



POLICY AND PROCEDURE

NO.115

Exemplary Service Awards

Date Issued June 1, 2004	Date Effective June 1, 2004	Revision No. 2	No. of pages 3
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1. PURPOSE:

The purpose of this policy is to have a mechanism to recognize and commend the exemplary deeds of police officers for actions taken in the line of duty, or for services rendered to the department or the City of Worcester when such deeds go beyond the call of duty. This document also allows for recognition and commendation of citizens of the community for actions taken to assist law enforcement.

2. AUTHORITY:

- a. By the authority of the Chief of Police

3. AWARDS CATEGORIES:

A. Valor Award (5 Stars)

1. Department members who distinguish themselves by conspicuous bravery, heroism, or other outstanding action, and were aware of great personal danger prior to the performance of the act, are eligible for the Exemplary Service Award for Valor. Any department member whose life is given in the line of duty and circumstances indicate an act of valor was performed will automatically be eligible for the posthumous awarding of the Exemplary Service Award for Valor.
2. In order to preserve the importance of this award, nominations will be carefully scrutinized by the Review Committee. The award is based on the performance of a heroic act in excess of the normal demands of police service circumstances wherein the officer was fully aware of the scope of the feat attempted and the imminent threat to his physical safety.

B. Meritorious Service Award (4 Stars)

1. A department member who performs an exceptional act, being unaware of great personal danger prior to initiating the act, but performs in a commendable manner upon becoming aware of the danger, is eligible for the Exemplary Service Award for Meritorious Service.

C. Distinguished Service Award (3 Stars)

1. Any member who performs an act, worthy of merit in a commendable manner, such as saving the life of another person, when such an action may or may not have imperiled the police officer's life and well-being.

D. Certificate of Commendation

1. A department member who performs an act of police duty, which brings credit to the department, community or member personally, is eligible for the Certificate of Commendation. This award may be presented for an exceptional contribution to the betterment of the department.
2. This award may be given when it is determined the circumstances surrounding a particular act do not warrant a higher award, but do warrant recognition of the officer.

E. Chief of Police Citation

1. This award may be given to a citizen of the community for commendable action taken to assist law enforcement, or for the performance of exemplary community service related to law enforcement.

4. PROCEDURES:

- A. Any member of the department may be nominated for an Exemplary Service Award in any category by that employee's commanding officer based on the recommendations of other officers or employees who witnessed the event, the employee's immediate supervisor, and the unit commander. Employee recommendations, witness accounts, and supervisory recommendations shall be in IDC report form and forwarded to the deputy chief.
- B. The deputy chief will forward these recommendations with supporting material to the review committee. Recommendations from the committee will be in IDC report form to the chief, accompanied by all pertinent reports and memos.

5. CITATIONS:

A. Valor Award

Department members, including those posthumously awarded the Exemplary Service Award for Valor will receive a military citation ribbon with five (5) stars suitable for wearing on the duty uniform directly below the badge.

B. Meritorious Service Award

Department members awarded the Meritorious Service Award will receive a military citation ribbon with four (4) stars suitable for wearing on the duty uniform directly below the badge.

C. Distinguished Service Award

Department members awarded the Distinguished Service Award will receive a military citation ribbon with three (3) stars suitable for wearing on the duty uniform directly below the badge.

6. PLAQUES AND CERTIFICATES:

- A. In all presentations, except the Valor Award presented posthumously, the officer receiving the award will also receive a mounted certificate describing the award. In the case of the Valor Award presented posthumously, a plaque will be presented to the officer's family.
- B. Department members or citizens awarded the Certificate of Commendation, or the Chief of Police Citation, respectively, will receive a framed certificate suitable for display. The Certificate will briefly describe the act for which the award was made.

7. AWARDS REVIEW COMMITTEE:

- A. The Awards Review Committee is authorized to conduct independent investigations, review all reports and files, and invite witnesses to a hearing, in order that all pertinent facts may be discovered surrounding those persons nominated for an Exemplary Service Award. The committee's authority shall be limited to those situations involving persons nominated for an award, and its sole purpose is to recommend to the Chief of Police whether the persons nominated should be presented an award, and in which category. The Chief of Police, however, is responsible for making the final determination.

- B. The composition of the Awards Review Committee will be five (5) sworn department members appointed by the Chief of Police, consisting of one (1) Captain, one (1) Lieutenant, one (1) Sergeant and two (2) Police Officers.

The awards presentation ceremony shall be a special event to include when applicable, family, friends and the media. At a minimum, if circumstances allow, the event will be conducted in the presence of the recipients' peers, in order to demonstrate the importance given to such commendable deeds and actions.

Per:

Gerald J. Vizzo
Chief of Police

(Policy # 115 Exemplary Service Awards November 27, 1992 was revised May 07, 2002 and June 01, 2004)
GJV:MSR/slb