



# POLICY AND PROCEDURE

**NO.115**

## Exemplary Service Awards

Date Issued	Date Effective	Revision No.	No. of pages
September 9, 2024	September 9, 2024	4	3

### 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.

### 1A. DESIGNATION:

On the revision date of June 17, 2024, Emmanuel Familia was posthumously awarded as the *Final Recipient* of the Exemplary Service Award for Valor by the Worcester Police Department, as previously enumerated.

This day it was ushered in by the Chief of Police, re-naming the Award for Valor as the *Emmanuel "Manny" Familia Valor Award*. The officers who were with Manny during the incident at Green Hill Park Pond on June 4, 2021, receiving the Valor Award this day; as well as officers selected going forward, will be presented the newly named award.

### 2. AUTHORITY:

- a. By the authority of the Chief of Police

### 3. AWARDS CATEGORIES:

#### A. Emmanuel "Manny" Familia 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 *Emmanuel "Manny" Familia Valor Award*. 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 *Emmanuel "Manny" Familia Valor Award*.
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 their 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, is eligible for the Exemplary Service Award for Distinguished Service.

**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 or any other sworn 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 their respective deputy chief. Recommendations may also be made directly to the Awards Review Committee.
- 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. Enmanuel "Manny" Familia Valor Award**

Department members selected, including the families of those posthumously awarded the *Enmanuel "Manny" Familia Valor Award*, will receive a military citation ribbon with five (5) stars, suitable for wearing on the duty uniform directly above the name tag.

**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 above the name tag.

**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 above the name tag.

**6. PLAQUES AND CERTIFICATES:**

- A. In all presentations of the *Enmanuel "Manny" Familia Valor Award*, the officer receiving the award, or the family accepting the posthumous award, will also receive a plaque and a

certificate describing the award.

B. Department members awarded the Meritorious Service Award, the Distinguished Service Award, or Certificate of Commendation; and citizens awarded the Chief of Police Citation, will receive a certificate suitable for display.

## **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 several sworn department members appointed by the Chief of Police, consisting of one (1) Captain, one (1) Lieutenant, and at least (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, to demonstrate the importance given to such commendable deeds and actions.

Per:



*Paul B. Saucier*  
Chief of Police

(Policy # 115 Exemplary Service Awards November 27, 1992 was revised May 07, 2002; June 01, 2004; and September 9, 2024)

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