

DEPARTMENTAL GENERAL ORDER 24-040

ST. LOUIS COUNTY POLICE DEPARTMENT
OFFICE OF THE CHIEF OF POLICE

November 13, 2024

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EMPLOYEE AWARDS AND RECOGNITION PROGRAM

I. PURPOSE

The purpose of this General Order is to familiarize employees with the Department's awards **and recognition** program, **which acknowledges** Department employees **and work elements**, other law enforcement agencies, law enforcement officials from outside agencies, and citizens who have distinguished themselves by performing a notable act or service in the furtherance of law enforcement and community **improvement**.

II. AWARD TYPES

Awards **are to be used as a means of recognizing** exceptional performance **by a Department employee, work element, citizen or business, or other law enforcement agency**. Awards are never automatic and **are** always considered on an individual basis apart from any previous award or precedent.

A. Employee Awards

1. Specialty

a. The Medal of Honor

May be awarded posthumously by the Board of Police Commissioners to a Department employee for a conspicuous act of valor who, while performing a police-related act on or off duty, has given **their** life. The award shall be given to the employee's family member at the annual Uniform Day ceremony.

b. Distinguished Service Citation for Valor

- 1) May be awarded by the Board of Police Commissioners to a Department employee who performs an act of heroism in the face of personal injury or risk of life.
- 2) This award **will** be evidenced by a gold medal, blue breast bar, and certificate.

c. The Meritorious Service Citation

- 1) May be awarded by the Board of Police Commissioners to a Department employee who performs an extremely laudable or extraordinary act.

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- 2) This award **will** be evidenced by a gold medal, red breast bar, and certificate.

d. The Purple Heart Award

- 1) May be awarded by the Board of Police Commissioners to a Department employee who, due to a direct confrontation with a suspect, suffers a serious injury due to adversarial action. The injury must have occurred in the line of duty as a result of an action that was not the fault of the employee.
- 2) The **employee** must not have been violating Department policy **at the time of the incident** and **the injury sustained during the confrontation** must have occurred through no fault of the employee and **resulted from the employee being unable** to take preventive measures to avoid the injury.
- 3) This award **will** be evidenced by a gold medal, purple breast bar, and certificate.

e. The Military Recognition Bar

- 1) May be awarded by the Board of Police Commissioners to a Department employee **in recognition of the employee's** contributions and services to their country. Any commissioned or non-commissioned **Department employee, who is active duty, a reservist, or who has been honorably discharged from any United States Armed Forces branch**, will be eligible.
- 2) This award **will** be evidenced to a commissioned/uniformed **employee** by a certificate and colored breast bar. **The color of the breast bar will vary based on the branch of military service.**
- 3) This award **will** be evidenced to a **professional staff/non-uniformed employee with** a certificate and a colored **cloisonné** pin. **The color of the cloisonné pin will vary depending on the branch of military service.**

f. The Chief's Commendation

- 1) May be awarded by the Chief of Police to a Department employee or work element that performs a particularly noteworthy act or service based on determined and intelligent performance.
- 2) This award **will** be evidenced by a certificate and a green breast bar/**green cloisonné** pin.

g. The Lifesaving Award

- 1) May be awarded by the Chief of Police to a Department employee who performs a lifesaving measure where valor circumstances do not exist,

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and the victim has survived. In those circumstances where the victim does not survive, yet there is a valiant, extremely laudable, or noteworthy act performed by the employee, the employee may **still** be eligible for a different award described in this Order.

- 2) This award **will** be evidenced by a certificate and white breast bar with a blue cross.

h. **Community Service Award**

- 1) **May be awarded by the Chief of Police to any Department employee who actively performs outstanding volunteer community service that is not related to the employee's job-related duties. The actions performed by the employee must be significant in nature and contribute to improving the quality of life of the community and its residents.**
- 2) **This award will be evidenced by a certificate and a red, white, and blue breast bar.**

j. **The Award of Excellence**

May be awarded by a Division Commanding Officer, **or designee**, to any Department employee whose actions deserve recognition but may not warrant one of the above awards.

2. Professional Staff Annual Awards

1) **Employee of the Year Award**

- a) **The Awards Committee will select one professional staff employee to receive the employee of the year award.**
- b) **The employee will be selected from the recipients nominated by their Precinct/Bureau/Unit Commander/Supervisor.**
- c) **Nominations are to be made by using Department Form F-363A. All nominations must be made by January 31 each year.**
- d) **An eligible employee must be off probation and on full-time status. Additionally, at the time of nomination, the employee should not have a pending internal affairs investigation against them or a sustained disciplinary action of misconduct within the past twelve (12) months.**
- e) **Recipients of the annual award should not only have consistently performed their jobs at high levels of proficiency and excellence but should also embody the Department values of service, teamwork, integrity, courage, and professionalism.**

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- f) The award will be presented at a professional staff luncheon with a date to be determined by the Chief of Police.
- g) This award will be evidenced by a certificate dated with the year and a gold cloisonné pin.
- h) Award recipients will be featured on the Department's social media sites and annual report.

2) Professional Staff Recognition Awards

- a) Annually, professional staff employees will have the chance to be recognized for their achievements in three categories for work performed or services provided for the 12 months before nominations are due on January 31 of each year. These awards along with their descriptions consist of the following:
 - (1) **Outstanding Leadership Award**
An employee who serves as a role model for others, demonstrates initiative, and promotes a work environment that is respectful and supportive.
 - (2) **Standout Performer Award**
An employee who consistently delivers high quality work and often goes above and beyond in their performance.
 - (3) **Customer Service Award**
An employee who may either in a single instance or on a consistent basis provide exceptional customer service in an internal or external capacity.
- b) Employees will be selected from the recipients nominated by their Precinct/Bureau/Unit Commander/Supervisor.
- c) The Chair of the Awards Committee will be responsible for soliciting nominations.
- d) Nominations should be made using Department Form F-363P and include examples that illustrate why the employee would be a good fit for the award. Supervisors may not nominate the same employee in more than one category.
- e) Once complete, the nominations should be forwarded to the Awards Committee for review with final approval to be made by Executive Command Staff. All nominations will be due by January 31 each year.

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f) One winner will be selected for each category and will receive a plaque marking their achievement.

g) Awards will be presented at a professional staff luncheon with a date determined by the Chief of Police.

B. Citizen of Business Citations and Certificates

1. Citizen Service Citation

- a. May be awarded to a citizen whose assistance to the Department was given without regard to personal welfare and had a positive bearing on the outcome of an incident and contributed to furtherance of law enforcement in the community.
- b. It may be recommended for presentation by an employee of this Department. The procedures for **nomination** for this award **will** conform to those stated in Section **IV.** of this Order.
- c. This award **will be recognized by a certificate.**

2. Certificate of Recognition

- a. May be awarded to a citizen or organization who has demonstrated dedication to the community by a singular act or a series of acts of significant note to the betterment of the community and the St. Louis County Police Department.
- b. **It may be recommended for presentation by an employee of this Department. The procedures for nomination for this award must conform to those stated in Section IV. of this Order.**
- c. This award **will** be recognized by a certificate.

C. Law Enforcement Agency Certificates

Certificate of Appreciation

- 1. May be awarded to another law enforcement agency or to a member of another law enforcement agency that has performed an outstanding act or service for the St. Louis County Police Department. The act may be singular and involve consistently superior achievements to the community and criminal justice system.
- 2. It may be recommended for presentation by an employee of this Department. The procedures for **nomination** for this award **must** conform to those stated in Section **IV.** of this Order.
- 3. This award **will** be recognized by a certificate.

D. Non-Departmental and Civic Awards

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1. At times, various organizations may wish to honor Department employees with awards (e.g., MADD, Chamber of Commerce, NAMI, etc.). Any employee nominated or advised they will receive an award should also notify the Chief when possible.
2. Following notification, the Chief of Police will alert the Public Information Office who will ensure notification of the employee's accomplishment is made Department-wide.

III. AWARDS COMMITTEE

A. Composition

1. The committee shall consist of seven members, with the Lieutenant Colonel of the Division of Operational Support acting as the Chair of the committee and the supervisor of Patrol-Ancillary Services Unit acting as the secretary.
2. The other five spots will be filled by employees holding the following positions:
 - a. The Executive Director of Human Resources; and
 - b. The Supervisor of the Crisis Intervention Unit (CIU); and
 - c. The Commander of the Bureau of Investigations; and
 - d. The Director of the Police Crime Laboratory; and
 - e. A Public Safety Dispatcher III.
3. The Public Safety Dispatcher III position should be appointed by the Chair of the Awards Committee.

B. Responsibilities

1. The Awards Committee must meet at least quarterly to review employee nominations and provide a final recommendation to Executive Command Staff for consideration.
2. The committee will also be responsible for keeping a record of all awards presented throughout the year. At a minimum, the record should include the following:
 - a. Employee name and assignment; and
 - b. Award type; and
 - c. Date presented.
3. At the end of the fourth quarter, a copy of the record should be sent to the Public Information Office and Bureau of Research and Analysis. The

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information provided will then be used by the respective work elements in the future publication of Department reports.

IV. NOMINATION PROCEDURES

Nominations

- A. Any Department employee may nominate another employee, citizen, or organization to receive the awards listed in this order except where an awarding authority is listed or where otherwise noted.**
- B. Employees may not nominate themselves or family members for individual awards.**
- C. All requests must be made using the applicable Department Form (F-363, F-363A, F-363E, or F-363P forms). The form must be completed in full and contain relevant information and attachments to support the nomination in order to be considered by the Committee. Supporting documents may include police reports, memorandum, or other pertinent information detailing and supporting the reason for the award nomination.**
- D. The Medal of Honor, the Distinguished Service Citation for Valor, the Meritorious Service Citation, and the Lifesaving Award **each** require a memorandum summarizing the incident.**
- E. The nomination must then be forwarded through the employee's chain of command to the Division Commanding Officer for review and consideration.**
 - 1. It **is** the responsibility of the employee's Precinct/Bureau/Unit Commander/Supervisor to verify the validity of the **nomination**.**
 - 2. The Division Commanding Officer after reviewing the form will return the form to the original author.**
 - 3. The form will be submitted by the original author to PD Awards@stlouiscountymo.gov for review by the Awards Committee.**
 - 4. The Awards Committee will review all nominations and forward their recommendations to Executive Command Staff for final approval.**

V. PRESENTATION OF AWARDS

- A. Presentation of the Distinguished Service Citation for Valor, the Meritorious Service Citation, the Purple Heart, the Military Recognition Bar, and the Citizen Service Citation **will** be made by the Board of Police Commissioners during a regularly scheduled public meeting.**
- B. The Chief's Commendation, the Lifesaving Award, **Community Service Award**, and the Certificate of Appreciation **will** be presented by the Chief **at a police board meeting**.**

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- C. **Presentation of the annual professional staff awards that include employee of the year and recognition awards will be made by the Chief of Police at a professional staff luncheon.**
- D. The presentation of the Award of Excellence **will be made** by the employee's/**work element's Division** Commanding Officer, **or designee, at any time.**
- E. Presentation of the Certificate of Recognition may be made by the appropriate Precinct/Bureau/**Unit** Commander.
- F. A copy of the appreciation certificate **for any award outlined in this order** will be placed in the employee's personnel file. **The name of the award and the date the award was received will also be displayed electronically under the employee's profile in EMP.**

VI. WEARING OF AWARDS

- A. Breast bars awarded to Department employees **will** be worn by uniform personnel on the top seam of the left breast pocket and centered on the outermost garment of the field uniform. **Commissioned employees** may **use** the commendation award bar slide (CAB) as described in Departmental General Order **036** entitled *Uniforms and Appearance*.
- B. Service medals **will** be worn on the top seam of the left breast pocket and centered.
- C. The Distinguished Service Citation for Valor, the Meritorious Service Citation, and the Purple Heart Award recipients **may** wear either the medal or breast bar. The breast bar **will** be worn on the left pocket below the breast badge or **commissioned employees** may **use** a CAB as noted above.
- D. The wearing of the breast bar, medal, or **cloisonné pin will** be optional.

Adopted by Command Staff

By order of:

KG:mw

COLONEL KENNETH GREGORY
Chief of Police

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Attachments:

[F-363 Award Nomination Form](#)

[F-363A Professional Staff of the Year Nomination Form](#)

[F-363E Award of Excellence Nomination Form](#)

[F-363P Professional Staff Recognition Nomination Form](#)

[Awards Committee Roster](#)

[Award Listing](#)

Approved at the regular Board meeting of November 13, 2024.

COMMISSIONER
Chair

COMMISSIONER
Secretary

Distribution
All Department Personnel

CALEA Reference
26.1.2