

SUBJECT: **AWARDS POLICY**

<u>APPLICABILITY</u>	<u>RE-EVALUATION DATE</u>	<u>NO. PAGES</u>
All Employees	Annual	11

This directive consists of the following numbered sections:

- I. PURPOSE AND OBJECTIVES
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I. PURPOSE AND OBJECTIVES

The purpose and objective of this policy is to establish department-wide guidelines in recognizing members of the Department that distinguish themselves by performing a service or services over and above what is normally expected in similar circumstances. The Department also wants to recognize citizens who assist others including members of the Department over and above what is normally expected of them.

It is further the purpose of this policy to establish an Awards Committee and an annual ceremony to further enhance and give credibility to this important City and Department recognition of its members and citizens.

II. AWARDS COMMITTEE

- A. The Awards Committee shall have the authority to review all recommendations, determine appropriate award classifications, and oversee the issuance of all Department awards.
- B. The Awards Committee shall be comprised of eight (8) Department members as follows:
 - 1. Two (2) supervisors (sergeant or above) to serve as Chairpersons of the Committee;
 - 2. Three (3) police officers—one from each shift;
 - 3. One (1) detective;
 - 4. One (1) dispatcher;
 - 5. One (1) member of clerical.
- C. The Chief of Police will choose members to serve on the Awards Committee based on those that show an interest, feedback from immediate supervisors, the employee's job performance, and the employee's ability to be unbiased and fair.
- D. When an opening is created on the Committee, any member of the Department from the respective category who is interested in filling the opening shall submit a letter of interest to the Chief of Police.
- E. Appointment terms for Committee members shall be two (2) years, with Chairpersons' terms set at three (3) years. Upon completion of a term, members may resubmit for another term, if they so desire.
- F. The committee will coordinate activities related to the presentation of awards and the awards ceremony.

III. AWARD NOMINATIONS

- A. Any individual who has personal knowledge of an act, achievement, or service and believes that such conduct may qualify for a formal recognition may initiate recommendations for awards.
 - 1. The acts may have occurred within the City limits or while on assignment as an employee.
 - 2. Off-duty acts occurring outside of the City limits will be forwarded to the appropriate jurisdiction for consideration. If that agency doesn't have an awards program our agency will submit a nomination for award from our agency.
 - 3. Any member who, while off duty, conducts themselves in such a manner that, if on duty, would make them eligible for a commendation, may be considered.
 - 4. The Department will not consider self-recognition.

III. AWARD NOMINATIONS - *Continued*

- B. An *Awards Recommendation Form* shall be completed by the person recommending the award which outlines the details of the case, witnesses involved, and the commendable actions of the individual or unit.
 - 1. Completed *Award Recommendation Forms* should be submitted to the individual's immediate supervisor.
 - 2. Supervisors who receive *Award Recommendation Forms* shall forward such forms to an Awards Committee Chairperson, who will then present them to the Awards Committee, as a whole, for review and consideration.
- C. Shift Acknowledgements will be brought forward by the shift Lieutenant directly to the Chief of Police for immediate review and approval . No Awards Committee approval is necessary for shift acknowledgements.

IV. NOMINATION REVIEW PROCEDURES

- A. Because prompt recognition is essential for the integrity of this program, the Awards Committee will meet on an "as needed basis" with final decisions on nominations completed within 10 working days of the submittal of the nomination.
- B. The Awards Committee will interview the nominated sworn or non-sworn individual's direct supervisor(s) for input and verification of the events/actions leading to the recommendation.
- C. The Awards Committee should further question the submitter of the recommendation or conduct any other interview/investigation to ensure that the appropriate award is recommended to **all** deserving Department individuals regarding the actions involved. This may ensure that deserving individuals have not been overlooked for their part in the actions.
- D. A **majority vote** is required to award a commendation with Chairpersons of the Awards Committee also voting. If there is a tie, the Chief of Police will be the tiebreaker. ..
- E. If a member of the Awards Committee is nominated for a commendation, he/she will not vote or be present during the Committee's review of the nomination.
- F. After careful consideration, the Awards Committee will:
 - 1. Approve the award recommended, or
 - 2. Approve a lesser decoration, or
 - 3. Approve a higher award, or
 - 4. Disapprove the award.

IV. NOMINATION REVIEW PROCEDURES - *Continued*

- G. The Awards Committee will forward their decision for each commendation recommendation to the Chief of Police for his approval.
- H. The Chairpersons will have overall responsibility for the preparation of the certificate narratives read on behalf of each recipient at the annual awards ceremony. The Chief of Police or Division Capt. will oversee the preparation of the certificate.

V. RECEPIENT NOTIFICATION

- A. A *copy* of the completed certificate will be given to the employee by the Chief of Police within 10 days of nomination. Other Department members will also be made aware of the honor via a Department-wide e-mail.
- B. The employee will be made aware that the *official* award will be presented at the annual awards ceremony to take place in May of each year.
- C. Once approved, shift acknowledgements will be presented as soon as possible—preferable at the recipient's next roll call or unit function.

VI. AWARD TITLE AND DESCRIPTION

- A. Commendations will be one of the following classifications:
 - 1. Level I Awards (These are the State of Wisconsin Law Enforcement recognized major awards):
 - a. *Medal of Honor-Posthumous* – Presented to the family of a member who is killed in the line of duty, or who dies as a result of wounds or injuries received in the line of duty. (Medal, ribbon and plaque awarded).
 - b. *Medal of Honor* – Awarded to a Police Officer who, in the line of duty, intelligently and heroically distinguishes himself/herself through an act of gallantry at imminent personal hazard to life with knowledge of the risk, above and beyond the call of duty. (Medal, ribbon and plaque awarded.)
 - c. *Medal of Valor* – Awarded to a Police Officer who, in the line of duty, intelligently and knowingly performs a courageous act of personal bravery at hazard to life under circumstances evincing a disregard for personal consequences. (Medal, ribbon and certificate awarded.)
 - d. *Distinguished Service Medal* – Awarded to a Police Officer for honorable conduct/actions and professionalism that distinguishes the member of the Oak Creek Police Department. This medal is awarded in situations which do not have a threat of death or serious injury to the officer. (Medal, ribbon and certificate awarded.)
 - e. *Lifesaving Award* – Awarded to a Department member in appreciation for prompt and unselfish act of rendering aid and assistance to another human being that resulted in saving a life. (Medal ribbon and certificate awarded.)

VI. AWARD TITLE AND DESCRIPTION – *Continued*

- f. *Police Purple Heart Medal* – Awarded to Department employees who sustained serious injury in the line of duty. Employees must have been actively engaged in a police activity at the time of the injury and it must be a sufficient gravity to require professional medical treatment. This award is intended to recognize employees who are injured as a result of felonious assaults or

injuries resulting from shootings, fires, explosion, etc. This award may be conferred if injury was averted by wearing body armor. (Medal, ribbon and certificate awarded.)

- g. *Police Blue Star Medal* – Awarded to any sworn member who, as a result of accidental causes, has been seriously, critically or fatally injured while in the performance of police duty. This award will be limited to those cases resulting from an accident (e.g., traffic accident, heart attack, or other non-violent incident, which occurs in the direct performance of police duty. This department will not consider injuries sustained from falls on ice, motor vehicle accidents, etc., except in cases where evidence clearly indicates that employees exercised all responsible safety precautions and had no reasonable control over the circumstances. The Department will not consider any injury sustained as a result of, or concurrent with, any conduct by the injured employee that is less than fully acceptable under all standards. (Medal, ribbon and certificate awarded.)
 - h. *Level I Awards to Other Agency Members* – The Chief of Police may authorize the award of medals as identified in the Level I awards for officers of another agency earned while directly aiding, assisting or working in conjunction with an officer from this Department. Those member may also be considered for actions taken while off-duty within the City of Oak Creek
2. Level I(A) Awards
- a. *Chief's Award* – Awarded to any member or citizen that has supported the agency and or distinguished themselves by exceptional service in the performance of a duty of great or unusual responsibility, wherein they have displayed unusual initiative, marked ability, keen observation, and exceptional energy. (Plaque and name on displayed award)
 - b. *Telecommunications Medal* – Awarded to an Emergency Services Dispatcher whose actions had important bearing on the outcome of an emergency incident, usually associated with, but not limited to, an incident saving a life. (Medal, ribbon and certificate awarded.)
 - c. *Honorable Service Award* – In recognition to any sworn or civilian employee at the time of their separation from employment with the Police Department (minimum of ten [10] years of service to be eligible). This individual has served the Police Department with loyalty and dedication. (Service Badge mounted on plaque or plain plaque [if civilian] awarded.)
 - d. *Career Achievement Award* – Presented to employees at or near the completion of their career with the Department, for continuous and long-term exemplary performance of outstanding service to the community and the Department. The service must represent a significant and cumulative benefit reflecting a highly unusual degree of dedication, initiative, and loyalty, and further reflects on the knowledge and experience gained throughout the career. Recommendations for this award go directly to the Chief of Police for his consideration and are not subject to the review by the Awards Committee.(Plaque awarded.)

VI. AWARD TITLE AND DESCRIPTION – *Continued*

- f. *Level I(A) Awards to Other Agency Members* – The Chief of Police may authorize the awards as identified in the Level I(A) awards for officers of another agency earned while directly aiding, assisting or working in conjunction with an officer from this Department.
3. Level II Awards
- a. *Exemplary Officer Award* – Awarded to a Police Officer for recognition for continued dedication and loyalty to the law enforcement profession and consistent high quality performance as a professional police officer. This award should reflect a consistent year-long, superior effort. Off-duty conduct and/or Department discipline can be considered. Criteria for this award include, **but are not limited to**, those listed below. (Ribbon and certificate awarded.)
 - 1) Demonstrates a willingness and ability to set a professional example for peers and citizens alike;
 - 2) Demonstrates loyalty and dedication to the law enforcement profession and the Police Department;
 - 3) The ability to consistently conduct investigations, make arrests and prepare reports that are above-average quality;
 - 4) Demonstrates a willingness and ability to provide constructive suggestions for improvements in Department policy, procedure, equipment, training and operation.
 - b. *Award of Excellence* – Awarded to a Department member who performs a particularly **noteworthy act or service** based on a determined and intelligent performance. (Ribbon and certificate awarded.)
 - 1) “Department member” is defined as any member of the Department, sworn or non-sworn, in good standing with the Police Department.
 - 2) In any calendar year, a member will not be eligible to receive both the Award of Excellence and the Exemplary Officer Award.
 - 3) Members who qualify for more than one Award of Excellence will be eligible for the Exemplary Officer Award.

VI. AWARD TITLE AND DESCRIPTION – *Continued*

- c. *Excellence in Training Award* – Awarded to a Department member who consistently demonstrates a high level of effort and superior skill during training (including, but not limited to, firearms, D.A.A.T., ERU training, evidence tech training, dispatcher training, K-9 training, etc.). This is coupled with hard work, professionalism and positive attitude while attending training or conducting training. (Ribbon and certificate awarded.)
- d. *Unit Citation* – Awarded to a Department member who is a member of a unit, team, shift or bureau that, either as an individual or as a unit, perform(s) a highly creditable police accomplishment or arrest deserving recognition greater than a shift acknowledgement. This citation may also be awarded to the entire unit.
- e. *Outstanding Police Administrative Service* – Awarded to a Department member who performed with true dedication and interest within an administrative function. (Ribbon or plaque and certificate awarded.)

4. Level III Award

- a. *Individual Shift Acknowledgement* – Awarded to a Department member for performance that has gained the notice of the shift commanders through some effort that reflects skills exemplified in our Mission Statement, but in and of itself, could be deemed as part of the general job description of our employees. The intention of this acknowledgement is to indicate a “job well done”. (Certificate awarded.)
- b. *Unit Shift Acknowledgement* – Awarded to an entire shift, unit, department or team for the same parameters as set for above for *Individual Shift Acknowledgement*. (Certificate awarded.)

B. “Oak Leaf” Cluster

Whenever a recipient receives a second commendation of a previously-received commendation, an “Oak Leaf” Cluster will be given and affixed to the original commendation ribbon. The recipient will also receive the medal and certificate as identified in the award description.

VI. AWARD TITLE AND DESCRIPTION – *Continued*

C. Posthumous presentation will follow the following hierarchy:

1. Wife;
2. Children over 16 years of age;
3. Surviving Mother and/or Father;
4. Oldest surviving sibling;
5. Close personal friend/or significant other.

D. K-9's are eligible for the following awards. Any employee, other than the K-9's handler, may submit a K-9 for consideration.

1. Medal of Honor-Posthumous;
2. Police Purple Heart Medal;
3. Honorable Service Award;
4. Lifesaving Award.

E. Award descriptions are as follows:

1. *Commendation Medals*

- a. Manufacturer – Blackington (various metals all with State seal)
- b. Finish options
 - 1) Nickel plate (silver)
 - 2) Rhodium Plate (silver)
 - 3) High glo (gold)

2. *Commendation Bars*

- a. Manufacturer – Blackington (1¼" x 3/8" in size)
- b. Finish – enameled finish with gold or silver metal border

3. *Commendation Ribbons*

- a. Manufacturer – Blackington (1¼" x 3/8" in size)
- b. Cloth covered (no gold or silver border)

4. *Cab Slide Holder*

- a. Manufacturer – Blackington (1¼" x 3/8" in size)
- b. Metal slide holder can be ordered stacked from 1-15 bars.

VI. AWARD TITLE AND DESCRIPTION – *Continued*

Award	Medal #	Ribbon #	Commendation Bar #
Medal of Honor- Posthumous	A8365 Drape	RC-27	RC-27 Bar Red/White/Blue/White/Red
Medal of Honor	A8365 Drape	RC-32	RC-32 Bar Red/White/Blue/White/Red
Medal of Valor	A1789 Drape	RC-38	RC-38 Bar White/Blue/Gold/Blue/White
Distinguished Service	A2366 Drape	RC-41	RC-41 Bar White/Red/Gold/Red/White
Lifesaving	A1595 Drape	RC-1	RC-1 Bar Red
Police Purple Heart	A2619 Drape	RC-45	RC-45 Bar Purple
Police Blue Star	A2629A	RC-5	RC-5 Bar Dark Blue
Telecommunicator Award	--	RC-26	RC-26 Bar Dark Blue/White/Dark Blue
Exemplary Officer	--	--	Red/Dark Blue
Award of Excellence	--	RC-10	RC-10 Bar White/Gold
Administrative Service	--	RC-7	RC-7 Bar Lt. Blue
Excellence in Training	--	--	Green/White
Unit Citation	--	RC-2	RC-2 Bar Red/White

VII. CITIZEN AWARDS

- A. *Citizen Medal of Valor* – Awarded to private citizens who voluntarily come to the aid of a police officer or another citizen at great personal risk of their own lives in situations arising out of criminal activity wherein the citizen involved has no personal motive or stake in the outcome. The citizen will receive a plaque with a medal affixed.
- B. *Lifesaving Award* – Awarded to citizens who are directly responsible for saving a human life. Documentation and other supportive evidence such as statements from physicians, witnesses, and/or officers should be included with the original recommendation. If the citizen’s actions led to the prolonging of life to the extent that the victim was released to the care of medical authorities, they are eligible to receive this award, even though the victim may expire at a later time. The Lifesaving Award may be awarded in addition to other awards. Citizens will receive a certificate.
- C. *Citizen Citation* – Awarded to citizens whose actions result in the prevention or solution of a serious crime, the apprehension of a dangerous criminal, or other meritorious action where said assistance to the officer(s) is done with disregard for the recipient’s personal safety. The citizen will receive a certificate.
- D. *Certificate of Appreciation* – Upon the recommendation of an employee, the Chief may issue a certificate of appreciation to any deserving individual for a deed which is worthy of recognition but which does not fall within other award guidelines. The Certificate of Appreciation will be mailed to the citizen or a representative of the Department will deliver it.

VIII. AWARDS FROM OTHER AGENCIES

- A. *Awards Received at Past Employment* – We recognize that employees hired into our service from other agencies may have earned awards from those agencies. Awards an employee may have received from other agencies will be compared to Police Department awards for similarity of criterion and his/her actions

which lead to the receipt such an award. The employee will then wear the comparable Police Department award to stay consistent with uniform standards.

- B. *Awards Received from Other Agencies* – Employees honored by other Departments, whether on-duty or off-duty, will be recognized by this agency. If the award is one of the statewide-recognized awards, the employee will be encouraged to wear the ribbon on his/her uniform. If the award is not recognized, the award will be compared to Police Department awards for similarity of criterion and his/her actions which lead to the receipt such an award. The employee will then be given the comparable award to stay consistent with uniform standards.

IX. DISPLAY OF AWARD RIBBONS

- A. Upon receiving a commendation ribbon, officers are authorized to wear the award on their uniform centered approximately ¼ inch above their nameplate.
- B. If officers have received more than one commendation ribbon, they are to be worn with a multiple ribbon holder and in order from right (the officer's right) to left, starting with the most honored medal.
- C. The Chief of Police will issue multiple ribbon holders to those officers who have received more than one commendation ribbon.

X. AWARD PRESENTATION AND CEREMONY

The official presentation of all awards, with the exception of shift acknowledgements and Citizen Certificates of Appreciation shall be presented at an annual awards ceremony.

- A. The awards ceremony will be scheduled the Monday of National Police Memorial Week in May.
- B. The Awards Committee will be responsible for setting the agenda for this event.
- C. Invitations will be sent to all honorees a minimum of six (6) weeks in advance of the event.

XI. REVOCAION OF AWARDS

After an award has been presented, the Awards Committee may revoke it if new information is received that wasn't originally available at the time of the nomination review process.

XII. DISCLAIMER

The Commendations and Awards Policy developed by Police Department is for internal use only and does not enlarge an officer's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety and care in an evidentiary sense with respect to third party claims. Violations of the Commendations and Awards Policy can only be the basis of a complaint by this department, and then only in a non-judicial administrative setting.

AWARD RECOMMENDATION FORM

Date: _____

Name of Candidate(s) (Last, First, M.I.) _____

RECOMMENDED COMMENDATION TYPE:

Level I

- Medal of Honor
- Medal of Honor
- Medal of Valor
- Distinguished Service Medal
- Lifesaving Award
- Police Purple Heart Medal
- Police Blue Star Medal

Level I(A)

- Chief's Award
- Telecommunications Medal
- Honorable Service Award
- Career Achievement Award

Level II

- Exemplary Officer Award
- Award of Excellence
- Excellence in Training Award
- Unit Citation
- Outstanding Police Admin. Service

Level III

- Individual Shift Acknowledgement
- Unit Shift Acknowledgement

Location of Occurrence: _____

Date & Time of Occurrence: _____

Event #: _____

Incident #: _____

All witnesses of action (Full name, address and phone number, if not a Dept. member):

Results of Action:

Explain action and incident that resulted in this recommendation:

Explain reason this individual is deserving of recommended commendation:

Other pertinent information about circumstances or individual:

Signature of Submitting Employee: _____ Date: _____

ACTION TAKEN BY AWARDS COMMITTEE

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Chief of Police Signature: _____

Date:

**Oak Creek Police Department
CITIZEN AWARD FORM**

Date:	
Name of Citizen:	Address:
Location of Occurrence:	Date & Time of Occurrence:
Event #:	Incident #:
Recommended Award:	
<input type="checkbox"/> Citizen Medal of Valor <input type="checkbox"/> Lifesaving Award <input type="checkbox"/> Citizen Citation <input type="checkbox"/> Certificate of Appreciation	
Describe the activity of action, occurrence or arrest, including statement(s), witness(es), etc. (If more space is needed, submit additional pages.)	

Reporting Member: _____

Date:

Supervisor Signature: _____

Date:

Award Granted

Award Denied

Chief of Police Signature: _____

Date:

