

# PROCEDURE MANUAL 19-10



MICHIGAN STATE POLICE

## Department Awards

**Purpose:** This manual establishes the procedures for recognizing outstanding service and extraordinary actions.

**Effective Date:** April 2, 2024

**Supersedes:** Procedure Manual 19-10, dated April 19, 2022

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## Definitions:

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None

## Section 1: Citations and Recognition for Promotion

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### 1.1 Request for Citation

- a. Commanders shall prepare requests for citations for members of their command, officers of other agencies, and private citizens who they believe have performed acts that deserve recognition. Award nominations shall detail the individual actions of each person named in the request and recommend the appropriate award for which each individual qualifies.
- b. Award nominations shall be reviewed and commented on by the worksite commander and the appropriate district/division commander.
- c. A request for a citation shall be made to the district or division commander using a Request for Citation form DIR-082.
- d. The District/Division Award Review Panel shall review each recommendation and determine appropriate action.
  - i. Citation requests may be returned to the originating commander for further investigation, for inclusion of other personnel, or for other revisions.
  - ii. If the case involves court disposition, it shall not affect the request for citation except when the case was dismissed because of an improper search and seizure, interrogation, etc.

- e. If the District/Division Award Review Panel determines the actions of the member warrant a citation requiring Board of Awards approval as outlined in Section 1.2 of this manual, the panel shall forward the DIR-082 and supporting documentation to the Board of Awards via the Transparency and Accountability Division SEMA for final determination.
- f. If the District/Division Award Review Panel issues an award, as outlined in Section 1.2 of this manual, they shall complete the applicable citation for presentation as described in Section 1.5.
  - 1. The District/Division Award Review Panel shall forward a copy of the completed DIR-082 and citation to the Board of Awards secretary for record purposes. The award information shall then be forwarded to the Human Resources Division to be retained in the member's personnel file.
- g. A request for citation shall be submitted no later than 90 days following final disposition of the case in which the acts were performed.

## 1.2 Types of Citations Awarded

- a. Citations Requiring Board of Awards Approval
  - i. Citation for Valor, DIR-072
    - 1. The Citation for Valor is the highest award obtainable by a department member. It is awarded only in exceptional cases when a member risks their life in performing a hazardous duty. The act shall be of such an extraordinary nature that the exposure to peril is above and beyond the call of duty.
  - ii. Citation for Bravery, DIR-071
    - 1. The Citation for Bravery is awarded when a member knowingly performs an act in the line of duty which endangers or exposes themselves to serious injury and when, because of the nature of the action, a life may be saved, a serious crime prevented, or a person arrested who has committed a serious crime. Incidents that force a member to act in self-preservation without the benefit of thought or preparation will not normally support a nomination for a Bravery Award.
  - iii. Citation for Meritorious Service, DIR-070
    - 1. The Citation for Meritorious Service is awarded for service rendered in the line of duty when a member, because of diligence and perseverance, performs difficult tasks under unusual circumstances and goes beyond that which is normally expected of most members where crime is prevented, life and property is protected, or criminals are apprehended.
  - iv. Citation for Distinguished Service, DIR-076
    - 1. The Citation for Distinguished Service is awarded to a member who demonstrates extraordinary effort through diligence and perseverance and performs activities beyond what are normally expected outside of crime prevention, life and property protection, or criminal apprehension. Activities to be considered include, but are not limited to, unique and complex staff assignments and special assignments that are especially challenging or which

require extraordinary effort and represent a significant contribution to the department's vision.

v. Lifesaving Citation, DIR-075

1. The Lifesaving Citation is awarded to a member who, through their direct actions, saves a life. Lifesaving actions are not limited to learned life-supporting processes such as mouth-to-mouth resuscitation, cardiopulmonary resuscitation (CPR), rendering aid to choking victims, or controlling severe bleeding.
2. Actions that do not directly involve the use of first-aid techniques, but that preserve a life in imminent peril shall also be considered for the lifesaving award (e.g., rescuing an occupant from a burning vehicle).
3. The citation is awarded only if the victim survives for a minimum of 24 hours after the incident. Documentation from an attending physician should be included with the nomination only when it will assist the board in determining that the methods applied contributed significantly to the saving of a life, or that the person lived for the required period.
4. This citation shall not prevent the issuance of an award for valor, bravery, or meritorious service if circumstances warrant.
5. When the lifesaving effort is significant, but the victim does not survive, the professional excellence award may be appropriate.

vi. Blue Diamond Citation, DIR-089

1. The Blue Diamond may be awarded to a department member who receives a serious bodily injury that requires professional medical care while performing work-related duties, on or off duty, as the direct result of any civil infraction, arrestable offense, or traffic crash where the member is deemed not at fault.
  - a) This citation is also awarded to any member shot, on or off duty, due to a hostile action of an assailant while the member was engaged in a law enforcement function.
  - b) This citation may be awarded posthumously and in conjunction with other awards.
2. Members requesting a Blue Diamond Award for another member shall thoroughly describe the incident leading to the injury in the Request for Citation. However, to protect the privacy of the injured member, the Request for Citation shall not include details about the nature of the injury. The chairperson of the Board of Awards will confirm with the Human Resources Division that the injury meets the requirements for the award before the Board considers the request.
3. The Blue Diamond Citation may also be awarded by the Director, in their discretion, without approval of the Board of Awards. When the Director has awarded a Blue Diamond Citation, the chairperson of the Board of Awards shall include it in official bulletins along with awards granted by the board.

b. Citations Awarded by the District/Division Award Review Panel

i. Citation for Professional Excellence, DIR-074

1. Department Members

- a) The Citation for Professional Excellence is awarded for service rendered by a member which does not come within the five above classifications, but which the Award Review Panel wishes to formally recognize as an act of outstanding service.

2. Non-Department Members

- a) When a non-department person plays an integral role in assisting the department, acting in their official capacity as an employee of another employer, the name of the non-department person shall be brought to the attention of the District/Division Award Review Panel on a Request for Citation, DIR-082.

ii. Unit Citation, DIR-077

1. The Unit Citation may be awarded to the collective members of a worksite to recognize the efforts, contribution, and exceptional performance of duty by members in support of the department's mission.
2. A request for a Unit Citation is made to the district or division commander in a memorandum detailing the collective efforts and contributions of members of a worksite.

iii. Distinguished Citizen Award, DIR-078

1. A Distinguished Citizen Award may be awarded to a citizen of any age who assists members of the department in any way that tends to physically endanger the citizen. This includes actions by citizens that are instrumental in the apprehension of a criminal and for extraordinary actions taken to protect life or property. All members of the department are urged to submit any significant incident involving the assistance of a citizen for consideration.

c. Citations Awarded by the Director

i. Director's Commendation, DIR-079

1. The Director's Commendation is a citation given at the discretion of the Director to a member who is deserving of special recognition for services rendered to the department. The Board of Awards does not have jurisdiction over this citation.

ii. Memorial Citation, DIR-073/DIR-073A

1. The Memorial Citation is presented to an immediate family member (i.e., the spouse, parent, brother, or sister) of a member who loses their life in the line of duty in situations where the requirements for the Valor or Bravery awards are not met. The Board of Awards does not have jurisdiction over this citation.

iii. Distinguished Partner Award, DIR-085

1. The Distinguished Partner Award may be awarded, at the discretion of the Director, to a non-department member or outside agency in special recognition for services rendered or support to the department. The Board of Awards does not have jurisdiction over this citation.
- iv. Cpl. Samuel A. Mapes Criminal Patrol and Investigation Citation, DIR-086
1. The Samuel A. Mapes Citation is awarded annually by the Director in conjunction with the Field Services Bureau Commander to recognize those members who excel in the areas of crime prevention, traffic safety, and community engagement.
    - a) This annual recognition will be awarded to the top five percent of troopers at each worksite at the conclusion of each year using the following criteria:
      - 1) Crime Prevention: Worksite commanders will review patrol and investigative felony arrests counts, number of original complaints taken, and other significant investigations and efforts involving crime prevention.
      - 2) Traffic Safety: Worksite commanders will review overall activity to include hazardous citations, OWI arrests, seat belt violations, verbal warnings, and significant incidents involving traffic safety.
      - 3) Community Engagement: Community engagement is a critical function in building relationships and trust with those we serve. To evaluate engagement in the community, squad sergeants will submit the community engagement activities, conducted both on- and off-duty, of the top-performing troopers assigned to them.
    - b) Recipients will be decided by an award panel at each worksite. This panel will include the commander, sergeant, and MSPTA representative. The award panel shall review each of the three categories and give equal weight in the selection process.
- d. Recognition Awarded by Worksite Commanders
- i. Letters of Commendation
    1. From Within the Department
      - a) Letters of Commendation are not precluded by this manual but are instead encouraged in every instance where a commander perceives merit. Such a letter shall not preclude submission of a Request for Citation, nor would denial of an award by the Board of Awards preclude such a letter.
    2. From Outside the Department

- a) A copy of each Letter of Commendation received from outside the department may be forwarded to the Human Resources Division to be retained in the member's personnel file.
- ii. Certificate of Appreciation, DIR-080
  - 1. A Certificate of Appreciation may be presented to department members for circumstances not outlined above and may be in the form of a certificate or a letter, depending on the merits of the circumstances.
  - 2. District, division, post, or section commanders may sign and award a Certificate of Appreciation, DIR-080, in recognition of contributions made to the department by non-department members.
- iii. Posthumous Awards
  - 1. In the event a member of the department is killed in the line of duty, it shall be the duty of the supervising district or division commander to prepare and submit the Request for Citation, DIR-082.
  - 2. Posthumous awards shall meet the criteria required for awards under Section 1.1 of this manual.

### 1.3 Appearance of Medals and Ribbons Awarded

- a. The below described medals and/or ribbons shall be issued to each member who receives a citation.
  - i. Medal for Valor
    - 1. The Medal for Valor consists of a gold medal with a red, white, and blue ribbon. Members awarded this citation shall also receive a red, white, and blue ribbon for display on the uniform.
    - 2. A medal and citation shall be issued to members earning second and subsequent valor awards. No additional ribbon shall be issued.
  - ii. Medal for Bravery
    - 1. The Medal for Bravery consists of a silver medal with a gold and blue ribbon. Members awarded this citation shall also receive a gold and blue ribbon for display on the uniform.
    - 2. A medal and citation shall be issued to members earning second and subsequent bravery awards. No additional ribbon shall be issued.
  - iii. Medal for Meritorious Service
    - 1. The Medal for Meritorious Service consists of a silver medal with a red, yellow, and green ribbon. Members awarded this citation shall also receive a red, yellow, and green ribbon for display on the uniform.
    - 2. Civilian members shall receive a smaller version of the ribbon suitable for wear on civilian clothing.



3. A medal and citation shall be issued to members earning second and subsequent meritorious service awards. No additional ribbon shall be issued.
- iv. Medal for Distinguished Service
  1. The medal for distinguished service consists of a silver medal with a gray and blue ribbon. Enforcement members awarded this citation shall also receive a gray and blue ribbon for display on the uniform.
  2. Civilian members shall receive a smaller version of the ribbon suitable for wear on civilian clothing.
  3. A medal and citation shall be issued to members earning second and subsequent distinguished service awards. No additional ribbon shall be issued.
- v. Medal for Blue Diamond
  1. The medal for the Blue Diamond Award will consists of a gold medal with a blue and white ribbon. Enforcement members awarded this citation shall also receive a white and blue ribbon for display on the uniform.
  2. Civilian members shall receive a smaller version of the ribbon suitable for wear on civilian clothing.
  3. A medal and citation shall be issued to members earning second and subsequent Blue Diamond awards. No additional ribbon shall be issued.
- vi. Ribbon for Lifesaving
  1. The ribbon for lifesaving consists of a red cross on a white background.
  2. Civilian members shall receive a smaller version of the ribbon suitable for wear on civilian clothing.
  3. A citation shall be issued to members earning second and subsequent lifesaving awards. No additional ribbon shall be issued.
- vii. Ribbon for the Director's Commendation
  1. The ribbon for the Director's Commendation consists of a gold eagle mounted on a gold background, with blue bars at the top and bottom.
- viii. Ribbon for the Gerstacker Award, Trooper of the Year
  1. The ribbon for the Gerstacker Award has the words "Trooper of the Year" mounted on the gold portion of a gold and blue background.
  2. The ribbon for this annual recognition shall only be worn for one year following the member's receipt.
- ix. Ribbon for the Cpl. Samuel A. Mapes Criminal Patrol and Investigation Award
  1. The ribbon for the Cpl. Samuel A. Mapes Award has seven blue bars mounted on a white background.

2. A citation shall be issued to members earning second and subsequent Samuel A. Mapes awards. No additional ribbon shall be issued.
  3. The ribbon for this annual recognition shall only be worn for one year following the member's receipt.
- b. Medals and ribbons shall be worn on the Class A, B, and C uniforms consistent with directives regarding department uniforms.

#### 1.4 Composition of Award Review Panels

- a. The Board of Awards shall consist of five members, selected by the Director or the chairperson of the Board of Awards when authorized by the Director, and serving at the Director's discretion: two commissioned officers, one noncommissioned officer, one civilian member, and one command officer who shall serve as the chairperson.
  - i. Appointments shall be for a term of three years. When a member of the Board of Awards retires or transfers to an assignment inconsistent with the area of representation, the Director, or the chairperson of the Board of Awards when authorized by the Director, shall appoint a successor to serve the remainder of that member's term.
  - ii. The Board of Awards shall convene three times each year or more frequently, if necessary, at a time designated by the chairperson, to consider requests for citations.
  - iii. The Board of Awards may meet as scheduled and conduct business so long as a quorum of members, including the chairperson, is present.
  - iv. The decisions made by the Board of Awards are final and not subject to appeal.
- b. District/Division Award Review Panel
  - i. Each district and division shall establish a review panel consisting of two or more staff members or post or section commanders to review award nominations and investigative reports submitted in connection with award nominations.

#### 1.5 Presentation of Awards

- a. Awards for Valor, Bravery, Meritorious Service, the Blue Diamond, and the Director's Commendation shall be personally presented to the individual by the Director, or their designee, at a department recognition ceremony.
- b. Awards for the Samuel A. Mapes Criminal Patrol and Investigation Award shall be personally presented to the individual by the Director and the Field Services Bureau Commander at an annual ceremony.
- c. Awards for Lifesaving and Distinguished Service shall be sent to the appropriate district or division commander under whose command the citation request originated. That commander shall arrange a presentation to the individual involved, through the post or section commander.
- d. Awards for Professional Excellence, Unit Citation, and Distinguished Citizen shall be forwarded to the post or section commander under whose command the citation request originated. That commander shall arrange a presentation to the individual involved.

- i. When possible, the Citation for Professional Excellence awarded to non-department persons shall be presented in person to the recipient.
  - ii. The commander shall prepare a news release if appropriate.
- e. Posthumous awards shall be presented to the next of kin by the Director at a department recognition ceremony, or at a private ceremony if the family of the deceased member prefers. The Director may request the presence of the deputy directors, the district and post commander, a chaplain, or other appropriate individuals.
  - i. Posthumous awards for Valor and the Memorial Award shall include the following items:
    - 1. Framed Memorial or Valor medal ordered by the Communications and Outreach Division on receipt of the Board of Awards Bulletin.
    - 2. Citation printed by the Communications and Outreach Division.
- f. Responsibility for ordering, coordinating, and distributing awards lies with the Communications and Outreach Division.

## 1.6 Promotion and Special Recognition

- a. Ceremonies
  - i. Promotions
    - 1. Members being promoted and their families shall be invited to a department recognition ceremony where they will be recognized by the Director. Recognition ceremonies are conducted at least twice each year as scheduled by the Communications and Outreach Division.
      - a) Enforcement members shall be recognized when they are promoted to the next rank. These members shall take part in a swearing in and/or reaffirmation of oath for their new positions. Certificates of promotion shall be presented.
      - b) All non-enforcement members promoted from within the department shall be recognized when promoted. Civilian members promoted within a pre-authorized class series will be recognized at the experienced level. Certificates of promotion shall be presented.
      - c) Eligible promoted members shall be notified of the date and time of the ceremony, along with other appropriate information.
  - ii. Special Recognition
    - 1. Requests for special tributes at a recognition ceremony shall be forwarded to the Communications and Outreach Division for approval. If approved, the request shall then be included in the recognition ceremony program.
      - a) Before the actual recognition ceremony, the Communications and Outreach Division shall provide a draft of the ceremony's program to the Director for final approval. The decision to include a special

presentation in the recognition ceremony shall only be made after considering the ceremony's overall agenda.

- b) Those persons being considered for special recognition shall not be extended an invitation to attend the recognition ceremony until inclusion of the special recognition in the ceremony agenda is approved.
- iii. A departmental photographer shall be present during the recognition ceremony and shall take appropriate photographs.

### 1.7 Longevity Recognition

- a. Members, who have served 30 years with this department, and their families will be invited to a recognition ceremony for presentation of a longevity service award. Longevity recognition will also be given to members completing five-year increments beyond 30 years. Members receiving longevity awards will be presented with a certificate and lapel pin.

## Section 2: Gerstacker Award for Community Service – “Trooper of the Year”

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### 2.1 History

- a. In 1961, Dr. Carl Gerstacker, an official of the Dow Chemical Company of Midland, established an award to honor outstanding community service performed by a trooper. The award shall be given annually to the trooper who exemplifies outstanding service, accomplishment, and achievement contributing to community life. The recipient shall be recognized as “Trooper of the Year.”

### 2.2 Criteria for Selection of Gerstacker Candidates

- a. Members of the rank trooper, sergeant, and detective sergeant are eligible for nomination.
- b. Unsuccessful nominees from a previous year are eligible for re-nomination if they again meet the award criteria. Previous recipients of the award shall be ineligible to receive the award again.
- c. Nominees shall display the following duty-related attributes:
  - i. Outstanding work performance
  - ii. Initiative
  - iii. Leadership
  - iv. Effective interpersonal relations
- d. Nominees shall also display a positive image of the department both on and off duty.

### 2.3 Activities Which Qualify for Consideration

- a. Membership and extensive participation in civic organizations.
- b. Exemplary personal performance and/or leadership that typifies the values, goals, and objectives of the department.
- c. Motivation for, and devotion to, enhancing community life.

- d. Demonstrated patrol or general police knowledge resulting in saving one or more lives, apprehension of criminal suspects, recovery of a significant amount of property, or other noteworthy law enforcement achievement.
- e. Outstanding investigative ability.
- f. Heroic action.

## 2.4 Nomination Procedures

- a. Annually, the Field Services Bureau shall prepare correspondence for the Director to announce the award nomination process.
- b. Nominations shall be made on the Gerstacker Award Nomination, TD-041, and may be submitted by any member of the department.
- c. Each post or team shall select one member from the worksite as its nominee for "District Trooper of the Year." Division commanders should also encourage their staff to nominate candidates for "Division Trooper of the Year."
- d. Each Field Services Bureau district commander shall screen all nominees from their district and select one member as the "District Trooper of the Year." The member shall then serve as the district's nominee for the Gerstacker Award.

## 2.5 Screening Procedures

- a. Post/Team Nominating Committee
  - i. During the month of August, each post/team commander shall convene a committee composed of the post/team commander, and one sergeant and one trooper from the worksite. The post/team commander shall serve as the committee chairperson and shall select the members to serve on the committee.
  - ii. The worksite nominee for "District Trooper of the Year" shall be selected by a majority vote of the committee based on the defined criteria.
  - iii. The post/team commander shall then nominate the selected member for "District Trooper of the Year" using the Gerstacker Award Screening form, TD-042. This information shall be forwarded to the respective district commander by September 1.
- b. Field Services Bureau District Screening Committees
  - i. During the month of September, each district shall convene a committee composed of the district commander or district inspector, one post commander, and one trooper from the district. The district commander or the inspector shall serve as the committee chairperson and shall select the members to serve on the committee.
  - ii. The "District Trooper of the Year" shall be selected by a majority vote of the committee members, based on the above listed criteria.
  - iii. The District Commander shall then nominate the selected member for "Trooper of the Year" using a Gerstacker Award Screening form, TD-042. This information shall be forwarded to the Field Services Bureau by October 1.
- c. Other District Screening Committees

- i. One additional “district” has been created solely for the purpose of the Gerstacker Award program. This district is the “Headquarters District” and includes all eligible members assigned to the following Lansing area Headquarters bureaus/divisions:
    1. Director’s Office
    2. Field Support Bureau
    3. State Services Bureau
    4. Professional Development Bureau
    5. Information and Technology Bureau
  - ii. Division commanders of those work units comprising the Headquarters district are strongly encouraged to nominate a member to represent their divisions.
  - iii. Upon receiving a nomination, the division commander shall convene a committee of themselves and two additional enlisted members of the division to evaluate the nominees for “Division Trooper of the Year.” Selection shall be based on the defined criteria and by a majority vote of the committee. The member selected shall be the division’s nominee for “Trooper of the Year.”
  - iv. If only one member is nominated, the screening committee shall determine, by majority vote, if a candidate’s achievements merit recognition as “Division Trooper of the Year.”
  - v. Members selected as “Division Trooper of the Year” from the divisions comprising the Headquarters district shall be submitted to the Headquarters Screening Committee by September 1. This committee shall consist of three members of the rank of captain or inspector.
  - vi. Selection of the committee members shall be made first by a random draw from those divisions not nominating a member for the award. If fewer than three divisions do not nominate a member, the selection of the remaining committee members shall be made by a random draw from those divisions which submitted nomination. No division shall have more than one representative on the Headquarters Screening Committee.
  - vii. Members selected to represent the Gerstacker districts defined in this section shall be added to the seven from the Field Services Bureau District Screening Committees. All names shall be forwarded to the Field Services Bureau by October 1.
- d. Gerstacker Award Screening Committee
- i. The committee to select the Gerstacker Award recipient shall be comprised of the Director and two leading citizens of the state appointed by the Director.
  - ii. This committee shall choose the best nominee from among those nominated by the districts, based on the above selection criteria. This member shall be the Michigan State Police “Trooper of the Year.”
  - iii. The Director shall release the name of the Trooper of the Year during the month of December.

## 2.6 Award

- a. The award shall be presented to the Trooper of the Year at the first recognition ceremony held in the following year.
- b. The winner of the Gerstacker Trooper of the Year Award shall be presented with a plaque and a ribbon to be worn on the uniform and a lapel pin.
- c. The name of the winner shall be affixed to the Trooper of the Year Award plaque, which is displayed at the Training Academy.
- d. Each district representative for the award shall be presented with a plaque which shall be displayed at their district headquarters.
- e. For a one-year period, the winner's name will be displayed outside the Trooper of the Year Conference room in the Headquarters building.

## Section 3: Motor Carrier Officer of the Year Award

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### 3.1 Motor Carrier Officer of the Year Award

- a. The Motor Carrier Officer of the Year Award is an annual award presented to a motor carrier officer who exemplifies outstanding service, accomplishment, and achievement.

### 3.2 Selection Criteria

- a. All officer level enforcement members and investigators of the Commercial Vehicle Enforcement Division (CVED) are eligible for nomination.
- b. Nominees shall display the following duty-related attributes:
  - i. Outstanding work performance.
  - ii. Appearance and demeanor which projects an image that serves as a role model for other officers.
  - iii. Initiative
  - iv. Leadership
  - v. Effective interpersonal relations
  - vi. Motivation and sincerity of effort
- c. Unsuccessful nominees from a previous year are eligible for re-nomination if they again meet the award criteria. Previous recipients of the award shall be ineligible to receive the award again.
- d. Nominees must also display a positive image of the department both on and off duty.

### 3.3 Activities Which Qualify for Consideration

- a. Involvement in traffic safety public relations.
- b. Membership/leadership and extent of participation in civic activities.
- c. Motivation for, and devotion to, enhancing community life.

- d. Use of motor carrier enforcement knowledge resulting in saving one or more lives, apprehension of criminal suspects, recovery of significant amounts of property, or other noteworthy motor carrier enforcement achievements.
- e. Outstanding investigative perseverance or skill.
- f. Heroic action on or off duty.
- g. Exemplary personal performance and/or leadership that exemplifies the values, goals, and objectives of the department.

### 3.4 Nomination Procedures

- a. Annually, the Field Services Bureau shall disseminate correspondence to the field announcing the award nomination process.
- b. Nominations shall be made on the Motor Carrier Officer of the Year nomination form, MC-036.
- c. The completed nomination form shall be submitted by October 31, through channels, to the Field Services Bureau.
- d. Each motor carrier district lieutenant shall ensure that one or more officers are nominated from their district.

### 3.5 Screening Procedures

- a. Division Screening Committee
  - i. During the first week of November, the Commercial Vehicle Enforcement Division commander shall convene a division screening committee comprised of a district motor carrier lieutenant, a motor carrier sergeant, and a motor carrier officer. The division commander shall serve as chair of the four-person committee.
  - ii. The screening committee shall review and consider the merits of each nomination according to the above standards. The Division Screening Committee shall select no more than three nominations to be presented to the Selection Committee by November 15.
- b. Selection Committee
  - i. The Deputy Director of the Field Support Bureau shall serve as chair of the four-person Selection Committee. The deputy director shall appoint one leading citizen of the state and the Michigan Trucking Association shall appoint two industry representatives.
  - ii. The Selection Committee shall personally interview the three candidates. Based on the officers' qualifications and the Committee's interview with each officer, one officer shall be selected to be honored as the Motor Carrier Officer of the Year.
  - iii. The Director shall release the name of the winner during the month of December.

### 3.6 Award

- a. The award shall be presented to the Motor Carrier Officer of the Year at the first recognition ceremony held the following year.
- b. The winner shall be presented with a ribbon to be worn on the uniform and a lapel pin.



- c. The name of the winner shall be affixed to the Motor Carrier Officer of the Year Award plaque displayed at the Training Academy, the plaque displayed at the Commercial Vehicle Enforcement Division Headquarters, and on the traveling, plaque displayed at the winner's district/post location.
- d. For a period of one year, the winner's name will be displayed outside the Motor Carrier of the Year Conference room in the Headquarters building.

## **Section 4: Floyd R. Bell, Jr., Memorial Award – “Civilian of the Year”**

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### **4.1 History**

- a. This award is named in memory of Floyd R. Bell, Jr. During his 42 years as a member of this department, Mr. Bell demonstrated continuous commitment and dedicated service exemplifying excellence, integrity, and courtesy in the proud tradition of the Michigan State Police. This award is given annual to recognize superior employment performance and/or community dedication by civilian members. Recipients of this award shall be recognized as the “Civilian of the Year.”

### **4.2 Eligibility**

- a. All members, including state properties security officers and emergency dispatchers, are eligible. Excluded from eligibility are motor carrier officers and assistant division commanders or higher-level members.
- b. Unsuccessful nominees from a previous year are eligible for re-nomination if they again meet the award criteria. Previous recipients of the award shall be ineligible to receive the award again.

### **4.3 Activities Which Qualify for Consideration**

- a. Exemplary Work Performance
  - i. This might include demonstrated qualities such as initiative, leadership, teamwork, innovative work methods, positive interaction with fellow employees, and willingness to assume added responsibility.
- b. Exemplary Personal Performance
  - i. This might include activities such as participation in civic, religious, or community organizations, and pursuing personal education or training.
- c. Positive Personal Image on or Off Duty
  - i. This might include qualities such as honesty, integrity, positive interpersonal relations, physical fitness, and an overall demeanor which projects a positive role model for others.

### **4.4 Nomination Process**

- a. Annually, the Office of the Director shall prepare correspondence for the Director to announce the award nomination process.
- b. Nominations shall be made on the Floyd R. Bell, Jr., Memorial Award Nomination form, ADM-083, and shall be accepted from any member of the department. The ADM-083 must be

submitted in Microsoft Word format. PDFs will not be accepted. The ADM-083 shall not be completed using identifying references such as name, gender, post, city, etc., except for the first page of the form.

- c. Nomination forms shall be completed and returned through the nominee's district or division commander to the Office of the Director by October 31.
- d. One or more qualified candidates shall be nominated from each district and division.

#### 4.5 Selection Process

- a. The Chief Deputy Director shall appoint the Selection Committee and serve as its chairperson.
- b. The committee shall be composed of three civilian members and one enlisted member.
- c. Selection will be based on the activities described in Section 1.2 of this manual.
- d. The Director shall release the name of the winner during the month of December.

#### 4.6 Award

- a. The Civilian of the Year shall be recognized at the first recognition ceremony held in the following year.
- b. The winner shall be presented with a commemorative plaque and a lapel pin.
- c. The name of the winner shall be affixed to the Civilian of the Year Award plaque, which is displayed at the Training Academy.
- d. For a period of one year, the winner's name will be displayed outside the Civilian of the Year Conference room in the Headquarters building.

### Section 5: Ernest W. Banning Memorial Award – “Retiree of the Year”

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#### 5.1 History

- a. This award is named in memory of Ernest W. Banning, whose career with the department spanned nearly 50 years. During that long career, he earned an exemplary reputation for professionalism and made significant contributions to the department's proud tradition of service through excellence, integrity, and courtesy. After his retirement as Director of the Business Administration Division and until he passed away at the age of 99, he remained active in promoting the interests and vitality of the Michigan State Police family, as well as the broader law enforcement community with which he was so proud to be associated.
- b. This award is given annually to recognize enforcement and civilian retirees who continue to exemplify the department's noble values and traditions through their outstanding achievements, activities, or contributions. Recipients of this award shall be recognized as the “Retiree of the Year.”

#### 5.2 Eligibility

- a. Retired civilian or enforcement members of the department, including motor carrier and state properties security officers, shall be eligible for nomination.

- b. Nominees must have received a regular, duty disability, non-duty disability, or fully vested retirement from the department, including members who bought military or other service time or participated in an “early out” program to qualify for retirement.
- c. Nominees shall be considered ineligible for nomination if their retirement was precipitated by or connected with any department disciplinary proceedings (such as termination), civil litigation, or criminal prosecution.
- d. Unsuccessful nominees from a previous year shall be eligible for re-nomination if they continue to meet the award criteria.
- e. Previous recipients of the award shall be ineligible to receive the award again.

### 5.3 Activities Which Qualify for Consideration

- a. Active leadership or extensive participation in civic organizations.
- b. Motivation for, and devotion to, enhancing community life.
- c. Charitable, humanitarian, or volunteer service activities.
- d. Significant voluntary or uncompensated contributions to public safety, law enforcement, or homeland security.
- e. Significant efforts to maintain retirees’ connection with, and the overall vitality of, the MSP.

### 5.4 Nomination Process

- a. Annually, the Office of the Director shall send correspondence to retirees regarding nominations for the Retiree of the Year. Announcements to retirees shall also be made prior to that through the MSP Retiree Update and through the MSP Retiree Listserv announcing that nominations for this award for the following year shall be accepted from September 1 of the current year until October 31 of the current year.
- b. Nominations shall be made on the Ernest W. Banning Memorial Retiree of the Year Award Nomination form, TD-085. Nomination forms shall be mailed to retirees and may be downloaded from the Internet.
- c. Nominations may be submitted by any active or retired member of the department, as well as a retiree’s family members, friends, or associates. Considering that many retirees live in other states with limited contact with other retired or active departmental members, retirees may also nominate themselves.
- d. Nomination forms shall be completed and returned to the Office of the Director no later than October 31.

### 5.5 Selection Committee

- a. The Selection Committee shall include the Chief Deputy Director, or their designee, and three retired members.
- b. Office of the Director staff shall review the nominations prior to the Selection Committee Meeting to verify the eligibility of the nominees based on the criteria set forth in this Order above. This process will also include confirming with the Human Resource Division all nominated retirees are in good standing.

- c. The Chief Deputy Director, or their designee, shall serve as chair of the Selection Committee and shall appoint the other members of the Selection Committee.
  - i. The Office of the Director shall solicit interested candidates to serve on the Selection Committee from the Command Officers Association (COA) and Michigan State Police Troopers Association (MSPTA) retirees' group, and through the Retiree Update Newsletter and accompanying email information dissemination system.
  - ii. The names shall be forwarded to the Chief Deputy Director, or their designee, who shall choose three retirees to serve.
  - iii. If a retiree member of the Selection Committee is found to be among the nominees, the member shall be excused from participation on the committee and an alternate will be selected to replace them.

## 5.6 Award

- a. The Director shall present the award annually at the first recognition ceremony of the year. If the recipient cannot attend the function, the award shall be forwarded to them by other appropriate means.
- b. In the event the intended recipient of the award should pass away prior to receiving the award, the surviving spouse may accept the award in honor of the recipient. If there is no surviving spouse, the Selection Committee shall submit the name of the first runner-up to the Director so they may be announced.

## Section 6: Oscar G. Olander Fleet Safety Program

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### 6.1 Objective

- a. Since 1960, the department has engaged in a Fleet Motor Vehicle Crash Prevention Program with the objective of improving the crash record of our fleet. The program administers individual awards to eligible members who have not been charged with a preventable crash as provided by the program's rules. The objective of this program is to encourage members to practice defensive driving and demonstrate reasonable, prudent, and safe driving skills.

### 6.2 Program Description

- a. The Precision Driving Unit shall administer the Oscar G. Olander Fleet Safety Program. They shall maintain all records and files and prepare all necessary reports and correspondence.
- b. The program shall consist of eligible individuals as defined below.
- c. A program year shall be one calendar year.
- d. Awards
  - i. Awards shall consist of a certificate for civilian members and a ribbon for enforcement members, which shall be worn as outlined in the "Department Uniforms" procedure manual.
  - ii. An award is permanent and, once granted, it shall be worn unless replaced by a higher award. A member shall not be eligible to receive more than one award in each category.

e. Award Categories

i. Four-Year Award (Bronze)

1. The four-year individual award shall be bronze in color. It will be given to each enforcement member who has driven four consecutive program years without having been involved in a crash that has been ruled preventable.

ii. Eight-Year Award (Silver)

1. The eight-year individual award shall be silver in color. It will be given to each enforcement member who has driven eight consecutive program years without having been involved in a crash that has been ruled preventable.

iii. Twelve-Year Award (Gold)

1. The twelve-year award shall be gold in color. It will be given to each enforcement member who has driven twelve consecutive program years without having been involved in a crash that has been ruled preventable.

f. Persons Eligible to Participate

- i. All enforcement members of the department and all civilian members who drive department vehicles in the normal course of their duties shall be eligible to earn individual awards.
- ii. Supervisors of civilian members addressed in the section above shall notify the Precision Driving Unit of their participation in the program by Official Memorandum, UD-040 outlining the civilian member's driving obligations for the department. The Precision Driving Unit shall determine the eligibility of each civilian member nominated for participation in the program.

g. Program Dates

- i. An enforcement member's start date for award eligibility is January 1 of the year following their date of enlistment.
- ii. A civilian member's start date for award eligibility is January 1 of the year following their supervisor's notification of participation in the program.
- iii. If a member is charged with one or more preventable crashes, their new anniversary date for the purposes of this program shall be January 1 of the year following the date of their last preventable crash.

### 6.3 Reportable Crashes

- a. A reportable crash, as defined in Official Order 10-01, is any collision or incident involving a department vehicle which is driven or under the control of a member of the department that results in death, injury, or property damage.
  - i. A crash involving a program vehicle that is parked, stopped, or standing shall be deemed to be under the control of the last person to have driven the vehicle.
  - ii. All crashes involving department vehicles shall be reported according to Procedure Manual 10-01 – Department Vehicles: Crash Reporting and Investigation

- iii. A member involved in a crash while driving or in control of a privately-owned vehicle being used for approved department business shall be considered to have been driving a department vehicle for purposes of this program.
- b. Crashes occurring with privately owned vehicles being driven by off-duty members are excluded from consideration in the program.
- c. If a crash involving a vehicle under the control of a member is of a nature that it cannot be determined whether it is a reportable crash, it shall be presented to the Precision Driving Unit for a decision as to whether it is a reportable crash for program purposes.
- d. No reports, other than those necessary to comply with department written directives, shall be required for the purpose of this program.

## 6.4 Preventable Crashes

- a. Definition
  - i. A crash shall be considered preventable when it is determined by the member's worksite commander that the crash could have been reasonably prevented or avoided by the department driver.
- b. A crash will not necessarily be considered non-preventable because all laws, ordinances, Orders, rules, and regulations were being obeyed, or because the member had the right of way at the time.
- c. Violation of a law or ordinance will, however, be prima facie evidence that the crash was preventable.
- d. The worksite commander shall notify the member of their determination of the crash being preventable or non-preventable.
- e. Properly Parked Vehicles
  - i. A crash involving a properly parked department vehicle shall be considered non-preventable.
  - ii. A vehicle shall be considered properly parked when completely stopped on any part of a roadway where it is legal to park the vehicle. It will also be considered to be properly parked when completely stopped off the main traveled portion of the roadway and parked in accordance with any rules, regulations, or guides governing such parking.
- f. Crashes Involving Emergency or Pursuit Operations
  - i. Crashes occurring while a department vehicle is in pursuit or operating under emergency conditions shall be given special consideration when making a determination as to whether a crash was preventable or non-preventable. The driver shall provide all information necessary to establish that the department vehicle was involved in a pursuit or emergency operation, which shall be included in the Traffic Crash Report, UD-010, or any other supplemental report.

## 6.5 Crash Review

- a. Review of reportable crashes shall be the responsibility of the member's worksite commander.

- i. Crashes deemed to be “preventable,” as defined in Section 6.4 above, shall be charged to the member. The Precision Driving Unit will be notified of the preventability determination via BlueTeam.
  - ii. If a crash involves multiple drivers, responsibility shall be charged to each driver involved, depending on their actions.
- b. Appeal Process
  - i. A driver may appeal the determination that a crash was preventable.
    - 1. The appeal shall be directed to the district or division commander and shall be made in writing within 30 days after receiving notice of the decision.
    - 2. The appeal shall include the driver’s reasons why they believe the crash should have been found non-preventable.
  - ii. The district or division commander may reverse the worksite commander’s decision at their discretion, and if they choose to do so, shall notify the driver and the Precision Driving Unit of the reversal.

## Section 7: Physical Readiness Test Awards

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### 7.1 Overview

The Physical Readiness Tests (PRTs) were developed to encourage member participation, offering assessments appealing to a wide range of physical fitness and abilities.

- a. There are four tests available for members to participate in:
  - i. Rowing Assessment
  - ii. Advanced Physical Readiness Test
  - iii. Standard Physical Readiness Test
  - iv. Mandatory Fitness Assessment
- b. All enlisted members at the 14 level and above are required to participate in a PRT of their choice.
- c. Civilian members, as well as enforcement members below the 14 level, are encouraged but not required to participate in a PRT.
- d. Michigan State Police Trooper’s Association (MSPTA) members who do not participate in a PRT will be required to take the mandatory assessment as identified in [Article 27, Part D, Appendix F of the MSPTA Contract](#). This assessment is described in Section 7.2.d and scored according to Section 7.3.d.
- e. Physical Readiness Tests are administered between the months of June and September. Wellness instructors are available year-round to coordinate preparation for and proctoring of the PRT.

### 7.2 Physical Readiness Tests

- a. Rowing Assessment

This is a low impact assessment using a Concept 2 rower. The test consists of a 2000-meter continuous row, with a final score based on the time it took the member to complete the distance.

b. Advanced Physical Readiness Test

The advanced fitness evaluation is geared toward members who regularly participate in functional fitness or circuit training workouts. The test consists of three, one-minute rounds of the following exercises with a one-minute rest after each round: 3 – 5-minute periods. The weighted movements of this test are adjusted for gender.

i. Wall Ball

1. Male – 20lb ball
2. Female – 14lb ball

ii. Sumo Deadlift High Pull

1. Male – 75lb kettlebell
2. Female – 55lb kettlebell

iii. Box Jump

1. Male – 20 inches
2. Female – 20 inches

iv. Push Press

1. Male – 75lb bar
2. Female – 55lb bar

v. Rowing

1. Male – Damper set at 10
2. Female – Damper set at 10

c. Standard Physical Readiness Test

This assessment is comprised of five separate events that are administered in the order listed below. Scoring of the assessment is based on gender and age.

i. Chin-Ups

1. Members are required to grasp an elevated horizontal bar with either a supinated or pronated grip (palms facing in/palms away), and dead hang with a complete arm extension. Males are required to be in a vertical position or traditional chin up or pull up. Females are required to begin at a 45-degree angle with heels on the ground and the bar at waist-level from the ground.
2. Males will pull their body weight to a height where the chin is over the bar. Females will pull from the angle position to a point where the collar bone touches the bar. From the up portion of the repetition, the participant lowers



their body to a point where the arms are full extended (starting position). There is no time limit for this event, but the member is done when they can no longer pull themselves up with proper form.

ii. Abdominal Curls

1. The member starts from a supine position (on back), arms folded on the chest, hands locked under armpits, chin in chest, knees bent at a 45-degree angle with heels maintaining contact with the surface (unsupported). The member curls the torso up to the point where the elbows/forearms of the folded arms make contact with the thigh. The upper body is then lowered to a point where the shoulder blades contact the surface. The member has 60 seconds to do as many abdominal curls as possible.

iii. Pushups

1. The member starts from an up (elbows extended) position with the body flat from the heels to the shoulders. The body is lowered to a point where the sternum is within four inches of the surface (contact is made with a ball). The second half of the repetition is executed by extending the arms to a full elbow extension, while maintaining a flat "board-like" body from shoulders to heels. The member has 60 seconds to do as many pushups as possible.

iv. Seated Stretch

1. The member begins in a seated position, legs extended, with the test instrument pulled tightly into the groin area. While flexing at the hips, the participant places one hand on top of the other (palms down), and slowly reaches forward by extending the arms toward the toes. The score is based on the distance (in inches) short of or past the sole of the foot.

v. 1.5 Mile Run or 3 Mile Walk

1. The member is asked to complete a pre-measured running course of 1.5 miles or walking course of 3 miles in the least time possible. Members who choose to run may walk at any point during the event. However, members electing to perform the 3-mile walk may not run at any time during the event. One foot must be in contact with the surface to qualify as a walk.

d. Mandatory Assessment

i. Pushups

1. The member must correctly position the center of their breastbone over the 3-inch indicator. The member's hands are to be positioned shoulder width apart with their feet no more than 6 inches apart. After the member indicates they are "set" the instructor starts the event with "ready, go."
2. One complete push-up has occurred when the examinee:
  - a) Starts in the "up" position with elbows locked
  - b) Moves downward keeping their legs, hips and torso in the same plane

- c) Strikes the 3-inch indicator with their breastbone
- d) The examinee returns to the “up” position keeping their legs, hips and torso in the same plane.

The examinee may rest only with their arms fully extended in the up locked position. Only push-ups performed in the manner outlined above will be counted.

ii. Sit-Ups

1. The member starts the event by lying on their back on the floor. The member’s knees are bent 90 degrees, with feet flat on the floor, and with hands overlapped behind the head. The member’s feet are held tight to the floor by another member, other than the instructor scoring the member. After the examinee indicates they are “set” the instructor starts the event with “ready, go.”
2. One complete sit-up has occurred when the examinee:
  - a) Raises their shoulders from the mat, keeping their hands overlapped behind their head;
  - b) Touches their elbows to their knees (i.e., left elbow to left knee); and
  - c) Returns to the down position and touches their shoulder blades on the mat.

The examinee may rest in the down position. Only sit-ups performed in the manner outlined above will be counted.

iii. Vertical Jump

1. The member stands with their side to the wall (either right or left), holding a Velcro cylinder in the hand closest to the wall and position their feet flat on the floor. They then reach up as high as possible to place the Velcro cylinder on the board to establish the point of reference from which the vertical jump will be measured. Before jumping, the member must be in a position so that either their right or left foot is no more than 12 inches from the wall. The foot closest to the wall must remain stationary prior to the jump. The member then jumps as high as possible and places the Velcro cylinder on the vertical jump board using the hand closest to the wall.
2. The best of the 3 jumps is recorded, scored to the nearest ½ inch between the two marked positions recorded on the vertical jump test board. In the event the instrument does not record a completed jump, the member will be permitted another jump.

iv. Half Mile Shuttle Run

1. This is a timed event that requires the member to complete 15 round trips between two markers that are placed 88 feet apart.

2. The member runs from the starting marker to the far marker, around it and back to the start. This is one round trip. It is repeated for a total of 15 round trips. After the member indicates they are “set” the instructor starts the event with “ready, go.” The instructor will inform the member when they have completed 5, 10, and 13 round trips. The event is timed from the command “go” until the member crosses the marker on the completion of the 15th round trip.

### 7.3 Physical Readiness Test Scoring

#### a. Rowing Assessment

The scoring is assessed in minutes taken to complete the test.

- i. Level 1 (Gold) - 7:59 and below
- ii. Level 2 (Silver) - 8:00 to 8:59
- iii. Level 3 (Bronze) - 9:00 to 9:59
- iv. Level 4 (Participation) - 10:00 and above

#### b. Advanced Readiness Test

The following numbers are scored as repetitions:

- i. Level 1 (Gold) - 270 and above
- ii. Level 2 (Silver) - 240 to 269
- iii. Level 3 (Bronze) - 221 to 239
- iv. Level 4 (Participation) – 220 and below

#### c. Standard Readiness Test

- i. Level 1 (Gold) - 500 points and above
- ii. Level 2 (Silver) - 425 to 499 points
- iii. Level 3 (Bronze) - 350 to 424 points
- iv. Level 4 (Participation) – 349 and below
- v. Level 1, 2, and 3 may only be earned if a minimum of 70 points is achieved in each event.

For detailed information on this event, see the [Standard Physical Readiness Test Scoring Chart](#).

#### d. Mandatory Assessment

- i. Level 1 (Gold) – 31 and above
- ii. Level 2 (Silver) – 26 to 30
- iii. Level 3 (Bronze) – 21 to 25
- iv. Level 4 (Participation) – 20 and below

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<b>Review Responsibility:</b>	Professional Development Bureau, State Services Bureau, Field Services Bureau, Organizational Development Division, Communications and Outreach Division, Transparency and Accountability Division
<b>Accreditation Standards:</b>	CALEA Standard 22.2.3, 26.1.2