

WOONSOCKET POLICE DEPARTMENT

Thomas F. Oates, III
Chief of Police



TYPE OF ORDER	NUMBER/SERIES	ISSUE DATE	EFFECTIVE DATE
General Order	200.03	4/29/2020	4/29/2020
SUBJECT		PREVIOUSLY ISSUED DATES	
Departmental Recognition Awards		4/20/2015, 1992	
ACCREDITATION		RE-EVALUATION DATE	
RIPAC: 5.3(d) CALEA:		4/19/2023	
INDEX		DISTRIBUTION	
Human Resources		Sworn Personnel	

DEPARTMENTAL RECOGNITION AWARDS

I. PURPOSE

The purpose of this directive is to establish guidelines for the recognition of excellence by sworn or civilian Woonsocket Police Department employees in the performance of their duties as well as to establish guidelines for the recognition of heroic acts performed by non-employees of the Department.

II. POLICY

The Woonsocket Police Department recognizes the special contributions made by its sworn and civilian employees as well as its citizenry. In some instances, the actions of employees and citizens far exceed normal expectations and/or requirements. Consequently, the Woonsocket Police Department will provide formal recognition to those individuals whose dedication and performance are above and beyond what is expected of them and whose actions or deeds have greatly contributed to the mission, goals and objectives of the Woonsocket Police Department.

IV. PROCEDURES

A. Eligibility

1. Every member of the Department is eligible to receive recognition awards. Recognition awards may be issued to members of other departments with the expressed consent from the Chief of Police.
2. All recognition issued to Woonsocket Police Officers prior to this regulation shall be recognized by this Department and may be worn on the uniform.

RI 5.3(d)

B. Nominations

1. Any officer having knowledge of outstanding actions or exceptional performance by any Department member may submit a nomination to the Awards Committee explaining such actions or performance. The request shall be:
 - a. Accompanied by a copy of the police incident report, whenever possible;
 - b. Submitted in a timely fashion as soon as possible after the occurrence of the incident under review;
 - c. Submitted with a recommendation for the applicable commendation or award.
2. The Awards Committee prefers that the nomination be approved by the division Officer-in-Charge of the Department member being recommended for a commendation prior to submission.
3. All nominations occurring within a calendar year must be submitted no later than December 31st of that year.
4. Any Awards Committee member having personal knowledge of any outstanding actions or exceptional performance by a Department member may also submit a nomination on behalf of the member.

C. The Awards Committee

1. The Awards Committee shall be comprised of the Chief of Police, or designee, who shall serve as the chairperson and at least five (5) officers and no more seven (7) who represent the various divisions, units and functions within the department.
2. The Awards Committee shall meet quarterly or upon recommendation of the Chairperson.
3. The Awards Committee shall review all nominations that are submitted in a timely fashion.
4. The Awards Committee may approve, modify or deny any recommendation.
5. The awarding of commendations and awards shall be done by majority vote.
6. In order to ensure impartiality, the names of the parties involved shall be redacted from all submitted recommendations by the Chairperson prior to review by the committee.
7. All voting will be completed by a pre-determined date established by the Chairperson.

- a. The Medal of Valor may only be awarded upon a unanimous vote of Awards Committee members.
 - b. All other commendations and awards may be awarded upon a majority vote of committee members.
8. Upon evaluation, the Awards Committee may award one of the following Recognition Awards:

Police Awards (in order of merit)

- a. Police Medal of Valor;
- b. Police Officer of the Year Award;
- c. Chief's Exceptional Service Award;
- d. Police Purple Heart Medal;
- e. Police Combat Cross Award;
- f. Police Life Saving Award;
- g. Police Distinguished Service Award;
- h. Police Meritorious Service Award;
- i. Police Unit Commendation Award;
- j. Quality Service Award;
- k. Military Service Award;
- l. Educational Achievement Award;
- m. Copswalk Award;
- n. Physical Fitness Award;

Civilian / Community Awards

- o. Civilian Employee Meritorious Service Award;
- p. Civilian Community Service Award;
- q. Civilian of the Year Award;
- r. Organization of the Year.

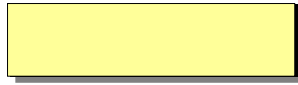
D. Criteria for awards:

Police Awards

1. **Educational Achievement Award:** May be awarded to any officer who has earned an Associate, Bachelors and/or Master's Degree in an approved course of study.
 - a. Any officer who has earned an Associate Degree in an approved course of study will wear the bar.
 - b. Any officer who has earned a Bachelor's Degree in an approved course of study will wear the bar with one gold star.

- c. Any officer who has earned a Master's Degree in an approved course of study will wear the bar with two gold stars.

1 $\frac{7}{8}$ " X $\frac{3}{8}$ " solid yellow enamel bar



*Yellow Bar
Gold Stars*



Yellow Bar w/ Gold Star



Yellow Bar with 2

2. **Military Service Award:** May be awarded to any officer who is or has served honorably in any branch of the United States Military.

1 $\frac{7}{8}$ " X $\frac{3}{8}$ " American flag enamel bar.



3. **Police Physical Fitness Award:** May be awarded to any officer who has passed the department's bi-annual physical agility testing for three years consecutively.

1 $\frac{7}{8}$ " X $\frac{3}{8}$ " solid green enamel bar with 3 white stripes.



Green with 3 White Stripes

4. **Copswalk Award:** May be awarded to any officer who has participated in the Copswalk Program, honoring fallen officers. This award and the officer's participation in the Copswalk Program are meant to represent the officer's dedication to his profession and to honor those who gave the ultimate sacrifice, while dedicating their lives to his/her profession.

1 $\frac{7}{8}$ " X $\frac{3}{8}$ " Black enamel bar with horizontal blue band



5. **Quality Service Award:** May be awarded to an officer who consistently embodies the spirit, dedication and integrity of this Department. This award must be accompanied by the recommendation of the officer's immediate supervisor, along with the following criteria: five years of service who has not been formally reprimanded for acts of misconduct and has not utilized more than three sick days

in one calendar year. (Excludes FMLA, Extended Leave, IOD, Worker's Compensation, etc.)

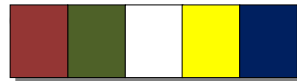
1 $\frac{7}{8}$ " X $\frac{3}{8}$ " solid blue enamel bar, (each additional award will be 1 gold star with a maximum of 4 gold stars).



Blue with Gold Star(s)

6. **Police Unit Commendation Award:** May be awarded to any bureau, division, platoon, squad or unit that distinguishes itself by a meritorious achievement in a manner substantially beyond normal expectations in similar circumstances.

1 $\frac{7}{8}$ " X $\frac{3}{8}$ " Enamel bar divided into five colored bands (Red/Green/White/Yellow/Blue).



Red/Green/White/Yellow/Blue

7. **Police Meritorious Service Award:** May be awarded to any officer who carries out an act of exceptional performance in his/her duties contributing materially to an outstanding police accomplishment.

1 $\frac{7}{8}$ " X $\frac{3}{8}$ " Enamel bar divided into two colored bands (Purple/Orange). Each additional five awards will be 1 gold star with a maximum of 4 gold stars.



Purple/Orange

8. **Police Distinguished Duty Award:** May be awarded to any officer who, intelligently and in the line of duty, performs an act of outstanding personal bravery at imminent personal risk to his/her life.

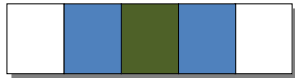
1 $\frac{7}{8}$ " X $\frac{3}{8}$ " Enamel bar divided into five colored bands (White/Red/White/Blue/White). Each additional award will be 1 gold star with a maximum of 4 gold stars. A fifth award will be another recognition bar.



White/Red/White/Blue/White

9. **Police Life Saving Award:** Awarded to any officer for the performance of a heroic act of bravery and intelligence that contributed materially to saving the life of another human being. Presuming, the events leading to the action were not carelessly caused by the officer, necessitating the act, and there would have been a strong possibility that the individual would have died if not for the act performed.

1 $\frac{7}{8}$ " X $\frac{3}{8}$ " Enamel bar divided into five colored bands (White/Blue/Green/Blue/White). Each additional award will be 1 gold star with a maximum of 4 gold stars.



White/Blue/Green/Blue/White

10. **Police Combat Cross Award:** May be awarded to any officer who, while in the performance of his/her duties is placed in a life-threatening situation with an armed adversary.

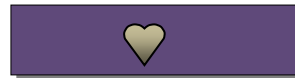
1 $\frac{7}{8}$ " X $\frac{3}{8}$ " Solid green enamel bar with 1 gold star.



Green with Gold Star(s)

11. **Police Purple Heart Medal:** May be awarded to any officer for a significant injury received as the result of an intelligent act in the line of duty. Primarily intended for serious injury resulting from felonious assault, however the committee can/will consider injuries sustained in other types of police action.

1 $\frac{7}{8}$ " X $\frac{3}{8}$ " Solid purple enamel bar with 1 gold heart.



Purple with Gold Heart

12. **Chief's Exceptional Service Award:** Any Department employee is eligible for this award. Recipients of the Chief's Exceptional Service Award will be selected by the Chief of Police. The employee must distinguish themselves by performing exceptional service by going above and beyond the call of duty while either on or off duty.

1 ⁷/₈" X ³/₈" Enamel bar divided into three colored bands (Green/White/Orange)



Green/White/Orange

13. **Police Officer of the Year Award:** May be awarded to a sworn member, not on probation, who has stood out above their peers and whose service throughout the year has greatly contributed to the mission, goals and objectives of the Woonsocket Police Department. Candidates for the Police Officer of the Year must be submitted by a supervisor. The Chief's Command Staff shall vote for one Officer of the Year and one Detective of the Year.

Woonsocket City Seal on a medal with light blue and dark blue coloring, bottom rocker "Officer of the Year", year of award below rocker, encased in Lucite on an oak stand with engraved plate.

1 ⁷/₈" X ³/₈" Enamel bar divided into three colored bands.



Light Blue/White/Light Blue



14. **Police Medal of Valor:** Awarded to any officer for a valorous act of heroism, intelligently performed in the line of duty at imminent personal risk of life above and beyond the call of duty.

This is the Department's Highest Award, reserved for only extremely hazardous and noteworthy situations where the officer was aware of an imminent risk to his/her life. The incident must not have been created by the officer's own poor judgment or actions.

A medal will accompany this award consisting of Woonsocket City Seal encircled by "Woonsocket Police" with "Medal of Valor", across the top of the medal and shall be worn with the department Class A uniform. Each additional award will be another recognition bar.

1 ⁷/₈" X ³/₈" Enamel bar divided into three colored bands (Blue/White/Red).



Blue/ White/Red



Civilian / Community Awards

15. **Civilian Employee Meritorious Service Award:** May be awarded to any civilian employee of the Woonsocket Police Department whose actions or deeds go above and beyond the call of duty and greatly contribute to the mission, goals and objectives of the department.

Medal on plaque with engraved plate.



16. **Civilian Community Service Award:** May be awarded to any civilian who has shown bravery or heroism and that said actions were beneficial to the Woonsocket Police Department and the citizens of the City of Woonsocket.

Medal on plaque with engraved plate.



17. **Citizen of the Year Award:** Awarded to any citizen, in partnership with the Woonsocket Police Department, who provided a significant contribution resulting in the enhancement of the community's quality of life. Some attributes to be considered include leadership, courage, values and ethics. This could be a single act or other actions throughout the year. This award can be given to more than one person.

Plaque with engraved plate

18. **Organization of the Year Award:** Awarded to any community organization, in a partnership with the Woonsocket Police Department that engaged in an activity which resulted in a significant contribution to the community's quality of life.

Plaque with engraved plate

E. Awards Ceremony

1. Commendations which receive a medal or ribbon will be presented at an Awards Ceremony on a date to be determined by the Awards Committee and the Chief of Police.
2. The Director of Public Safety and the Chief of Police, or designee, will officiate at the ceremony and will issue the awards.
3. The uniform of the day for the Awards Ceremony will be the Class A uniform.

F. Appeals

1. An appeal may be made by an officer who feels that he is entitled to an award that was denied or an award that he feels should be upgraded to a higher award.
2. An appeal must be submitted to the Awards Committee and contain factual evidence to substantiate the member's claim therein.
3. An appeal must be submitted within thirty days of the award being published or denied.
4. Only one appeal for any one incident will be granted.

G. Recording the Award

1. When the Awards Committee approves a recognition award, a record sighting the issuance of a recognition award shall be issued. A copy of the record, along with a copy of the original nomination will be placed in the officer's personnel file and the officer will be awarded the appropriate recognition bar.
2. During the award ceremony, as described in section E, the award will formally be bestowed upon the officer.

H. Wearing of the Awards

1. Awards shall be worn with the Class A uniform on the right breast in accordance with *#220.01 Uniforms*.
 - a. All awards are worn in in order of merit
 - b. Senior most award shall be worn at the topmost position and awards in descending order of merit shall be worn from inside (closest to the heart) to the outside (closest to the shoulder).

I. Awards shall optionally be worn with the department Class B uniform on the issued breast badge holder in accordance with *#220.01 Uniforms*.

- a. Maximum of the five most senior awards are displayed on the badge holder.
- b. Awards are displayed by merit from top to bottom

J. No unauthorized bars, ribbons or plates shall be worn with the Department awards.

K. Provisions

1. The Chief of Police reserves the right to issue any commendations or awards not defined within this policy at his discretion.
2. Any commendation listed in this policy may be awarded posthumously to the Department member's next of kin.
3. All awards earned prior to this policy taking effect shall be honored.

Per order,

Thomas F. Oates, III

Chief of Police

Written directives published within PowerDMS are in full force and effect on the referenced dates and have been approved by the Chief of Police