

EASTON POLICE DEPARTMENT

AWARDS AND COMMENDATIONS	
CHAPTER: 06	ADMINISTRATIVE MANUAL
AMENDS/SUPERSEDES:	REVISED: June 5, 2006
APPROVED: _____ <i>Chief of Police</i>	EFFECTIVE DATE: January 1, 2001

6-1.0 AWARDS AND COMMENDATIONS

A. POLICY

It is the policy of this Department to recognize our personnel for acts of valor, outstanding performance, dedication to duty and service to the nation, state, county or community. Commanders and supervisors are encouraged to prepare letters of commendation for members under their command. Any member may, and is encouraged to submit nominations for worthy candidates. A review committee has been developed to ensure fair and impartial decisions are made on all award nominations.

6-2.0 AWARD TYPES AND CRITERIA

A. MEDAL OF HONOR

1. Is the highest and most prestigious Department award.
2. The Board must ensure its integrity is never compromised.
3. Awarding procedures requires seven Awards Review Board (ARB) members be present for voting, which must be unanimous.
4. In the event a Board member must disqualify themselves from voting, an alternate Board member shall be selected by the Chief of Police.
5. May be awarded, when the following criteria is met: a person who:
 - a. With knowledge of risk, find themselves in a life threatening situation.
 - b. Intelligently committed themselves to danger.
 - c. Unless physically incapable of doing so, were successful in completing their objective.
 - d. Acted in the only way open to accomplish their objective.
 - e. Had no other reasonable, safer way to accomplish their objective.
 - f. Meet all the qualifications for the Silver Star and the Bronze Star.
6. Recipient will be presented with a neck ribbon, drape, ribbon and framed certificate.

B. SILVER STAR

1. Is the second highest Department award, and is awarded in recognition of service to the Department and the citizens of the Town of Easton wherein valor, courage, intelligence and bravery are demonstrated over and above that normally demanded and expected of dedicated police officers.
2. Criteria must be met beyond any doubt.
3. May be awarded to a person who was either involved in a criminal apprehension, enforcing the law, or attempting to maintain the public peace, and any of the following:
 - a. Was aware of the danger present and took action with full knowledge of the hazards involved.
 - b. Was in danger of being seriously injured or killed, by gunfire aimed at the officer or wounds caused by another deadly weapon, and made a subsequent successful effort to make an arrest, if physically able to do so.

Note: Statements from uninvolved witnesses to the incident may be used to substantiate the potential danger for loss of life or serious injury.
4. May be awarded to a person who is involved in a lifesaving effort if:
 - a. There was a substantial risk to the officer's life.
 - b. There was no other reasonable way for the officer to effect an arrest or attempt to save another's life.
 - c. Immediate action had to be taken.
 - d. The officer would not have been criticized had the effort not been undertaken.
 - e. The officer endured great physical discomfort or mental anguish during the effort.
5. Is not awarded to a person who:
 - a. Took action in violation of the Department's rules and regulations.
 - b. Deliberately or ineptly caused an escalation of the incident to the point that it caused one of the following:
 - 1) The nominee or others were placed in jeopardy.
 - 2) Injury to any person.
 - 3) A more serious situation to arise.
 - 4) Violated a direct order of a superior, when such disregard caused the nominee to become involved in the event under scrutiny.
6. May only be awarded when the requirements of the Bronze Star are also met.
7. Recipient will be presented with a drape, ribbon and framed certificate.

C. BRONZE STAR

1. Is the third highest Department award.
2. May be awarded to a person who:
 - a. Displayed courage and devotion to duty that is over and above that usually required when enforcing the laws of arrest, or
 - b. Displayed intelligence and devotion to duty during unusual circumstances, or
 - c. Demonstrated initiative, intelligence, expertise and self-sacrifice that is over and above that required by the rules and regulations for solving crime and apprehension of offenders and
 - d. Arrests an armed and dangerous person, when the following criteria is met:
 - 1) The nominee knew the offender was armed before making the arrest.
 - 2) The offender was in fact armed.
 - 3) The offender was armed in a manner that could have harmed the nominee, had the offender chosen to do so.

- e. Requires that the arrest had an element of danger and the offender was one of the following:
 - 1) Armed with a firearm and the arrest was made at close range.
 - 2) In possession of the mental attitude, capacity, and means to harm the nominee with a dangerous weapon other than a firearm, and attempted to do so.
 - 3) Apprehended in the act of committing or fleeing a violent crime (e.g. armed robbery, assault with a deadly weapon, etc).
- 3. Will not be awarded for the mere arrest of a person carrying a concealed deadly weapon, or when the offender was overpowered or would recognize the futility of resistance in the presence of an overwhelming number of police.
- 4. Recipient will be presented with a ribbon and framed certificate.

D. CHIEF'S AWARD

- 1. Is the fourth highest Department award.
- 2. Is issued solely at the discretion of the Chief of Police to recognize outstanding efforts and performance.
- 3. Is not deliberated by or voted upon by the Awards Review Board (ARB). The ARB will be notified of the disposition of the nomination after the Chief of Police renders a decision.
- 4. Is not subject to the appeal process.
- 5. Nominations may be submitted through the nominee's commander to the Chief of Police.
- 6. Recipient will be presented with a ribbon and framed certificate.

E. PURPLE HEART

- 1. Is awarded to recognize personal sacrifice in serving the citizens of the Town of Easton.
 - a. Is awarded to a person for injuries received while on duty or off duty, provided the nominee was actively engaged in the proper performance of police duties.
 - b. May be awarded if the extent of the injury was one of the following:
 - 1) A bleeding wound requiring sutures or surgery that was inflicted by a deadly weapon used by an adversary. The incident must be sustained by witnesses or physical evidence.
 - 2) Physician ordered hospitalization or home confinement due to:
 - a) Serious internal injury requiring extensive medical treatment.
 - b) Loss of appendage or body part.
 - c) A broken bone if the injury was caused by a subject intentionally, while resisting arrest.
 - d) Smoke inhalation requiring hospitalization.
 - e) Permanent injury or physical disability.
 - c. May be awarded for serious injuries received in a departmental traffic accident, provided the nominee's actions were not in violation of the motor vehicle law and/or Department rules or regulations.
 - d. May be awarded for serious injury received while directly involved in a lifesaving effort, when all applicable requirements of the Lifesaving Award have been met.
 - e. May be awarded posthumously to a person killed in the line of duty, whether by accident or otherwise.
- 2. Is not awarded for injuries suffered while on duty due to:
 - a. Accidents resulting from careless, ineptness or personal disputes.

- b. Accidents that were determined to be at fault or in violation of Rules and Regulations on the part of the injured officer.
- c. Accidents in a police facility or any other location, if the member is not attempting to make an arrest or maintain peace.
- d. Improper use of equipment, malfunctioning equipment or horseplay.
- e. Heart attack, stroke, pneumonia, diabetic coma, or other physical condition or dysfunction.

Exceptions: As determined by the ARB.

- 3. Recipient will be presented with a ribbon and framed certificate.

F. LIFESAVING AWARD

- 1. Is awarded for a successful effort in saving a victims life, if all of the following criteria are met:
 - a. Immediate and positive medical treatment or rescue efforts had to be taken;
 - b. The action taken was during a life threatening situation;
 - c. The incident was verified by medical reports or witnesses;
 - d. The actions of the nominee do not meet the qualifications for a Medal of Honor, Silver Star, or Bronze Star.
- 2. Only one award is authorized for any one incident, regardless of the number of persons rescued/saved.
- 3. Nomination will be deliberated on by the Awards Review Board (ARB).
- 4. Recipient will be presented with a ribbon and framed certificate.

G. CIVILIAN AWARD

- 1. Is awarded to support personnel or citizens who perform an act involving personal danger above and beyond that which is normally required or expected of a civilian.
- 2. May be awarded to any support member of the department, or a member of the general public, who:
 - a. Distinguishes himself by the performance of a heroic act or achievement, risking personal injury not normally required or expected, or
 - b. Renders voluntary assistance to police officers and/or the public when human life may be in imminent danger; to prevent death or serious bodily injury.
- 3. Nomination will be deliberated on by the Awards Review Board (ARB).
- 4. Recipient will be presented with a ribbon and framed certificate.

H. EMPLOYEE/OFFICER OF THE YEAR

- 1. Is awarded to one police officer and one support member of the Department for superior performance during a calendar year.
- 2. Nominations must be based on exceptional overall performance rather than simple improvement during the calendar year.
- 3. Recipient will be presented with a ribbon and framed certificate.
- 4. Recipient will be provided with use of a parking area/space for the duration of the year.

I. COMMANDER'S AWARD

- 1. Is awarded in recognition of significant contributions toward the mission of the Police Department.

2. Is bestowed by a commander, who has the final approval authority, and is not subject to Awards Review Board (ARB) approval.
3. Approved nominations are forwarded to the ARB for filing.
4. Recipient will be presented with a ribbon and framed certificate.

J. EXCEPTIONAL SERVICE AWARD

1. Is awarded to a member of the police department who distinguishes themselves by performing their duties in a manner that clearly exceeds that, which is normally required or expected, or for a highly creditable police accomplishment that results in an important contribution to the achievement of the goals of the department and of the law enforcement profession as a whole.
2. The principal elements which are necessary to qualify for this award are:
 - a. Exceptional attention/devotion to duty; achievement or service resulting from personal initiative, proficiency or;
 - b. An outstanding act which involves performances clearly above and beyond that which is required by the member(s) basic duties or;
 - c. Exemplary performance, which is either sustained or for a single act.
3. Nomination will be deliberated on by the Awards Review Board (ARB).
4. Recipient will be presented with a ribbon and framed certificate.

K. MERIT AWARD

1. Is awarded to members who recognize the need for, as well as research and develop, plan or submit ideas that do at least one of the following:
 - a. Save time or money.
 - b. Increase efficiency or morale.
 - c. Enhance the Department's professional image.
2. Requires;
 - a. That the developed plan or idea be adopted as a policy or procedure;
 - b. The initial impetus for change or improvement must have originated from the nominee's proposal.
3. Nominations must be submitted by a supervisor or commander, and should include a complete copy of the plan with the Form 40.
4. Recipient will be presented with a ribbon and framed certificate.

L. UNIT CITATION

1. Is awarded to a specific squad, shift or other unit of organization whether temporary or permanent for superior performance during a calendar year that is clearly deemed exceptional and worthy of recognition or for actions taken during a critical situation or incident.
2. Criteria considered in deliberation include:
 - a. General performance, based on the calendar year.
 - b. Best performance among shifts, squads or other units of organization.
 - c. Major accomplishments.
 - d. Exemplary professional police performance during a critical situation or incident which seriously impacted the Town of Easton and its citizens.
Note: Nominees must have worked during the critical time period of the incident.
3. Nominations must be based on exceptional overall performance rather than simple

- improvement during the calendar year.
4. Nominations shall be submitted by the supervisor or commander of the unit, squad or shift nominated.
 5. Recipient will be presented with a ribbon and framed certificate.

M. POLICE OFFICER AWARD

1. Is awarded to police officers upon successful completion of the two-year probationary period.
2. Is awarded by the Chief of Police and is not subject to review or appeal by the Awards Review Board.
3. Recipient will be presented with a drape, ribbon and framed certificate.

N. OFFICER OF THE QUARTER

1. Is awarded to one police officer of the Department for superior performance during a calendar quarter.
2. Nominations must be based on exceptional overall performance rather than simple improvement during the quarter.
3. Recipient will be presented with a framed certificate and letter of recognition..

O. COMMENDABLE SERVICE AWARD

1. May be awarded for recognition of three (3) years of credible service to a specialized unit within the Department (e.g.; Emergency Services Unit, K-9 Unit, Honor Guard, etc.)
 - a. Nomination must be submitted by the specialized units commander/supervisor.
 - b. Members may only receive this award once for each specialized unit.
 - c. Recognition permits the member to wear the specialized insignia for remainder of his/her career.
2. Nomination will be deliberated on by the Awards Review Board (ARB).
3. Recipient will be presented with a framed certificate.

P. VETERAN OF ARMED FORCES AWARD

1. Is awarded to members who have honorably served in a branch of the United States Armed Forces.
2. Members are eligible for this award upon presentation of a copy of their discharge papers or other acceptable proof of honorable service to the Administrative Division Commander.
3. Is awarded by the Chief of Police and is not subject to review or appeal by the Awards Review Board.
4. Recipient will be presented with a ribbon

Q. EDUCATIONAL INCENTIVE AWARD

1. Is awarded to a member who possesses an Associate of Arts Degree or higher.
2. Members are eligible for this award upon presentation of a copy of the degree to the Administrative Division Commander.

3. Is awarded by the Chief of Police and is not subject to review or appeal by the Awards Review Board.
4. Recipient will be presented with a ribbon.

R. F. B. I. NATIONAL ACADEMY AWARD

1. Is awarded to a member who is a graduate of the FBI National Academy sponsored by the Federal Bureau of Investigation.
2. Members are eligible for this award upon presentation of a copy of the diploma to the Administrative Division Commander.
3. Is awarded by the Chief of Police and is not subject to review or appeal by the Awards Review Board.
4. Recipient will be presented with a ribbon.

S. GOOD CONDUCT AWARD

1. Is awarded to members in recognition of good conduct and satisfactory performance with the Department during three (3) years of consecutive service.
2. Criteria for good conduct considered in deliberation may include:
 - a. Departmental motor vehicle accidents where the member was at fault.
 - b. Negative written counseling forms.
 - c. Sustained misconduct allegations.
 - d. Performance evaluations.
3. Is awarded by the Chief of Police and the command staff and is not subject to review or appeal by the Awards Review Board.
4. Recipient will be presented with a ribbon

T. SERVICE AWARD

1. Is awarded to all members based on consecutive years of service with the Department upon completion of:
 - a. Five (5) years of service;
 - b. Ten (10) years of service;
 - c. Fifteen (15) years of service;
 - d. Twenty (20) years of service.
2. Is awarded by the Chief of Police and is not subject to review or appeal by the Awards Review Board.
3. Recipient will be presented with a ribbon.

U. HONORABLE RETIREMENT AWARD

1. Is awarded to individuals of the Police Department who have successfully completed credible service to the Town and meet the current criteria for full retirement for their position and have retired;
 - a. Sworn members must have successfully completed 25 years of creditable service to the Town.
 - b. Support members must have successfully completed 10 years of creditable service and meet the full eligibility requirements of the Town and have retired.
2. Nomination will be deliberated on and approved by the Awards Review Board (ARB).
3. Recipient will be presented with a medal, ribbon and framed certificate.

V. PHYSICAL FITNESS AWARD

1. Is awarded to members in recognition of their successful participation in the physical fitness program.
2. Successful participation will be measured by the standards established by the Police Training Academy, with established consideration of the person's age and sex.
3. Testing will be conducted twice a year, in April and October. Participants may opt to participate in both; however, the best rating will stand for the year.
4. Participants must present a doctor's certificate of eligibility to participate in the testing process.
5. Testing Criteria:
 - a. 1.5 mile run
 - b. Push-ups
 - c. Sit-ups
6. Recipients will be presented with a ribbon.

W. CERTIFICATE OF APPRECIATION

1. An award given to a Department member for above average performance with regard to a notable action or event in the performance of his duties which brings credit upon himself and/or the department as a whole, but does not meet the criteria for any other departmental award.
2. Is awarded to officers or support personnel or a citizen for an act which materially contributes to the police mission, crime prevention or police/community relations by;
 - a. Providing information that leads to the arrest of a criminal.
 - b. Rendering valuable assistance in an emergency situation (hurricanes, floods, disasters, etc.)
 - c. Those who have materially or conceptually contributed significantly to the safety of the community, or the well-being of persons in the community (contributions, purchases, donations of equipment, etc.)
3. Nomination will be deliberated on by the Awards Review Board (ARB).
4. Recipient will be presented with a framed certificate.

6-3.0 DEPARTMENTAL AWARD NOMINATION PROCESS

A. NOMINATION PROCESS

1. May be submitted by any Department member.
2. Must be typed on a Nomination for Award Form 40 and include the following information:
 - a. Detailed statements of fact, particularly those not contained within police reports.
 - b. Clear and concise language, void of police jargon.
 - c. Diagrams, drawings or photographs which will help explain what occurred.
 - d. A copy of any related police reports.
3. For two or more persons nominated for a single, joint act only one narrative needs to be written, with a face sheet Form 40 attached for each individual.
4. Are to be submitted to the Awards Review Board (ARB) through the nominee's commander.
5. Approval by the commanders must be based on:

- a. Meeting the criteria for the type of award being sought.
 - b. The absence of any on-going disciplinary or review process regarding the incident (e.g., internal investigation, Firearms Discharge Review Board, etc.). In these instances, nominations should be held upon the conclusion of the investigation or review process.
6. If approved, are to be placed in an 11" x 13" envelope (do not fold) and forwarded to the ARB.
 7. If disapproved, are to be returned to the member making the nomination with an explanation for the disapproval.
 8. If disapproved, may be appealed to the Chief of Police, who shall be the final deciding authority.
 9. Must be submitted by the deadline set by the Awards Review Board.

6-4.0 AWARDS REVIEW BOARD (ARB)

A. AWARDS REVIEW BOARD MEMBERSHIP

1. The ARB consists of seven (7) members, with one Lieutenant, who shall serve as the Chairperson.
2. Members are appointed by the Chief of Police.
3. Members shall serve for five years beginning January 1 of each year.
4. Members, at the conclusion of their respective term, will serve as an alternate for one year.
5. Vacancies due to lengthy illness, injury leave, etc., will be filled by the Chief of Police.

B. AUTHORITY

1. The ARB has the authority to accept, reject, initiate, upgrade or downgrade any nomination for an award, and is the sole judge of the meanings, interpretations and applicability of the criteria for a particular nomination. (Except for those awards that do not fall under review by the ARB as stated in Section 6-2.0).
2. Will not deliberate on any nomination that involves an incident that is subject to disciplinary investigation or review until a disposition is reached and made known to the Board.
3. Authorized to call before it, and examine witnesses regarding the matters to be heard; may also conduct any other investigations deemed necessary.
4. Members are authorized access to complete files of all cases referred or considered
5. The ARB has the authority to set a deadline for submitting nominations for consideration.
6. The ARB has the authority to review previously issued awards when information becomes available, that if known at the time the award was under consideration, would have disqualified the candidate for the award. If appropriate, the ARB may recommend to the Chief of Police the award be rescinded.

C. MEETINGS

1. Convened at the discretion of the Chairperson.
2. Shall be announced, in advance, to all Department members.
3. Will be presided over by the highest-ranking member in attendance.

D. AWARD DELIBERATION AND VOTING

1. Members required for a quorum will be five. **Exception:** Medal of Honor, Officer of the Year, Silver Star and Purple Heart consideration requires all members to be present.
2. ARB considers the following during deliberations:
 - a. Duty assignment and assignment requirements.
 - b. Specialty of the nominee.
 - c. Performance expected and required of the nominee.
3. Considers and votes on all nominations separately.
4. Chairperson will always vote last.
5. Members personally involved, directly or indirectly, in any case before the Board, may participate in discussions and may be a witness, but may not vote.

E. CHAIRPERSON

1. Will notify the Administrative Division Commander, in writing, within seven days after each meeting of all nominees approved for an award.

6-5.0 APPEAL OF AWARD REVIEW BOARD DECISIONS

A. GENERAL

1. The Award Review Board (ARB) will, upon receiving intra-departmental correspondence, grant one appeal hearing of a decision of the Board.
2. The ARB decision, on appeal will be final.
3. An appeal must be filed within 30 calendar days of the notification of the ARB's initial decision.
4. The ARB may grant appeal hearings on late filed appeals, only when it is shown that the request to appeal was delayed due to newly found evidence or to correct an injustice.
5. The writer of the appeal, or a designate familiar with the nomination, must appear in person before the Board to discuss the reasons for the appeal.
6. Failure by the writer or designate to appear before the Board as scheduled, without sufficient cause or without notifying the Board, will result in rejection of the appeal, and the initial decision of the Board will remain in effect.

6-6.0 COMPLIMENTARY LETTERS

A. GENERAL

1. In order to facilitate official recognition and recording of the efficient or outstanding performance of any member, all complimentary letters, from any source, will be forwarded through channels to the Chief of Police.
2. The original letter will be presented to the member being recognized. A copy will be placed in the member's personnel file and distributed to the member's commander.

6-7.0 WEARING OF AWARDS AND RIBBONS

A. GENERAL

1. No award, ribbon, medal or insignia may be worn or displayed on a Department uniform

- unless authorized by the Chief of Police.
2. Department issued drapes will be worn on the wearer's left breast pocket, directly below the badge, and centered one-half inch below the flap of the dress blouse only. If more than one drape is worn, they shall be centered on the pocket with the highest-ranking award worn from the wearer's right to left.
 3. Department issued ribbons will be worn on the uniform shirt and dress blouse only, centered one-half inch above the nameplate.
 4. If more than one ribbon is worn, they shall be worn no more than two to a line, in ranking order, from top to bottom and from the wearer's left to right.
 - a. If there are four ribbons, they shall be worn in two rows, with the highest ranking ribbon worn on the top row to the wearer's left, with the second ranking ribbon next to it centered over the two lower ranking ribbons on the bottom row. The lowest ranking ribbon would be worn on the bottom row, farthest to the wearer's right.
 - b. If an odd number of ribbons are worn, the highest ranking ribbon will be worn centered over the lowering ranking ribbons.

B. DEPARTMENT AWARDS AND RIBBONS

1. Awards and ribbons issued by the Department rank in the following order:
 - a. Medal of Honor.
 - b. Silver Star.
 - c. Bronze Star.
 - d. Chief's Award.
 - e. Purple Heart.
 - f. Lifesaving Award.
 - g. Civilian Award.
 - h. Employee/Officer of the Year.
 - i. Commander's Award.
 - j. Exceptional Service Award.
 - k. Merit Award.
 - l. Unit Citation.
 - m. Police Officer Award.
 - n. Officer of the Quarter.
 - o. Commendable Service Award.
 - p. Veteran of Armed Forces Award
 - q. Educational Incentive Award.
 - r. National Academy Graduate Award.
 - s. Good Conduct Award.
 - t. Service Award.
 - u. Honorable Retirement Award.
 - v. Physical Fitness Award.
 - w. Certificate of Appreciation.

C. SPECIALIZED UNIT INSIGNIA

1. Members assigned to a specialized unit may be authorized by the specialized unit commander/supervisor to wear the approved unit insignia on their uniform shirt and dress blouse. The unit commander/supervisor will forward a Form 48 authorizing the member to be issued the insignia by the Quartermaster, with a copy forwarded to administration to be inserted in the member's personnel file.

2. Members who have completed a minimum of three (3) years of credible service in a specialized unit may be nominated for a Commendable Service Award by the unit commander/supervisor.
3. Members who have previously served on a specialized unit for more than three (3) years, prior to the date of this directive, may petition the Chief of Police on a Form 40 to be considered eligible to wear the appropriate unit insignia.

D. OTHER JURISDICTION AWARDS

1. All ribbons or medals issued by other law enforcement agencies or academies shall be worn one half-inch below the top seam of the wearer's right pocket flap, centered on the flap.
2. All military or unit insignia, specialized unit or skills pins shall be worn one half-inch above and centered over the top row of Department issued ribbons.