# The Tarrant County College District Police Department

## **GENERAL ORDER**

CHIER CHIER CHIER CHIER	SUBJECT	GENERAL ORDER NUMBER
	MERITORIOUS AWARDS	901.00
	CALEA STANDARDS	EFFECTIVE DATE
	26.1.2	May 1, 2015
		REVISION DATE
		June 5, 2018
	APPROVAL	PAGES
	Shaun Williams, Chief of Police	10

**Policy Statement** - It is the policy of The Tarrant County College Police Department to honor individuals, groups and any other entity that has made an outstanding contribution to the law enforcement efforts of the Tarrant County College District and the Police Department. This awards program is intended to recognize acts above and beyond that which is expected of any law enforcement official or citizen, exceptional effort, and other contributions having a major impact upon any operation, law enforcement effort, mission or function of the Tarrant County College District. <u>A 26.1.2</u>

### 901.01 - AWARDS COMMITTEE

- A. The purpose of the Awards Committee is to review nominations for awards recognizing the performance of employees.
- B. The Awards Committee consists of eight (8) or more members who are appointed by the Award Banquet Committee Chairperson.
  - 1. The committee should be representative of all campuses, divisions and services.
    - a. Patrol, Supervision, Communications, Security, Electronic Access, etc.
  - 2. Members of the committee are volunteer and/or appointed by the Chairperson and serve terms of two years.
    - a. Serving members are not eligible for service in consecutive rotations unless they volunteer to do so.
  - 3. The committee Chairperson shall convene the committee as needed.

### 901.02 - NOMINATION REQUIREMENTS

- A. Any police department employee may nominate another employee or private citizen for an award in accordance with the requirements for each award listed within this General Order. Nominations will be submitted directly to the Awards Committee Chairperson.
- B. Nominations should be submitted to the Committee Chair within thirty (30) days of the incident if at all possible.
- C. Required Documentation.

- 1. Completed TCC PD Award Nomination Form and/or TCC PD Bar Nomination Form.
- 2. Supporting Documents All awards **must be supported** by documentation consisting of any and all documents and statements of person(s) witnessing the act that is subject of a nomination. Any documentation that would enhance the nomination and strengthen its award potential.
  - a. Service Awards that are earned via course completion require only the certificate of completion submitted with the appropriate form to substantiate the award.
  - b. Miscellaneous other bars that are based upon selection into units must be requested by that unit Supervisor.
- D. Reporting Periods. The nomination form, C 1 above, shall be submitted to the Award Committee no later than the 31<sup>st</sup> of December each calendar year. Worthy nominations shall only be considered for the calendar year in which the banquet is honoring. (ie. the banquet may be hosted in 2013 but the honoring year would be 2012)
  - 1. Service Awards issued for completion of training within an award year can only be awarded at the banquet. Request for earlier award shall be made to the Chairperson of the Award Committee and presented with just cause for the request.
  - 2. Request not having the supporting diploma, certificate of completion etc. will not be awarded until such documentation is obtained.

### 901.03 - AWARD ORDER OF PRECEDENCE

- A. The Award order of precedence is:
  - 1. Medal of Honor
  - 2. Medal of Valor
  - 3. Purple Heart
  - 4. Meritorious Conduct
  - 5. Life Saving
  - 6. Chief Commendation
  - 7. Of the Year Supervisor/Officer/Rookie/Security Guard/Civilian/Citizen
  - 8. Distinguished Service
  - 9. Medal of Merit
  - 10. The Chancellor's Award
  - 11. Community Service
  - 12. TCOLE Instructor
  - 13. Field Training Supervisor
  - 14. Field Training Officer/Police Training Officer/Training Officer
  - 15. Educational Achievement Master/Bachelor/Associate
  - 16. TCOLE Certification Master/Advanced/Intermediate
  - 17. Military Service
  - 18. Years of Service
  - 19. Perfect Attendance
  - 20. Range Master/Assistant Master/Officer
  - 21. Firearms Instructor
  - 22. Police Rifle Instructor
  - 23. Range Proficiency Master/Expert/Marksman/Sharpshooter

- 24. Police Investigation Unit Investigator
- 25. Background Investigator
- 26. Mental Health Peace Officer
- 27. School Resource Officer
- 28. Crime Prevention
- 29. Honor Guard
- 30. Recruiter
- 31. Bicycle Unit
- 32. Gang Unit
- 33. FBI-LEEDA Trilogy
- 34. US Flag (filler bar)

### 901.04 - AWARDING PROCEDURE

- A. The Awards Committee will review nominations and forward approved nominations to the Chief of Police. The following nominations require Chief of Police approval:
  - 1. Medal of Honor
  - 2. Medal of Valor
  - 3. Purple Heart
  - 4. Meritorious Conduct
  - 5. Life Saving
  - 6. Chiefs Commendation (*Not subject to committee consideration*)
  - 7. Of The Year Supervisor/Officer/Rookie/Security Guard/Civilian/Citizen
  - 8. Distinguished Service
  - 9. Medal of Merit
  - 10. Chancellor's Award
  - 11. Community Service
- B. The following awards are generally achieved by individual personnel in lieu of special training. These bars require the TCCPD Bars CF and qualifying certificate or documentation in support of the request to the Award Committee no later than December 31<sup>st</sup> of any calendar year.
  - 1. Chancellor's Award
  - 2. TCOLE Instructor
  - 3. Field Training Supervisor
  - 4. Field Training Officer/Police Training Officer/Training Officer
  - 5. Educational Achievement Master/Bachelor/Associate
  - 6. TCOLE Certification Master/Advanced/Intermediate
  - 7. Military Service
  - 8. Years of Service
  - 9. Perfect Attendance
  - 10. Range Master/Assistant Master/Officer
  - 11. Firearms Instructor
  - 12. Police Rifle Instructor
  - 13. Range Proficiency Master/Expert/Marksman/Sharpshooter
  - 14. Police Investigative Unit Investigator
  - 15. Background Investigator
  - 16. Mental Health Officer Certification
  - 17. School Resource Officer
  - 18. Crime Prevention Unit
  - 19. Honor Guard
  - 20. Recruiter
  - 21. Bicycle Unit
  - 22. Gang Unit

23.	FBI-LEEDA Trilogy
24.	US Flag (filler)

### 901.05 - REQUIREMENTS FOR AWARDS

<b>Medal of Honor</b>	The <b>Medal of Honor</b> (bar) may be awarded to a Tarrant County College District Police Officer who, while in the performance of duties, exhibits exceptional bravery and/or an exceptional courageous action while aware of an imminent risk of serious bodily injury or death. The award shall consist of a bar and a trophy. The award shall be noted as a permanent part of the employee's personnel file. Appropriate public attention shall be given to such award, and shall be posted in an appropriate manner in the police department for a period of at least 30 days.
Medal of Valor	The <b>Medal of Valor</b> (bar) may be awarded to a Tarrant County College District Police Officer, who while in the performance of duties, exhibits a courageous action while aware of an imminent risk of bodily injury or serious bodily injury. The award shall consist of a bar and a trophy, which shall become a permanent part of the employee's personnel file.
Purple Heart	The <b>Purple Heart</b> (bar) may be awarded to a Tarrant County College District Police Officer who, while in performance of duties, is injured while faced with deadly force or other excessive force intended to cause serious bodily or bodily injury. The award shall consist of a bar and a trophy.
Meritorious Conduct	The <b>Meritorious Conduct</b> (bar) may be awarded to a Tarrant County College District Police Officer who, while in the performance of their duties, demonstrates exemplary behavior or perseverance above and beyond normal expectations. The award shall consist of a bar and a trophy.
Life Saving	The <b>Life Saving</b> (bar) may be awarded to any Tarrant County College District Police Department personnel who, while in the performance of duties (either on or off duty) that result in the saving of a human life. Documentation and supporting evidence must be included to substantiate the award; such as statements from witnesses, medical personnel, or supervisors. This documentation should be substantive evidence that actions of the employee prolonged a human life to the extent the victim being released to the care of medical authorities, even though the victim may later expire. The award shall consist of a bar and a trophy.
Chief Commendation	The <b>Chief Commendation</b> (bar) may be awarded to any Tarrant County College District personnel for outstanding performance and/or contributions to the police department leading to the success of difficult work projects, programs or situations. Such contributions should be made with a high degree of professionalism and performed within or concluded within the award period. The award shall consist of a bar and a trophy/plaque.
Supervisor	The <b>Supervisor of the Year</b> (bar) may be awarded to any Tarrant County College District Police Department personnel of rank or holding a supervisory position. Awarded for outstanding performance of assigned duties, additional projects, programs or other assigned activities performed in an exemplary manner placing the supervisor well above others. The performance must be made within or concluded within the award period. Performance of duty in unusual and/or hazardous conditions during the current award period. The award shall consist of a bar and a trophy.
Officer	The <b>Officer of the Year</b> (bar) may be awarded to any Tarrant County College District Police Department Police Officer with service exceeding 18 months from release of the Field Training Program. Awarded for outstanding performance of assigned or self-initiated duties in an exemplary manner placing that officer well above others. The performance must be within or concluded within the current award period. The award shall consist of a bar and a trophy.
Rookie	The <b>Rookie of the Year</b> (bar) may be awarded to any Tarrant County College District Police Department Police Officer with service not to exceed 18 months from release of the Field Training Program. Awarded for outstanding performance of assigned or self-initiated duties in an exemplary manner placing that rookie officer well above others. The performance must be within or concluded within the current award period. ( <i>Consideration of awards gained in a</i>

respective Academy may be taken into consideration.) The award shall consist of a bar and a trophy.

The **Security Guard of the Year** (bar) may be awarded to any Tarrant County College District Police Department Security Guard with service exceeding 18 months from release of the Field Training Program. Awarded for outstanding performance of assigned or self-initiated duties in an exemplary manner placing that guard well above others. The performance must be within or concluded within the current award period. The award shall consist of a bar and a trophy.

The **Civilian of the Year** (bar) may be awarded to any Tarrant County College District Police Department non-certified personnel. (*Civilian Supervisors are not eligible for this award*) Awarded for outstanding performance of assigned or self-initiated duties in an exemplary manner placing that employee will above the others. The performance must be within or concluded within the current award period. The award shall consist of a bar and a trophy.

Security Guard

Civilian

Citizen

**Distinguished Service** 

Medal of Merit

**Chancellor's Award** 

**Community Service** 

**TCOLE Instructor** 

The **Citizen of the Year** (bar) may be awarded to any person. Awarded for outstanding contributions of time and/or efforts that are a significant benefit to the promotion or furthering of a Tarrant County College District Police Department program and/or function. May be awarded to other district personnel who continually support and/or work in close association with the department on any project or program. The performance must be within, ongoing, or concluded within the current award period. The award shall consist of a bar and a trophy.

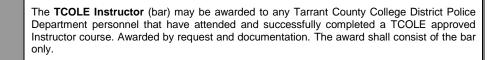
Special attention and consideration will be placed upon multiple nominations and valid documents such as CAD reports, statements (witness/supervisor) and/or other documentation (multiple commendations) that substantiate the nomination. All nominations for "Of the Year" must be reviewed and acts or performance validated by the committee prior to the award being rewarded. All Of the Year awards may be displayed simultaneously

The **Distinguished Service** (bar) may be awarded to any Tarrant County College District Police Department personnel for consistent, unselfish, and significant contributions to the police department. Awarded for superior performance and/or attention to duty that has placed them well above other department members and bringing credit and good will toward the police department. Or, for outstanding contributions to law enforcement in general by those who have contributed to a high degree to the success of a department project within or concluded within the award period. The award shall consist of a bar and a trophy.

The **Medal of Merit** may be awarded to any Tarrant County College District Police Department personnel for work excellence. Work excellence defined as outstanding performance of duties under unusual complicated or hazardous conditions during the current award period. Outstanding or superior performance of any assignment within or concluded within the award period, but such performance to be clearly defined as exceptional placing them well above other officers or civilians of equal rank or grade. (*Under no circumstances will the Certificate of Merit be awarded in conjunction with another award for the same service or deed.*) The award shall consist of a bar and a trophy

The **Chancellor's Award** (bar) may be awarded to any Tarrant County College District Police Department personnel in recognition of a nomination only for a Chancellor's Employee Excellence Award for exceptional performance of duty and/or contributions through projects that benefit the district campus community and brings credit not only upon the department but the district as a whole. The award shall consist of a bar and a trophy.

The **Community Service** (bar) may be awarded to any Tarrant County College District Police Department personnel who bring favorable recognition to the police department through their involvement in civic affairs, while acting in their official capacity and/or off duty activity. Service must be a minimum of 16 hours and performed within or concluded within the award period. The award shall consist of a bar and a trophy.



	Recipients must present certificate of completion for both Field Training Officer (Police Training Officer) as well as a Field Training Officer Management course. Only Certified personnel are eligible for this award.
	The <b>Field Training Supervisor</b> (bar) may be awarded to any Tarrant County College District Police Officer/Supervisor who has attended and passed a course in Field Training Officer (FTO) and/or Police Training Officer (PTO) combined with a Field Training Officer Management training course. The award shall consist of the bar only.
Field Training Supervisor	Recipients must present certificate of completion for both Field Training Officer (Police Training Officer) as well as a Field Training Officer Management course. Only Certified personnel are eligible for this award.
Field Training Officer	The <b>Field Training Officer</b> (bar) may be awarded to any Tarrant County College District Police Officer/Supervisor who has attended and passed a course in Field Training Officer (FTO). Awarded by request and documentation. The award shall consist of the bar only.
PTO Police Training Officer	The <b>Police Training Officer</b> (bar) may be awarded to any Tarrant County College District Police Officer/Supervisor who has attended and passed a course in Police Training Officer (PTO). Awarded by request and documentation. The award shall consist of the bar only.
Training Officer	The <b>Training Officer</b> (bar) may be awarded to any Tarrant County College District Police Security/Communications/Supervisor personnel who has attended and passed a course for and/or have been designated by the proper authority as a Training Officer (TO). Awarded by request and documentation. The award shall consist of the bar only.
	Recipients must present certificate of completion for Field Training Officer (FTO), Police Training Officer (PTO) and/or Training Officer (TO). Training Officer may be awarded with a letter of appointment by a recognized administrative supervisor. Field Training Officer Supervisor, Field Training Officer and Police Training Officer bars may be displayed simultaneous.
	The <b>Master Degree</b> (bar) may be awarded to any Tarrant County College District Police Department personnel. Awarded by request and copy of diploma. The award shall consist of the bar only.
Master Degree	The <b>Bachelor Degree</b> (bar) may be awarded to any Tarrant County College District Police Department personnel. Awarded by request and copy of diploma. The award shall consist of the bar only.
Bachelor Degree	The <b>Associate Degree</b> (bar) may be awarded to any Tarrant County College District Police Department personnel. Awarded by request and copy of diploma. The award shall consist of the bar only.
Associate Degree	All educational awards must have proper documentation (diploma) presented from an accredited institution of higher learning. Only the highest honor bar may be displayed.
Master Peace Officer	The <b>Master Peace Officer</b> (bar) may be awarded to any Tarrant County College District Police Department certified personnel or communications personnel who have met the requirements set by the Texas Commission on Law Enforcement (TCOLE). Awarded by request and documentation. The award shall consist of the bar only.
Advanced Certification	The <b>Advanced Certification</b> (bar) may be awarded to any Tarrant County College District Police Department certified personnel or communications personnel who have met the requirements set by the Texas Commission on Law Enforcement (TCOLE). Awarded by request and documentation. The award shall consist of the bar only.
	The <b>Intermediate Certification</b> (bar) may be awarded to any Tarrant County College District Police Department certified personnel or communications personnel who have met the requirements set by the Texas Commission on Law Enforcement (TCOLE). Awarded by request and documentation. The award shall consist of the bar only.

	All TCOLE awards must have proper documentation (certificate/TCLEDDS report) presented for presentation. Only the highest honor bar may be displayed.
Military Service	The <b>Military Service</b> (bar) may be awarded to any Tarrant County College District Police Department personnel that has served any of the United States Military divisions in either active, reserve, or National Guard capacity. Awarded by request and documentation. The award shall consist of the bar only.
Years of Service	<ul> <li>The Years of Service (bar) may be awarded to any Tarrant County College District Police Department personnel. Awarded for first two years then each additional five year consecutive period (ie. 2, 5, 10, 15, 20 etc.). Awarded by verification of years of service completed. Award will consist of the bar only.</li> <li>The Years of Service bar will only be issued upon completion of the required period of service. If the years of service are not complete for the award period it will be issued at the next award banquet. (ie. 4 years and 11 months will not qualify for the 5 year bar for that award period). The years of service are determined by the ARMS personnel records. Only the most current bar may be displayed.</li> </ul>
Perfect Attendance	The <b>Perfect Attendance</b> (bar) may be awarded to any Tarrant County College District Police Department personnel with perfect attendance within a fiscal calendar year and shall be awarded for one year and for each additional five year(s) completed in succession afterward. The award shall consist of the bar only. <i>Perfect attendance for this award bar means:</i> <i>Personnel has not taken sick or family sick leave (Personal Business Excluded)</i> for a fiscal calendar year (September to August); and has not received leave without pay or have been absent without leave during the fiscal period; and must not have received written counsel or reprimands for attendance issues during the fiscal period.
Range Master	The <b>Range Master</b> (bar) may be awarded to any Tarrant County College District Police Department certified personnel that are appointed to the position by the Chief of Police. Awarded with authorized documentation from the Chief of Police. Award will consist of the bar only.
Assistant Range Master	The <b>Assistant Range Master</b> (bar) may be awarded to any Tarrant County College District Police Department certified personnel that are appointed to the position by the Range Master and with approval of the Chief of Police. Awarded by the request of the Range Master. Award will consist of the bar only.
Range Officer	The <b>Range Officer</b> (bar) may be awarded to any Tarrant County College District Police Department certified personnel that are appointed by the Range Master and with approval of the Chief of Police. Awarded by the request of the Range Master. Award will consist of the bar only.
FIREARMS INSTRUCTOR Firearms Instructor Certified	The <b>Firearms Instructor</b> (bar) may be awarded to any Tarrant County College District Police Department certified personnel that have attended and successfully completed an approved Firearms Instructor Training course. Awarded by request of the Range Master and documentation. The award shall consist of the bar only.
Police Rifle Instructor	The <b>Police Rifle Instructor</b> (bar) may be awarded to any Tarrant County College District Police Department certified personnel that are appointed by the Range Master and with approval of the Chief of Police. Certified personnel shall have attended and successfully completed and approved Police Rifle Instructor course. Awarded by the request of the Range Master and documentation. The award shall consist of the bar only.
MASTER Master Marksman	<b>Range Proficiency</b> (bar) may be awarded to Tarrant County College District Police Department certified Officers/Supervisors. Award will be classified based upon the last three firearms (daylight) qualification scores for Master, and the last two firearms (daylight) qualifications scores for Expert, Marksman, and Sharpshooter. Awarded by the request of the Range Master. The award will consist of the bar only.

EXPERT Expert Marksman	The department Range Master will be charged with the calculation of the scores and notification of the Award Banquet Committee Chairperson of the scores and individual bars earned. Only the most current proficiency may be displayed.
MARKSMAN	Master Marksman – Score of 300 for three consecutive qualification periods. Expert Marksman – Score of 294-299 for two consecutive qualification periods.
Marksman	Marksman – Score of 285-293 for two consecutive qualification periods.
SHARPSHOOTER	Sharpshooter – Score of 270-284 for two consecutive qualification periods.
Sharpshooter	*Scores are not averaged, but considered individually for award purposes
Police Investigative Unit	The <b>Police Investigative Unit</b> (bar) may be awarded to any Tarrant County College District Police Department certified personnel that are appointed by the Police Investigative Supervisor and with approval of the Chief of Police. Awarded by the request of the Police Investigative Supervisor. The award shall consist of the bar only.
Background Investigator	The <b>Background Investigator</b> (bar) may be awarded to any Tarrant County College District Police Department personnel that are appointed by the Lead Background Investigator and with approval of the Chief of Police. The award shall consist of the bar only.
Background investigator	Both bars may be displayed simultaneously if so appointed.
MHO Mental Health Officer	The <b>Mental Health Officer</b> (bar) may be awarded to any Tarrant County College District Police Department personnel that attend and successfully completes the Mental Health Officer training course. Awarded with request and documentation. The award shall consist of the bar only.
School Resource Officer	The <b>School Resource Officer</b> (bar) may be awarded to any Tarrant County College District Police Department certified personnel that attend and successfully completes the School Resource Officer training course. Awarded with request and documentation. The award shall consist of the bar only.
Crime Prevention	The <b>Crime Prevention</b> (bar) may be awarded to any Tarrant County College District Police Department personnel that attend and successfully completes the Crime Prevention series of training courses. Awarded with request and documentation. The award shall consist of the bar only.
HONOR GUARD Honor Guard Unit	The <b>Honor Guard</b> (bar) may be awarded to any Tarrant County College District Police Department certified personnel that are selected by the Honor Guard Supervisor and with the approval of the Chief of Police. Awarded by the request of the Honor Guard Supervisor. The award shall consist of the bar only.
RECRUITER Recruiting Unit	The <b>Bicycle Patrol Unit</b> (bar) may be awarded to any Tarrant County College District Police Department certified personnel that are selected by the Bicycle Patrol Unit Supervisor and with approval of the Chief of Police. Bicycle Patrol Unit awardees must attend and successfully complete an approved training course. Awarded by the request of the Bicycle Patrol Unit Supervisor. The award shall consist of the bar only.
Bicycle Patrol Unit	The <b>Recruiter</b> (bar) may be awarded to any Tarrant County College District Police Department personnel that are selected by the Recruit Unit Supervisor and with the approval of the Chief of Police. Awarded by request of the Recruit Unit Supervisor. The award shall consist of the bar only.
GANG UNIT Gang Unit	The <b>Gang Unit</b> (bar) may be awarded to any Tarrant County College District Police Department personnel that are selected by the Gang Unit Supervisor and with approval of the Chief of Police. Awarded by request of the Gang Unit Supervisor. The award shall consist of the bar only.
FBI-LEEDA Trilogy	The <b>FBI-LEEDA Trilogy</b> may be awarded to any Tarrant County College District Police Department personnel that has successfully completed the prescribed Supervisor, Executive, and Command leadership modules. Awarded by the FBI-LEEDA staff the award shall consist of a bar only.



### 901.06 - AWARDS PRESENTATION

- A. Awards shall be presented during a ceremony each year, at the discretion of the Award Committee.
- B. Award (bar) accompanied by a "trophy" are to be consistent from year to year. These "trophies" are intended to be elegant and desirable in nature. In keeping with consistency to maintain the integrity of these awards; "Trophies" for presentation as prescribed in *General Order 901.05* Requirements for Awards are obtained from:

### An approved District vendor

Award Bars for presentation as prescribed in *General Order 901.05* Requirements for Awards and *General Order 901.07* Wearing of Award Bars are obtained from:

### An approved District vendor

### 901.07 - WEARING OF AWARD BARS

- A. All bars will be 1 3/8 inch by 3/8 inch in size, constructed of metal with enameled colors. Ribbon or bar holders may be worn to assist with alignment.
- B. Bars will be worn centered and above the nametag over the upper seam of the right shirt pocket. Bars will not be worn on jackets or coats. The maximum number of bars worn on a single row is three. Second and subsequent rows of bars will be centered above the lower row.
  - 1. Bar holders to uniformly display awards may be obtained from:

#### An approved District vendor

- 2. Bars holders are at the sole expense of personnel desiring such holder.
- C. The hierarchical order of the bars is as follows with the Award for Honor being the highest award. The Award for Honor will be worn on the top row of ribbons and will begin mounted left to right; lesser bars will range outward and then downward and outward in lower rows. Example:



- D. Award bars or insignias from earned from another department/agency by a Tarrant County College District Police Department personnel may be worn with approval in the hierarchy by issue of written request and providing sufficient validation to the Chief of Police.
  - 1. Only the following awards earned from another department/agency may be requested for display:
    - a. Medal of Honor
    - b. Medal of Valor
    - c. Purple Heart
    - d. Meritorious Conduct
    - e. Life Saving
- E. Repeat Recipient of any award bar may be designated by the attachment of numerals. The numeral will be representative of the times the recipient has been awarded the same award bar. The numeral(s) will be centered on the bar. These numerals are also available at the sole expense of the recipient through *an approved District vendor*.
- F. Only awards (bars) awarded or approved by the Chief of Police may be worn on the uniform.
- G. Damaged award bars where the damage caused was due to active duty will be replaced by the department.
- H. Replacement bars of any award bar other than damaged on duty; may be ordered from **an approved District vendor** at the sole expense of the recipient.