


**Department of Public Safety**  
**Policies and Procedures**

<u><b>Title</b></u>  <b>Performance Awards</b>	<u><b>SOP Number</b></u>  <b>4.3.100</b>
<b>Approval Signature</b>  	
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<b>Reviewed/Revised by</b>	<b>Pages</b> 6
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## ***Performance Awards***

- I. **Purpose:** It is the purpose of this policy to establish guidelines for recognizing exemplary service by departmental personnel and to provide protocols for the presentation of awards and display of related recognition for such service.
  
- II. **Policy:** The recognition of personal excellence is an important aspect of this department's activities. Presenting departmental awards for meritorious service provides that recognition, thereby enhancing departmental morale, reinforcing the department's commitment to the maintenance of a high standard of performance by its members, and motivating personnel to perform their duties at the highest possible level. Therefore, it is the policy of this department to recognize and reward meritorious service through an awards program to be administered under the procedures set forth herein.
  
- III. **Procedure:**
  - A. Awards
    1. Medal of Valor  
Awarded to departmental members for conspicuous gallantry while acting in the line of duty. Presented to officers for acts of exceptional bravery performed at very high risk to their own lives with full awareness of the danger involved. This award will be presented in the form of a ribbon bar (uniformed personnel), and a certificate.
    2. Life-Saving Award  
To be conferred upon any member of the department whose actions directly contribute to saving or significantly prolonging human life. This award will be presented in the form of a ribbon bar (uniformed personnel), and certificate.
    3. ICAT Award  
Awarded to departmental members who distinguish themselves in the line of duty by consistently demonstrating the Integration of Communication, Assessment and Tactics (ICAT) or demonstrates these skills at a high level on a particular critical incident. This award will be presented in the form of a ribbon bar (uniformed personnel), and certificate.
    4. Award for Meritorious Service  
Awarded to any member of the department for outstanding job accomplishment that has contributed to a more effective and efficient Public Safety department. This may involve improved administration, improved operations, substantial cost savings, or other benefits to the department that have materially facilitated the effective performance of the department's mission. This award is presented in the form of a ribbon bar (uniformed personnel), and a certificate.
    5. Director or Chief's Commendation  
Presented in recognition of a high degree of competence and professionalism in the specific performance of departmental duties. This includes exemplary conduct during a field incident or operation, outstanding administrative work, the effective handling of a criminal investigation, the organization of a new and beneficial departmental program, designing and conducting a course of training, and commendable participation in any other activity that improves the

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department's functioning or brings credit upon the department in any way. It may also be presented to any employee who has demonstrated long-term excellence in service to the agency. This award is presented in the form of a certificate.

### **6. Letter of Appreciation**

Presented to departmental members who perform their duties in a manner that demonstrates professionalism, devotion to duty, and dedication to the performance of the departmental mission. This award may also be presented for the submission of any suggestion subsequently adopted by the department that materially improves the efficiency of the department. Line supervisors may make presentations of these awards to officers under their command as approved by the Director of Public Safety or Chief of Police. Letters of appreciation will be added to the employee's personnel file and Guardian Tracking (GT) system.

### **7. Citizen Recognition**

This award may be presented to any person who is not a member of the department but who has materially aided the department or its officers in some way. This includes assistance in the solution of crime or the apprehension of criminals, aiding an officer in the field in a critical situation, and cooperation with or assistance to the department as a whole in any aspect of the department's administration or operations. This award will be presented in the form of a certificate.

### **8. Other Recognition and Awards**

Supervisors, employees and citizens may also recognize quality employee performance via an entry into the Guardian Tracking (GT) system under the following options:

- Supervisor Recognition
- Peer Recognition
- External/Citizen Recognition

If an external/citizen recognition is received by the department, the employee's supervisor is responsible for adding the documentation into the GT system. In addition, the department may establish other awards as deemed appropriate and as designated by the Director of Public Safety or Chief of Police. Any such additional awards shall be considered and presented in accordance with this policy or UC Policy 3.3.1 Employee Reward, Recognition and Acknowledgement.

### **9. Education and Training Awards**

The following awards are generally achieved by individual employees and require no written nomination or review. Requests for these awards are submitted on an Internal Correspondence memo, Form 5 with supporting documentation or certificate through the chain of command, and may be awarded by the Chief of Police or designee as they are achieved:

- Bicycle Patrol
- Canine Officer
- College Degree (Doctorate, Master's, Bachelor's, Associate's)
- Field Training Officer (PTO)
- Firearms Proficiency Awards
- Honor Guard

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- Instructor
- Leadership Command Course (FBI NA, Staff and Command, etc.)
- Military Service
- Motorcycle Patrol
- Physical Fitness Excellence
- An award presented by an outside agency that includes a uniform ribbon may be worn if approved by the Chief of Police. Requests for to wear these awards are submitted on an Internal Correspondence memo, Form 5 with supporting documentation or certificate through the chain of command for approval.

### **B. Recommendations for Awards**

#### **1. Who May Make Recommendations**

Any departmental member may recommend another departmental member for any award. More than one person may make recommendations jointly.

#### **2. Form of Recommendations**

Award recommendations shall be neatly typed and shall set forth in detail the circumstances upon which the award is recommended. The recommendation must identify the person or persons making the recommendation and be signed by that person or those persons. [Award Recommendation Form, 22](#)

#### **3. Supporting Documentation**

The recommendation form may be accompanied by such supporting documentation as is deemed desirable by the person or persons initiating the recommendation. This documentation may include such items as witness statements, video, photographs, pertinent departmental incident reports, medical reports, other law enforcement agency reports, media coverage, and any other evidence that will assist the Director of Public Safety or the Chief of Police in determining the merits of the recommendation.

#### **4. Forwarding of Recommendation**

The recommendation shall be forwarded through the chain of command for approval.

#### **5. Recommendation of Private Citizens for Awards**

Any member of the department who is given significant assistance by a citizen, or any member of the department who is aware that such assistance has been given to another employee, may nominate that citizen for a Citizen Commendation. Such recommendations shall be prepared and forwarded in the manner prescribed for recommendations of departmental personnel.

#### **6. Letters from Citizens Commending a Departmental Employee**

Letters from citizens commending a departmental employee shall be forwarded to the employee's unit supervisor for review. If the supervisor concludes that a formal award to the employee may be justified, he or she shall prepare a recommendation form forward it through the chain of command for consideration. If no formal award is deemed appropriate, the letter will be added to the employee's personnel file and Guardian Tracking.

### **C. Determination of Awards**

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1. All recommendations for formal departmental awards will be submitted on a recommendation form through the chain of command for approval by the Director of Public Safety or the Chief of Police.

### **D. Notification of Award**

1. Personnel for whom departmental awards have been approved shall be notified immediately of the award through the chain of command. In exceptional cases, the notifications may be made directly by the Director of Public Safety or his or her designee.
2. All departmental awards shall be made a matter of record in the employee's personnel file and Guardian Tracking system. Where appropriate, press releases regarding departmental awards should be made available to local media representatives.
3. A copy of the citizen's letter of commendation shall be forwarded to the employee, another copy shall be placed in the employee's personnel file, and Guardian Tracking system.
4. Citizens who have received departmental commendations for assistance to the department should be notified in a similar manner.

### **E. Presentations of Awards**

1. Presentation of all departmental awards other than Letters of Appreciation and shall be made at a formal ceremony deemed appropriate by the Director of Public Safety or Chief of Police. Letters of Appreciation may also be presented at a formal ceremony at the discretion of the Director of Public Safety, Chief of Police or by another command or supervisory officer as designated.
2. During awards ceremonies, presentations of awards shall be made whenever possible by the Director of Public Safety, Chief of Police or another high-ranking departmental executive as designated by the Director of Public Safety.
3. All personnel not otherwise engaged in duty assignments shall be encouraged to attend the presentation. The recipient's supervisors (sergeant, lieutenant, captain, etc.) should be present, and the ceremony should be scheduled to make this possible. All personnel attending such ceremonies should be properly attired under guidelines established by the department.
4. Members of the recipient's family shall be invited to attend the ceremony and, upon arrival, should be escorted to a position that provides a full view of the proceedings.
5. Members of the local press shall be invited to attend presentations of awards of the Medal of Valor and Life Saving Medal Award.
6. Normally the individual who has earned the award will accept the award in person at the presentation ceremony.
7. Posthumous awards shall be received by the next of kin. "Next of kin" normally is construed to mean one of the following:
  - a. Widow or widower
  - b. Eldest son or daughter
  - c. Parent
  - d. Eldest brother or sister

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This order of preference may be modified as circumstances dictate in individual cases.

8. Posthumous awards may be presented at the memorial or funeral service for that individual, or at such other time as is deemed appropriate by the next of kin.
9. Letters of appreciation not presented at a formal ceremony shall be placed in the employee's personnel file and Guardian Tracking system.
10. Commendations to civilians may be presented at a formal ceremony at the discretion of the Director of Public Safety, but only with the prior approval of the citizen concerned.

### **F. Wearing Awards**

1. Award ribbon bars may be worn on the duty uniform. If worn on the duty uniform, ribbon bars shall be placed on the uniform as directed by the departmental policy governing the wearing of the uniform.
2. When worn on the duty uniform, multiple ribbon bars shall be displayed in the order of preference of the award, with the highest award being displayed on the employee's right.
3. Ribbon bars worn on the duty uniform shall be maintained in good condition at all times.
4. No medals, ribbons, or pins of any type shall be worn on the uniform unless the department specifically authorizes such wear.

## **References**

UC Policy 3.3.1 Employee Reward, Recognition and Acknowledgement