

MONTPELIER POLICE DEPARTMENT

AWARDS PROGRAM	Related Policies:
<i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i>	
Applicable Vermont Statutes:	
CALEA Standard:	
Date Implemented: May 5, 2021	Review Date: May 5, 2022

- I. **Purpose:** It is the purpose of this policy to delineate responsibilities when nominating Department members in recognition of outstanding acts of bravery and heroism, outstanding accomplishments, and exceptional performance. The Montpelier Police Department (MPD) understands the importance of recognizing staff for exemplary behavior, and that it contributes to positive culture and improved morale.
- II. **Policy:** It is the policy of this agency to acknowledge exceptional performance of its staff through its Awards program. The department may also weigh and consider a member's awards in its promotional and assignment selection processes.

III. Definitions:

The Department Awards are listed below in terms of hierarchy:

- A. **HONORED POLICE STAR:** The Honored Police Star is an award of honor conferred upon the badge of any deceased department member who met death while in the performance of duty, under circumstances that clearly demonstrate courage and dedication in the face of great danger, without regard for personal safety. This is awarded as a tribute to the member's courage and dedication. This is a posthumous award approved by the Chief and submitted to the family in the form of a plaque and Gold Star flag. A ceremonial folded U.S. flag will also be given to the family of the fallen member.
- B. **MEDAL OF HONOR:** The Medal of Honor is bestowed to any department member for individual acts of extraordinary bravery or heroism with selflessness, personal courage and devotion to duty with imminent and personal danger in protection of the member's life or the life of another. This award is approved by the Chief and will be presented in the form of a plaque, medallion, ribbon bar, and certificate.
- C. **MEDAL OF VALOR:** The Medal of Valor is bestowed to sworn officers for acts of outstanding personal bravery performed in the line of duty where the officer bravely

acted despite hazard to life or personal consequence. This award is approved by the Chief and will be presented in the form of a plaque, medallion, ribbon bar, and certificate.

- D. GUARDIAN MEDAL OF VALOR:** The Guardian Medal of Valor is bestowed to a Dispatcher for acts of courageousness, skill and composure performed in the line duty in response to extreme situations that involve imminent and personal danger to responding personnel. This award is approved by the Chief and will be presented in the form of a plaque, medallion, ribbon bar or pin, and certificate.
- E. PURPLE HEART:** The Purple Heart is bestowed to any department member who has been seriously, critically, or fatally injured while in the performance of duty. This award may be conferred if injury was averted by the wearing of body armor. This award will be limited to those cases resulting from an attack by an assailant or the performance of an act of honor or valor. This award is approved by the Chief and will be presented in the form of a plaque, medallion, ribbon bar or pin, and certificate.
- F. LIFESAVING AWARD:** The Life Saving Award is presented to any department member for a successful effort in saving a human life that involved exceptional courage or performance. This award is approved by the Chief and will be presented in the form of a plaque, ribbon bar or pin, and certificate.
- G. CHIEF'S AWARD OF MERIT:** The Chief's Award of Merit is bestowed to any department member for outstanding accomplishment that has resulted in improved administration, improved operations, or substantial savings in manpower or operational costs, wherein the member has gone far beyond the requirements of their normal assignment. This contribution results in more effective police service or outstanding police work that has brought great credit to the Department in a case of unusual public interest. This award is approved by the Chief and will be presented in the form of a ribbon bar or pin, and certificate.
- H. DEPARTMENT COMMENDATION:** The Department Commendation is presented to any department member for an outstanding act or achievement that brings great credit to the Department and involves performance above and beyond that required by the member's basic assignment. This award is approved by a Supervisor and presented in the form of a ribbon bar or pin, and certificate.
- I. HONORABLE MENTION:** An Honorable Mention is granted to any department member who has demonstrated outstanding performance in performance of official duties. This award is approved by a Supervisor and presented in the form of a certificate.
- J. RECOGNITION/OUTSIDE GOVERNMENTAL AGENCY AWARD:** The Department recognizes awards bestowed upon department members from previous or outside law enforcement agencies. Sworn members are allowed to wear ribbons or awards received while working at other agencies if the originating agency's ribbons or bars do not conflict with the size, design or color of the Department. This specific award is granted to any member who receives an award from an outside governmental agency (municipal, county, state, or federal) as a result of exceptional performance of duty

that brings credit to the Department. The awards must be verified by the originating department or agency.

- K. MILITARY SERVICE AWARD:** The Military Service Award is granted to any department member who is currently a member of any branch of the United States Armed Services or was honorably discharged from any branch of the United States Armed Services. Members with prior military service before employment with the Department are also eligible. This award is verified through active military service records or an official DD Form 214, and is presented in the form of a ribbon bar or pin. Members awarded the Military Service Award will be awarded an oak leaf device to be placed on the ribbon bar (if applicable) if they were deployed or activated to full military service during a time of conflict or war.
- L. CHIEF'S AWARD FOR HONORABLE SERVICE:** The Chief's Award for Honorable Service is presented to any department member who is retiring from service after at least twenty years of distinguished and honorable law enforcement service. This award is approved by the Chief and will be presented in the form of a medallion and a certificate.
- M. CHIEF'S AWARD OF TACTICAL EXCELLENCE:** The Chief's Award of Tactical Excellence is presented to any department member who utilized exceptional tactical skills or verbal approaches and techniques to mitigate any deadly force situation resulting in the saving or sustaining of a human life. This award is approved by the Chief and will be presented in the form of a certificate.
- N. COMMUNITY SERVICE AWARD:** The Community Service Award is presented to any department member who has made significant contributions to the Department, and who provides a continuing community contribution (through involvement in a civic organization, school, church, etc.). This award is approved by the Chief and will be presented in the form of a certificate.
- O. PROBLEM SOLVING CERTIFICATE:** The Problem Solving Certificate is presented to any department member or member of the community who shows an exemplary effort to identify, analyze, and successfully respond to causes, conditions, and problems within the community. This award is approved by the Chief and will be presented as a certificate.
- P. DEPARTMENT AWARD OF RECOGNITION:** The Department Award of Recognition is presented to any sworn or civilian group or team or individual that has displayed determination and excellence in community safety and partnership. Additionally, this superior and exemplary group, team or individual must have demonstrated motivation, excellence, successful collaboration, and dedication to duty that positively influenced the Department and set this group/team apart (i.e. a combination of factors that may have led to quality arrests and prosecution, crime reduction, minimal complaints, solving a pattern of crimes, or accomplishing goals under adverse conditions). This award is approved by the Chief and will be presented as a certificate.
- Q. CIT TRAINING PIN:** The CIT Training Pin is presented to any Department member who has successfully completed a recognized Crisis Intervention Training Course.

IV. Procedure:

- A.** The Department shall convene an Awards Committee which will consist of one Sergeant or Corporal, an Officer, two Dispatchers and a Community Safety Officer or the Public Safety Administrator.
- B.** Nomination submissions for an award may come from any department member and will be sent to the Awards Committee.
- C.** Submissions shall be written should summarize the applicable incident and how the actions of the nominee apply to the award. Any appropriate documentation should accompany a submission (e.g. a printout of a case or arrest report, newspaper article, letter of recommendation, witness statements, etc.).
- D.** The Awards Committee shall convene at a minimum of once every three months, or as nominations are submitted. The Committee shall review the nomination package and vote as to whether the nominated individual should receive the award.
- E.** The Awards Committee may hold a nomination package so to request additional information from the submitter, or request that the submitter attend a committee meeting for discussion.
- F.** Should the Committee deny an award, the Committee may recommend a different award which may be more suitable or appropriate for the nominated member. Justification for all denials must be documented and kept with the package. Supervisors may appeal the award to the Chief of Police who may or may not concur with the Awards Committee. All decisions and justification shall be documented in writing.
- G.** Accepted awards packages shall be forwarded to the Chief of Police for final approval. Should the Chief disagree with the award, the Chief may recommend to the Committee a different award which may be more suitable or appropriate for the nominated member. Justification for all denials must be documented and kept with the package.
- H.** Final approved packages may be maintained in member's personnel folder after the affected member is notified and approves the action.
- I.** Grandfather clause: Nomination submissions for an award may be made for any significant past event prior to this policy providing there is documented information or credible account that can verify the member's involvement.
- J.** The Department shall strive to present the award to its members as soon as possible, but may elect to present the award(s) at a gathering or formal event (e.g. Roll call, an Annual Banquet, a City Council meeting, etc.).