

**CITY OF SCHERTZ
POLICE DEPARTMENT**

Policy: 4.21 Title: *Awards & Decorations*

Date Issued: January 1, 2003

Revised: November 2, 2021

I. POLICY

It is believed that exemplary performance should be recognized and celebrated. In addition, such performance is more likely to be repeated when reinforced timely and publically.

II. PURPOSE

The Department's Awards and Recognition Program is intended to provide tangible recognition for exemplary service by Department personnel as well as to serve as a means of reinforcing the type of performance the Department wishes to encourage.

III. AWARDS & RECOGNITIONS

- A. Only those awards presented by the Department are authorized to be worn on the Department uniform. Any other award, decoration or recognition must be approved through the Chief of Police before it may be worn on the uniform.

- B. Medal
 - 1. A medal may be awarded for exceptional acts as described in this policy.
 - 2. Although design may vary, a medal will typically be a piece of metal, cast or struck with a design or inscription related to the award. The metal piece will be suspended from the mounting attachment by a color coded ribbon.
 - 3. A medal may only be worn with the Formal Uniform. For officers that have not been assigned a Formal Uniform, the medals may be worn on the Class A Uniform, but only under approved formal occasions. Medals shall not be worn while performing regular duties.
 - 4. Medals shall be worn on the right breast pocket flap in the order of precedence from the wearer's left to right. The top edge of the medal bar shall be aligned with bottom of the nameplate. The medals shall be centered left to right.

C. Ribbons

1. A ribbon may be awarded for exceptional or outstanding service as described in this policy. The ribbon may also signify educational achievements, specific assignment or length of service.
2. A strip of colored material or plastic replication of colored material that indicates the specific award, achievement or assignment.
3. Ribbons shall be worn on the Formal or Class A Uniform during formal occasions. Ribbons may be worn on the Class A or Class B uniform in the normal performance of their duties.
4. Each awarded medal has a corresponding ribbon. However, that specific ribbon shall not be worn when the corresponding medal is being worn.
5. Ribbons are worn above the name plate, above the right breast pocket flap.
6. The ribbons are worn in order of precedence from the wearer's left to right in one or more rows with no space between rows.
7. No more than three ribbons are worn in any one row. A second row shall not be started until a wearer is authorized to wear four or more ribbons. Subsequent rows shall contain the same number of ribbons as the previous row or less. The top row is centered on the row beneath. Ribbons shall be mounted on a ribbon rack to assure proper positioning.
8. No more than three rows of three ribbons each shall be worn. However, the total number of ribbons may exceed nine only to allow for the Medal of Honor, Purple Heart, Distinguished or Meritorious Service or Lifesaving awards.
9. Except where prohibited by this policy, the officer may choose which awarded ribbons will be worn based solely upon their personal preference.

D. Citation

1. A printed award for exceptional or outstanding service as described in this policy.
2. Each medal or ribbon awarded for exceptional or outstanding service will be accompanied by a citation.

IV. OFFICIAL MEDALS

The following medals are awarded for exemplary and outstanding service. They are listed in order of precedence. These awards may originate from a written nomination through the chain of command to the Chief of Police. If awarded, the recipient shall receive a medal, ribbon and citation.

A. Medal of Honor



1. The Medal of Honor is awarded for extraordinary actions performed during a police related act, on or off duty, which exposes the Officer to self-peril above and beyond the call of duty.
2. Who, knowing the consequences of their act and disregarding their own safety, acted in the best interest of the community.
3. The act must clearly delineate valor from lesser forms of courage by being of such a nature that the non-performance of the act would not subject the individual to any justifiable criticism.
4. A strong possibility existed at the time that the employee could have suffered serious injury or death or the employee was seriously or fatally injured in the performance of this act.
5. The act was not foolhardy and/or the employee did not use poor judgment or violate procedures which created the necessity for their actions.
6. Members who give their life in the line of duty where the circumstances indicate an act of valor was performed will be automatically eligible for a posthumous award.

B. Purple Heart



1. The Purple Heart may be awarded to Officers, who while in the performance of duty, are injured to the degree that they injuries are serious bodily injury.
2. The act was not foolhardy and/or the employee did not use poor judgment or violate procedures which created the necessity for their actions.

C. Distinguished or Meritorious Service



1. The Distinguished or Meritorious Service may be awarded for outstanding achievement or service resulting from unusual alertness, initiative, proficiency, exceptional attention/devotion to duty and/or an outstanding act which involves performance above and beyond that which is required by the member's basic duties.
2. Is awarded for honorable and faithful service during the career and upon honorable retirement.

D. Lifesaving



1. The Lifesaving medal may be awarded to personnel who take action to save the life of another which would otherwise have expired without the direct action undertaken by the rescuer.
2. The rescuer need not have been subjected to personal risk through their involvement.

3. The employee should have a more substantial role in a lifesaving effort than normal administering of rescue procedures for a short time prior to the arrival of emergency medical personnel.

V. OFFICIAL RIBBONS

The following ribbons are awarded for exemplary and outstanding service. The ribbon may also signify educational achievements, specific assignment or length of service. They are listed in order of precedence. The order of precedence first includes those listed in the previous section. If awarded, the recipient shall receive a ribbon and citation.



A. Police Chief's Award

1. Police Chief's Award will be awarded by the Chief of Police and at the sole discretion of the Chief of Police to any employee who has demonstrated extraordinary and consistent service to the community, the City and the department.

The following ribbons are awarded for exemplary and outstanding service. A nomination may be made by any employee of the department. Nominations shall be screened to assure nominee meets all the requirements set forth at the time of the nominations. Awards shall be determined anonymous popular vote of the department. Any temporary additions or alterations to the award process may be made with prior written notification to the department and would not require a change to this policy.

The fact that awards are listed here does not require that they be awarded annually. If it is determined that no one performed in an exemplary and outstanding manner, in order to protect the value of the award, no award will be presented for the specific category.



B. Supervisor of the Year

1. Supervisor of the Year is awarded to a supervisor who has distinguished themselves by actions which represent the highest standards of the profession.
2. Nominees should be those who mentor, challenge, teach and provide an atmosphere in which others find motivation.
3. Nominees should devote more time than others to the development of those in their charge.
4. Nominees should model the Core Values of the City of Schertz:
 - a. Do the Right Thing.
 - b. Do the Best you Can.

- c. Treat Others as you would want to be Treated.
- d. Work Cooperatively as a Team.



C. Detective of the Year

1. Detective of the Year is awarded to a Detective who was assigned to the Investigations Division at any point during that calendar year and has distinguished themselves by actions which represent the highest standards of the profession.
2. Nominees should be those Detectives who highlight that outstanding police work is varied and challenging, greatly affects people from all walks of life, improves community conditions, and improves the quality of life in the communities they serve while supporting and furthering the ideals and values of the department.



D. Officer of the Year

1. Officer of the Year is awarded to an Officer who has distinguished themselves by actions which represent the highest standards of the profession.
2. Nominees should be those Officers who highlight that outstanding police work is varied and challenging, greatly affects people from all walks of life, improves community conditions, and improves the quality of life in the communities they serve while supporting and furthering the ideals and values of the department.



E. Rookie of the Year

1. The Rookie of the Year is awarded to an Officer with one year of service in this agency or less, who has distinguished themselves by actions which represent the highest standards of the profession.
2. Nominees should be those Officers who highlight that outstanding police work is varied and challenging, greatly affects people from all walks of life, improves community conditions, and improves the quality of life in the communities they serve while supporting and furthering the ideals and values of the department.

The following ribbons indicate educational achievements. The ribbons are to be awarded once proof of such achievements are presented to the office of the Chief.



F. Graduate Degree

1. The recipient has earned a graduate degree at a level equivalent to a Master's or greater from an accredited and recognized US College or University.

2. The Officer shall not wear both a Graduate and Undergraduate degree ribbon.

G. Undergraduate Degree



1. The recipient has earned an Undergraduate Degree at a level equivalent to a Bachelor's Degree from an accredited and recognized US College or University.

H. FBI National Academy



1. The recipient successfully graduated from the Federal Bureau of Investigations' National Academy.

I. Leadership Command College



1. The recipient successfully graduated from the Bill Blackwood Law Enforcement Management Institute of Texas' Leadership Command College.

J. Master's Certification



1. The recipient has qualified for and been awarded a Master's Certification from the Texas Commission on Law Enforcement (TCOLE).
2. The Officer may only wear one TCOLE certification ribbon.

K. Advanced Certification



1. The recipient has qualified for and been awarded an Advanced Certification from the Texas Commission on Law Enforcement (TCOLE).
2. The Officer may only wear one TCOLE certification ribbon.

L. Intermediate Certification



1. The recipient has qualified for and been awarded an Intermediate Certification from the Texas Commission on Law Enforcement (TCOLE).
2. The Officer may only wear one TCOLE certification ribbon.

The following ribbons represent specific assignments within the department. To be eligible for such an award, the Officer must have attended a specific course of instruction that is deemed appropriate for at least the minimum qualifications for that assignment. In addition, the Officer must be specifically assigned the duties for that assignment. Finally, there must be a written nomination for the award from the Division Commander that is responsible for that specific assignment.

Once the ribbon has been awarded, the Officer may wear the award as long as he or she is responsible for the duties associated with that assignment. The Officer may continue to wear the ribbon beyond the assignment if separation was under honorable conditions and occurred after the minimum agreed upon service time and upon recommendation of the Division Commander that is responsible for that specific assignment. The time condition shall be waived if the Officer was transferred to an assignment that was not conducive to the specific duties or was promoted.



M. SWAT

1. Signifies the wearer as a duly retired SWAT Team member.
2. The recipient must have served as a SWAT Team member for at least one full year and left the team under honorable conditions.
3. In addition to the listed requirements the SWAT Team Commander must recommend the Officer for this award.



N. Negotiator

1. Signifies the wearer as a current and active Negotiator.
2. The recipient must have successfully completed an approved Basic Negotiations course of instruction. The recipient must be up to date on all continuing education requirements.
3. In addition to the listed requirements the SWAT Team Commander must recommend the officer for this award.



O. School Resource Officer

1. Awarded to those assigned fulltime to the duties of a School Resource Officer.
2. The recipient must have successfully completed an approved School Resource Officer course of instruction.



P. Crime Scene Investigator

1. Awarded to those assigned to the duties of a Crime Scene Investigator.
2. The recipient must have successfully completed an approved Basic Crime Scene Investigations course of instruction.



Q. Community Service

1. Awarded to those assigned to the duties of a Community Service, Community Liaison or Crime Prevention Officer.
2. The recipient must have successfully completed an approved Basic course of instruction in a related field.

R. Accident Reconstructionist



1. Awarded to those assigned to the duties of an Accident Reconstructionist.
2. The recipient must have successfully completed all approved and required courses of instruction in accident reconstruction.

S. Drug Recognition Expert



1. Awarded to those assigned to the duties of a Drug Recognition Expert.
2. The recipient must have successfully completed an approved basic course of instruction in drug recognition.
3. The Officer must be current on certification and all required continuing education.
4. The award shall no longer be worn once the officer is no longer responsible for these duties or does not maintain the certification and all required continuing education.

T. Intoxilyzer Operator



1. Awarded to those assigned to the duties of an Intoxilyzer operator.
2. The recipient must have successfully completed an approved basic course of instruction in Intoxilyzer operations.
3. The Officer must be current on certification and all required continuing education.
4. The award shall no longer be worn if the Officer is no longer responsible for these duties or does not maintain the certification and all required continuing education.

U. Motorcycle Operator



1. Awarded to those assigned to the duties of a motorcycle operator.
2. The recipient must have successfully completed an approved basic course of instruction in police motorcycle operations.

V. Canine (K9) Handler



1. Awarded to those assigned to the duties of a police canine handler.
2. The recipient must have successfully completed an approved basic course of instruction in police canine operations.

W. Field Training Officer



1. Awarded to those assigned to the duties of a field training Officer.
2. The recipient must have successfully completed an approved basic course of instruction in field training.

X. Firearms Instructor



1. Awarded to those assigned to the duties of a firearms instructor.
2. The recipient must have successfully completed an approved basic course of instruction in firearms training,
3. Certified as a Firearms Instructor by the Texas Commission on Law Enforcement.
4. The Officer may only wear one of the instructor ribbons (firearms instructor or instructor) based upon his/her personal preference.

Y. Instructor



1. Awarded to those assigned to the duties of an instructor.
2. The recipient must have successfully completed an approved basic course of training in classroom instruction.
3. Certified as an Instructor by the Texas Commission on Law Enforcement.

Z. Honor Guard



1. Awarded to those assigned to the duties of an Honor Guard Team member.
2. There are no minimum training requirements for this assignment.

A1. Bicycle Patrol



1. Awarded to those assigned to the duties of a Bicycle Patrol Officer.
2. The recipient must have successfully completed an approved basic course of instruction in police bicycle operations.

B1. Military Service



1. Awarded to those currently serving in the US Military.
2. Awarded to those who have served in the US Military and have received an Honorable Discharge from the most recent enlistment.

C1. Years of Service



1. Awarded to those with at least five years of service in municipal or county law enforcement.
2. The award should reflect the total years of completed law enforcement in five year increments. A star represents five years of service. A diamond represents ten years of service.
3. Only one years of service award may be worn.

VI. OTHER AWARDS:

The section will include items awarded for specific reasons as listed. The award, purpose and mode or wear will be listed in each category. They are listed in order of precedence.



A. SWAT

1. Issued to current and active SWAT Team members who have successfully completed an approved Basic SWAT course of instruction and upon recommendation of the SWAT Team Commander.
2. Those of Officer rank shall wear a silver emblem. Those of the rank of Corporal or greater shall wear a gold emblem.
3. Upon successful completion of an approved Advanced SWAT course of instruction and upon recommendation of the SWAT Team Commander, the recipient may wear the emblem with the star affixed.
4. Worn centered above the nameplate. If ribbons are being worn, this emblem is worn above and centered upon the ribbons. There will be a $\frac{1}{4}$ " gap between the bottom of the emblem and the top of the ribbons/nameplate.

By order of

Marc Bane
Interim Chief of Police