

	FREDERICKSBURG POLICE DEPARTMENT DIRECTIVES	
	ADMINISTRATION	
173.00	APPROVED: <i>Brian F. Layton, Chief of Police</i>	Initiated: 10/01/2007
		Revised: 02/20/2025

EMPLOYEE RECOGNITION AND AWARDS

173.00 – Awards Committee Membership – Members of the Awards Committee shall be comprised of sworn and civilian employees appointed by the Chief of Police as voting members. New members will be recommended to the Chief by the committee chairperson. Ideally the committee should be diverse; representative of all three divisions, specialty teams, work groups, etc. The Chief of Police will also appoint a committee chairperson and review these appointments annually.

The committee shall consist of up to twelve voting members but no less than seven. The Assistant to the Chief of Police is assigned as the committee secretary. The secretary will attend all meetings and organize committee paperwork (to include nominations and voting forms). The committee secretary and Chief of Police are not voting members of the committee. The committee chairperson will vote only in case of tie.

173.01– Committee Meetings – The Awards Committee shall adhere to the following guidelines:

- In January of each year, all committee members will be assigned to review the Employee Recognition and Awards directive on PowerDMS and acknowledge by signature that the directive is understood.
- The Awards Committee shall meet at a minimum of twice per year with the first meeting to be held during January and the second during July
- The chairperson will determine and announce the date and location of the meetings.
- The committee shall also meet upon direction of the Chief of Police or designee.
- The committee chairperson, with assistance from a designee, shall be responsible for maintaining requests for all awards forwarded to him or her or to the Chief's office, verifying the activities as described, and making a synopsized presentation for committee deliberations.

- A quorum of 50% of assigned voting committee members must be present at any meeting to review and make award recommendations or to conduct other committee business. No proxy votes will be used, nor can any member vote in absentia. Each member will have one vote for each nomination presented to the committee.
- Upon completion of voting, the chairperson shall confirm the consensus and coordinate with the committee secretary to ensure the completion of the appropriate award letters, memorandums, and certificates. Such documents will be presented to the Chief of Police for approval and signature upon completion.

173.02– Nominations – Nominations for awards shall be addressed in the following manner:
[LE 26.1.2] [CS 3.6.3]

- As a matter of department policy, it shall be the responsibility of supervisors and command staff to ensure that members of their respective units are properly awarded for their work, and the onus of nomination documentation and preparation must necessarily fall upon them rather than the individual. It will then be necessary for the Awards Committee to track the nomination and assure it is properly addressed within 180 days of submission. Additionally, any member of the department may, and is encouraged to, nominate a peer or any department member for what they believe to be exceptional work. All nominations shall be submitted in writing to the nominee's Division Commander, absent extenuating circumstances. The committee secretary, after receipt of the nomination from the Division Commander, shall have the responsibility of acknowledgement of receipt to each nominator.
- Supervisors, members of the department, or citizens wishing to recommend a sworn or civilian employee for consideration by the Awards Committee will submit a nomination via email to the nominee's Division Commander and attach any supporting documents. The committee secretary will scan and distribute any nominations received from a citizen. The committee secretary will retain nomination information on file for a period of one (1) year.
- It is not necessary to submit separate nominations for each nominee recommended for consideration regarding the same incident. One nomination may be submitted containing the names of all the nominees for a single incident. However, if multiple nominees are listed, the submitter should write a thorough narrative section explaining the incident and document the specific actions of each officer or employee. Attachments and additional narrative pages may be included (send with encryption if personal information is unable to be redacted).
- To be considered for an award, nominations must be submitted to the nominee's Division Commander by the announced deadline date.
- The person making the nomination may make a specific award recommendation with the understanding that the committee may consider other awards as they see fit.
- Each Division Commander must make comments for employees assigned to their respective Division. Each Division Commander will be responsible for ensuring that award worthy work is nominated for the quarter and submitted by members of their staff before the given due date of each quarter.
- The Awards Committee will consider Division Commander comments and prepare recommendations for awards to the Chief of Police.

- Letters from citizens may be considered by the committee should the circumstances warrant an award. In such cases, the chairperson shall contact the citizen to obtain further information.

173.03 – Award Recommendations – The committee shall review and evaluate each nomination and make recommendations based upon the merits of the case. The majority of the votes of the committee shall control the recommendation. The committee chairperson will review and sign the Awards Tracking Sheet which reflects the final awards recommended.

- The Chief of Police, after reviewing all of the facts surrounding an award nomination, will make the final approval or denial of an award.
- When the committee receives an award nomination and votes that the performance detailed within does not qualify for an award, and the Chief of Police concurs, the committee chairperson or secretary will send a message to the nominee's immediate supervisor explaining the nomination and decision of the committee. The supervisor may use this information in the nominee's annual performance appraisal if he/she deems fit. The nominator, if different from the nominee's immediate supervisor, will receive a courtesy copy of the explanation.

173.04 – Awards and Citations – Below is a list of approved awards. Service bars will be awarded only to sworn officers.

- **Medal of Honor** – The highest award that a police officer may receive shall be known as the "Medal of Honor". This award is granted to officers for exceptional performance in which they clearly involved themselves in a situation where there was a present and immediate danger of death or serious injury to protect the life of another person, or who make the sacrifice of life or serious injury during the commendable performance of their duty. The Chief of Police issues this honor with staff concurrence. The honor may be awarded posthumously if necessary. A medal and service bar is issued for this award.
- **Award for Valor** – This award is granted to officers who demonstrate exceptional courage and decisiveness in a dangerous or potentially deadly situation regardless of the risk to their own personal safety. Any recipient of this award will receive a Certificate for Valor, service bar, and a letter of recognition will be placed in their employee file.
- **Officer of the Year** – All sworn award recipients of the preceding year may be considered by the Awards Committee for Officer of the Year and will be recommended to the Chief of Police for his approval. The officer will receive a plaque of recognition and a letter of recognition will be placed in their employee file. The recipient of this annual award will receive a service bar designating the year of the award which can be worn on the uniform. A letter of recognition will be placed in their employee file.
- **Employee of the Year** – All non-sworn award recipients of the preceding year may be considered by the Awards Committee for Employee of the Year and will be recommended to the Chief of Police for his approval. The employee will receive a plaque of recognition and a letter of recognition will be placed in their employee file. The recipient of this annual award will receive a service bar designating the year of the award which can be worn on the uniform. A letter of recognition will be placed in their employee file.

- **Sworn Supervisor of the Year** – During the fourth quarter of each calendar year, the Chief of Police or designee will solicit award nominations from all FPD employees for Sworn Supervisor of the Year. All sworn supervisory staff at the FPD are eligible to receive this award. This award will be given to a sworn supervisor who has shown exceptional actions, leadership, coaching, mentoring, education and/or professional service to the department, an assigned team or an individual during the previous 12 months. The recipient of this award has shown outstanding leadership skills and a deep commitment to the safety and well-being of their employees and their community. They have demonstrated a clear vision for the future of their department, and have implemented innovative strategies to achieve their goals. They have also been effective in fostering a positive and supportive work environment for their colleagues, and have encouraged and supported the professional development of their staff. This award is presented to an individual who has made a significant impact on the quality of policing in their community, and who has inspired others to pursue excellence in their work. The recipient of this award is recognized as a role model for their leadership, professionalism, and commitment to the department. They are respected and admired by their peers and by those who have benefited from their leadership and guidance. The recipient of this annual award will receive a service bar designating the year of the award which can be worn on the uniform. A letter of recognition will be placed in their employee file.
- **Civilian Supervisor of the Year** - During the fourth quarter of each calendar year, the Chief of Police or designee will solicit award nominations from all FPD employees for Civilian Supervisor of the Year. All civilian supervisory staff at the FPD are eligible to receive this award. This award will be given to a civilian supervisor who has shown exceptional actions, leadership, coaching, mentoring, education and/or professional service to the department, an assigned team or an individual during the previous 12 months. The recipient of this award has shown outstanding leadership skills and a deep commitment to the safety and well-being of their employees and their community. They have demonstrated a clear vision for the future of their department, and have implemented innovative strategies to achieve their goals. They have also been effective in fostering a positive and supportive work environment for their colleagues, and have encouraged and supported the professional development of their staff. This award is presented to an individual who has inspired others to pursue excellence in their work. The recipient of this award is recognized as a role model for their leadership, professionalism, and commitment to the department. They are respected and admired by their peers and by those who have benefited from their leadership and guidance. The recipient of this annual award will receive a service bar designating the year of the award which can be worn on the uniform. A letter of recognition will be placed in their employee file.
- **Field Training Officer (FTO) of the Year** – During the fourth quarter of each calendar year, the Chief of Police or designee will solicit award nominations from all FPD employees for FTO of the Year. This award will be given to a FTO that has shown exceptional actions and commitment to the field training program and their assigned trainee(s) during the previous 12 months. This award honors those who have gone above and beyond in their efforts to ensure that new officers are equipped with the skill, knowledge, and tools necessary to serve their communities with excellence. The recipient of this award has shown a deep commitment to the field of law enforcement and has a passion for sharing their expertise with others. They have implemented

innovative training programs, developed effective training materials, and provided mentorship and guidance to new police officers as they navigate the challenges and complexities of their work. The recipient of this award is recognized as a role model for their dedication, professionalism, and commitment to the safety and well-being of their trainees. They are respected and admired by their peers and by those who have benefited from their training and mentorship. The recipient of this annual award will receive a service bar designating the year of the award which can be worn on the uniform. A letter of recognition will be placed in their employee file.

- ***Communications Training Officer (CTO) of the Year*** - During the fourth quarter of each calendar year, the Chief of Police or designee will solicit award nominations from all FPD employees for CTO of the Year. This award is given to an individual who has gone above and beyond in providing high-quality, comprehensive training to prepare 911 communications officers for their critical role in emergency response during the previous 12 months. The recipient of this award will have demonstrated exceptional leadership, expertise, and dedication in the field of 911 communications officer training. They will have a proven track record of developing and delivering innovative, effective training programs that equip 911 communications officers with the knowledge, skills, and confidence they need to handle any emergency situation. The CTO of the Year award is a testament to the recipient's commitment to public safety and their unwavering dedication to ensuring that 911 communications officers are prepared to respond to emergencies with speed, accuracy, and professionalism. This award honors their outstanding contributions to the field of emergency communications and their tireless efforts to improve the safety and well-being of their first responders, their 911 communications center, and their community. The recipient of this annual award will receive a service bar designating the year of the award which can be worn on the uniform. A letter of recognition will be placed in their employee file.
- ***Chief's Citation of Professional Recognition*** – This award is designed to acknowledge an officer, employee, or unit/team for outstanding contributions to this department or to the law enforcement community through innovative work, the success of difficult law enforcement programs or investigations, or special projects or tasks, with such contribution being made at the highest degree of professional excellence. Additionally, the actions during the service were exceptional and/or the service required considerable effort, devotion of time and/or volunteer hours to complete. All employees are eligible to receive this award. The officer/employee will receive a Certificate of Professional Recognition, a Service Bar, and a letter of recognition will be placed in their employee file.
- ***Lifesaving Award*** – This award is presented to an officer/employee or citizen for the saving of a human life. Intended for all officers/employees or citizens who demonstrate heroic actions while saving a human life. Examples include fire rescues, potential drowning instances, medical emergencies, vehicle accidents, miscellaneous rescues, and suicide prevention where the sole meritorious action of the officer/employee or citizen was the lifesaving act itself. The officer/employee will receive a Certificate of Commendation, Service Bar, and a letter of recognition will be placed in their employee file. Citizens will receive a Certificate of Appreciation.
- ***Certificate of Commendation*** – This certificate is presented to an officer/employee for recognition of exceptional performance or service to this department or community. The officer/employee will receive a Certificate of Commendation and a letter of recognition will be placed in their employee file.

- ***Certificate of Appreciation*** – This certificate is presented to a citizen, business and or civilian organization, or an outside law enforcement agency for recognition of exceptional performance or service to this department. A Certificate of Appreciation may also be awarded to an employee for performance that is not related to job-specific duties. The recipient will receive a Certificate of Appreciation.
- ***City Value Award*** – At committee discretion, both sworn and civilian staff may be recognized for exemplifying one or more City Values throughout the year. The values include Abundant Compassion, Agile Innovation, Outstanding Customer Service, Unwavering Stewardship, Essential Engagement, and Energized Work Environment. Voting for this award will occur bi-annually based on nominations received. Award recipients will receive a certificate and City Values challenge coin.

173.05 – Award Recipient Recognition and Award Record Keeping – The following guidelines apply to this section:

- Award recipients will receive commendation letters, service bars, medal, gifts, or certificates as specified in each award category. A copy of the written commendation and any additional awards applicable will be presented to the recipient at an appropriate time and place. Appropriate ceremonies shall be instituted for presenting certain awards. The Awards Committee chairperson and/or committee secretary shall assist in coordinating award presentations and assure that the award recipient receives specified awards in a timely fashion. The “of the Year” awards and other special awards (as determined by the Chief of Police) will be presented during an annual awards banquet or ceremony while the commendations, certificates of appreciation, and City Values awards will be presented in a roll call environment with the recipient’s peers and supervisors present.
- A plaque or appropriate award for Officer of the Year, Employee of the Year, Supervisor of the Year, FTO of the Year, and CTO of the Year shall be presented to the recipient. The recipient may also have their picture posted in the department or social media for viewing at the discretion of the Chief of Police (dependent on current or future assignments).
- Copies of certificates of award, letters of commendation, citizen letters of recognition, and award commendation letters/certificates from outside agencies shall be made a part of the individual's personnel file. Whenever possible the original will be provided to the employee. A copy will also be provided to the employee's direct supervisor and to the City Human Resources Department to become part of the employee's permanent record.
- The Awards Committee shall assist any external organization that chooses to award a Fredericksburg Police Department member with an award after approval by the Chief of Police.