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**ADMINISTRATIVE DIRECTIVE – 101.002**  
**AWARDS AND RECOGNITIONS**

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**EFFECTIVE DATE:** July 31, 1984  
**AFFECTS:** All Personnel

**REVISION DATE:** 12/12/2023

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**I. PURPOSE**

This policy identifies the presentation procedures and categories of departmental awards.

**II. POLICY**

It is the policy of the Plano Police Department to recognize and encourage those employees who have given outstanding service to the department and the community or those who have attained unusual goals or achievements.

**III. DEFINITIONS**

- A. Awards Banquet – An annual banquet held to honor those members of the department who are chosen to receive awards for outstanding service. Specific awards are presented at the banquet.
- B. Annual Awards – Presented each year at the Awards Banquet. Nominations are based on service or actions during the previous year.
- C. Quarterly Awards – Presented quarterly at a formal ceremony or in briefings. Nominations may be submitted to the Awards Committee at any time during the year.
- D. Proficiency Awards – Presented individually during the year. Dependent upon the award, presentation is based on performance for a specified time period.
- E. Master Peace Officer Award – Presented individually during the year. Officers will be awarded this bar according to TCOLE requirements for Master Peace Officer Proficiency. Dependent upon the award, presentation is based on date the TCOLE requirements are met and the next Quarterly Awards ceremony.

**IV. PROCEDURES**

A. Awards Committee

- 1. Committee members are appointed by the chief of police to review, investigate and make recommendations in regard to nominations for departmental awards.
- 2. Members include:
  - a. 1 assistant chief (non-voting chair)
  - b. 1 administrative manager (non-voting co-chair)
  - c. 1 deputy chief
  - d. 1 lieutenant
  - e. 2 patrol services officers
  - f. 1 Cisd officer
  - g. 1 PSD sergeant
  - h. 1 civilian supervisor
  - i. 1 Cisd sergeant
  - j. 1 civilian employee
- 3. Members serve a two-year term. If a member moves into a new position during the year, the member will finish out the remainder of the year.

B. Annual Banquet Awards

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1. Nominations must be submitted to the awards committee in January for work performance during the previous calendar year. Supervisors are responsible for reviewing personnel records to identify possible nominees. Annual awards include:
  - a. Sworn Supervisor of the Year – Presented to a sworn supervisor below the rank of deputy chief, who has served as a supervisor in this department for a minimum of two years as of December 31. Performance must indicate the supervisor's work benefited the department and the community beyond normal work expectations. Determination of the award recipient will be the responsibility of the chief of police, the assistant chiefs and the administrative services managers. (plaque and bar)
  - b. Civilian Supervisor of the Year – Presented to a civilian supervisor below the rank of Manager, who has served as a supervisor in this department for a minimum of one year as of December 31. Performance must indicate the supervisor's work benefited the department and the community beyond normal work expectations. Determination of the award recipient will be the responsibility of the chief of police, the assistant chiefs and the administrative services managers. (plaque and bar)
  - c. Outstanding Officer(s) of the Year – Presented to a police officer who has served as a sworn officer in this department for a minimum of two years as of December 31. To be eligible for these awards, the officer cannot have received the award during the previous five years. The chosen officer's performance must indicate the officer provided outstanding benefits to the department and community. (plaque and bar) Each year, the following two Officer of the Year will be awarded:
    - (1) Patrol Officer of the Year: Eligible candidates serving in Patrol Services Division, to include Neighborhood Police Officers (NPO) and High Visibility Enforcement Officers (HVEU).
    - (2) Support Services Officer of the Year: Eligible candidates serving in Criminal Investigative Services (CISD), Support Services Division (SSD), Professional Standards Unit (PSU), and the Public Information Officer (PIO).
  - d. Outstanding Civilian of the Year – Presented to the civilian employee who provided the most outstanding service to the community and the department in the previous calendar year. (plaque and bar)
  - e. Outstanding Rookie of the Year – Honors an officer who has provided the most outstanding service to the community when compared to officers of similar qualifications. Nominees must successfully complete field training and be assigned to a patrol shift between January 1 and December 31 of the previous year. Additionally, officers who meet these requirements but have not received eight weekly evaluations from a sergeant may be considered for the award in the following year. This will allow the officer to be evaluated by their supervisor(s) as an unaccompanied (solo) officer prior to nomination for the Rookie of the Year. To be eligible for this award, the nominee must never have served as a sworn police officer in any other department. (plaque and bar)
  - f. Medal of Honor – May be awarded to any member of the department who distinguishes themselves by displaying extraordinary heroism. The act or acts must indicate the member displayed unusual bravery while fully aware their life was in danger. The Medal of Honor may also be awarded when an officer loses their life in the necessary performance of duty, other than accidents, in an honorable circumstance. (plaque and bar)

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- g. Medal of Valor – May be presented to any member who exhibits unusual courage in performance of their duties. The situation must be one of unusual danger to the member and the member is aware of the unusual hazard. (plaque and bar)
  - h. Lifesaving Award – May be awarded to any member in recognition of saving human life. Documentation and supporting evidence should include signed statements by individuals, particularly witnesses to the incident, medical personnel, other members, peers, or supervisors. (plaque and bar)
  - i. Cooperation with Peers, Supervisors, and the Public: Does this person willingly offer unsolicited assistance to fellow workers? Is help offered to supervisors by offering to take on unpleasant assignments? Do they willingly aid other persons needing advice or experiencing problems?
  - j. Work Production: Is the work output of this person above that of peers?
  - k. Personal Conduct: Is the person's conduct, both on and off duty, in line with that expected of persons in such positions?
  - l. Other criteria should, of course, also be applied at the discretion of the nominator.
- C. Quarterly Awards

The following awards will be made at a special Chief's Quarterly Awards Ceremony or in briefings. Nominations should occur as soon as possible after the initial event.

1. Award for Civic Achievement – May be presented to any member of the department who brings unusual recognition to the department through involvement in civic affairs. Participation may include activities with civic groups or other governmental agencies where the member's participation is primarily at his own volition and is primarily during their off-duty hours. (Certificate and bar)
2. Chief's Unit Award – Can be given to any unit of department personnel consisting of two or more persons. This definition of "unit" shall remain flexible. As an example, a "unit" may be composed of a clearly defined organizational unit such as, B Shift, A Sector Patrol, or just B Shift Patrol. "Unit" may also be described as a collection of individuals from different divisions that have worked jointly on a single operation. As a group, however, its performance should be clearly exceptional and well above average. It will closely follow criteria for Annual Awards but will be applied to the group as a whole.
3. Meritorious Service Award – Presented to any employee of the Department whose performance is clearly defined as exceptional and whose achievements are well above officers or civilians of equal rank or grade. (certificate and bar)
4. Excellence in Problem Solving – Presented to the department employee(s) or unit who demonstrate the most outstanding level of initiative and effectiveness in problem solving. To be considered for the award, the nominee(s) must have effectively resolved, or substantially improved, an ongoing problem or issue that is of substantial concern to the City of Plano and/or the Plano Police Department. It is suggested that formal nominations follow the Scanning/Analysis/Response/Assessment (SARA) format in detailing the identification and resolution of the problem. Further guidelines for submitting nominations may be obtained through the Office of the Chief of Police. (certificate)

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Note: This award may be submitted on a quarterly basis. An annual winner will be selected from those persons or units receiving the award over the course of the calendar year. The annual winner will receive a plaque and bar.

5. Medal of Honor, Medal of Valor, Lifesaving Award and the Purple Heart Award are accepted as soon as appropriate documentation is available. The employee receiving the award will be recognized as soon as possible at the discretion of the Chief's Office and given a certificate along with the appropriate Award Bar. The employee will then be recognized at the Annual Awards Banquet where they will receive a plaque.

**D. Proficiency Awards**

The following awards will be presented on an annual basis but, because of the predicted volume, will not be presented during the awards banquet.

1. Marksmanship Award – Presented to any officer who obtains a firearm proficiency score of 240 or more for two consecutive qualifications, OR to any officer who attains a perfect score of 250 during any qualification trial during the previous calendar year. Qualifications for awards will be a designated qualification held in conjunction with in-service training. The marksmanship bar will be presented to the officer no less than two weeks after the officer has qualified. (bar)
2. Safe Driving Award – Presented to any member of the department assigned to a position which requires driving a departmental vehicle as part of the daily function of the position, who has driven for a five year period without a chargeable accident. Accidents to be considered non-chargeable must be reviewed by the police department. (bar)

Additional safe driving awards are made at ten, fifteen, twenty, etc. years. A figure designating the total number of continuous years without a chargeable motor vehicle accident will be affixed to the bar as awarded. If a member should become involved in a chargeable accident after having received a safe driving award, they may again qualify for additional awards in succeeding years.

3. Advanced Physical Fitness – The Physical Fitness Standards are based on a point system, which will be assessed on three tests – Bench Press or Pushups (chosen at the time of testing), Sit Ups, and a 1.5 mile run. To receive award time for the test, the individual must successfully complete and pass all three events. Once all three tests are completed, the respective points will be averaged and awards given based on the average number of points.

Assessments will only be done by department instructors who have been trained at the Institute for Aerobics Research in Dallas. The assessment will be done at designated times. Officer participation is optional.

Subsequent Advanced Physical Fitness Awards will be designated by the figure "2", "3", etc. placed on the bar.

**E. Master Peace Officer Proficiency Bar**

Presented to the officer achieving all educational and years of service requirements as defined by TCOLE for Master Peace Officer. (Certificate and Bar)

## PLANO POLICE DEPARTMENT AWARDS



MEDAL OF HONOR



MEDAL OF VALOR



PURPLE HEART



LIFESAVING AWARD



SUPERVISOR  
OF THE YEAR



OFFICER OF THE YEAR



ROOKIE OF THE YEAR



CIVILIAN OF THE YEAR



MERITORIOUS SERVICE



EXCELLENCE IN  
PROBLEM SOLVING



MARKSMANSHIP



PHYSICAL FITNESS



SAFE DRIVING



CIVIC ACHIEVEMENT

