Serves as the emcee for the ceremonies and is responsible for obtaining all the necessary information for the Event Speaker Script.

REFERENCES

- [DPM 1.11.30A Awards Quick Reference Guide](#)
- [DPM 1.11.35 Special Recognition Program \(STAR & Authorized Director's Time\)](#)
- [DPM 1.11.40 Golden Field Interview \(FI\) Card Award](#)
- [DPM 1.11.45 Chief's Challenge Coin Award Program](#)