



Police Department

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DEPARTMENT GENERAL ORDER 19-11

OFFICE of the CHIEF OF POLICE
REPLACES: General Order 16-08

DATE: November 8, 2019

COMMENDATIONS - EMPLOYEE RECOGNITION PROGRAM

I. PURPOSE.

To establish a commendations program whereby department employees are publicly recognized for a wide variety of individual performances and accomplishments.

II. GENERAL.

In order to recognize superior achievement, individual dedication, and organizational loyalty, various law enforcement and departmental awards have been adopted and are listed as follows.

1. Citation for Valor
2. Purple Heart Award
3. Lifesaving Award
4. Chief's Commendation
5. Commander's Letter of Recognition
6. Letter of Appreciation.
7. Longevity or Seniority Award
8. FBI National Academy Award
9. Military Recognition Bar

Each of these will generally consist of some form of written recognition of an employee's accomplishments and, with the exception of numbers 5 and 6, will also include a breast bar as a tangible symbol of the employee's accomplishments. Once issued, each of the

above awards will be placed in the employee's personnel file to become a part of their permanent record.

III. REVIEW COMMITTEE.

A review committee will be established within the department to hear and evaluate petitions for recognition. The committee will consist of the Commanders of both the Field Operations and Criminal Investigations Division, and three other officers selected from the ranks. If one or both of the Commanders are unavailable due to assignment or extended leave of absence, the Chief may temporarily designate another Commander to the position(s).

Meeting as often as necessary, the review committee will examine the merits of each specific request and determine the level of award to be recommended to the Chief of Police. Each member of the committee shall possess an equal vote. Award requests must garner the support of a simple majority of the committee in order to be submitted to the Chief of Police for his review. In those instances where a submitted request does not meet the established criteria for a Chief's Commendation, a lesser form of recognition may be awarded.

The Chief of Police will generally adopt the recommendation of the review committee, but shall have full authority to override the committee's recommendations based on a thorough review of the facts.

IV. CITATION FOR VALOR.

A formal certificate issued by the Chief of Police during a Board of Aldermen session. This is the highest form of recognition that the department can bestow upon an employee and may only result from an act of personal valor. More specifically, to be eligible for such an award, an employee must perform an independently documented act of heroism in the face of personal injury or risk of life.

This award will be represented by a red breast bar positioned at the center of the top seam of the left breast pocket. For additional awards a star will be added to the bar.

V. PURPLE HEART AWARD

The Purple Heart Awarded will be issued by the Chief of Police to a department employee who, due to a direct confrontation with a suspect, suffers a serious injury during an adversarial action. The injury must have occurred in the line of duty as a result of an action that was not the fault of the employee. The officer must not have been violating any Departmental Policy and the injury must have occurred through no fault of the officer and without the officer being capable of taking preventative measures to avoid the injury. This award will be represented by a medal, a purple breast bar, and a

certificate. The breast bar will be positioned on the top seam of the left breast pocket. For additional awards a star will be added to the bar.

VI. LIFESAVING AWARDS

A certificate awarded by the Chief of Police to a department employee who performs a lifesaving measure where valor circumstances do not exist and the victim has survived. In those circumstances wherein the victim does not survive, yet there is a valiant, extremely laudable, or noteworthy act performed by the employee, the employee may be eligible for a different award described within this Order. This award shall be evidenced by a certificate and a blue and white breast bar with a blue cross. These award bars will be worn on the left breast, centered on the top seam of the uniform shirt pocket.

VII. CHIEF'S COMMENDATION.

A formal certificate of commendation issued by the Chief of Police. Certain preconditions must be satisfied before this type of award may be considered. They are:

1. A self-initiated felony arrest of exceptional merit.
2. Response to a call for service and perform in a manner above and beyond that which would ordinarily be required or expected.
3. The completion of an assignment or series of assignments that reflect a substantial organizational improvement; a major cost savings; or that greatly enhances the public and/or professional status of the police department through some specific project or action.

In addition to the certificate of commendation, the employee will be awarded a green breast bar to wear on their uniform. The recognition bar shall be centered along the top seam of the left breast pocket. For additional awards a star will be added to the bar.

VIII. COMMANDER'S LETTER OF RECOGNITION.

An official letter of recognition issued by the appropriate bureau commander or acting bureau commander for those instances of exemplary employee performance that do not fully meet the established criteria for a Chief's Commendation.

IX. LETTER OF APPRECIATION.

An official letter tendered by the Chief of Police, or command rank officer for those instances wherein an employee's performance and/or achievement in a routine setting is deemed worthy of special recognition.

X. LONGEVITY AWARDS.

Employees who successfully complete five (5) years continuous service with the police department shall be awarded a blue breast bar with a single star to symbolize their length of service. Employees completing credited time with another law enforcement agency will be recognized in the same manner for that service. Every five years thereafter, an additional star will be added to the breast bar. The longevity breast bar will be worn centered along the top seam of the right breast pocket.

Officers and uniformed civilian employees will have silver stars on their breast bars, while those for sergeants and above will be adorned with gold stars.

XI. F.B.I. NATIONAL ACADEMY AWARDS.

Employees who successfully complete the ten week course of instruction at the F.B.I. National Academy shall be authorized to wear a National Academy multi-color breast bar denoting their accomplishment. These award bars will be worn on the left breast, centered on the top seam of the uniform shirt pocket.

XII. MILITARY RECOGNITION BARS

A breast bar awarded by the Chief of Police to a department employee for recognition of their contributions and services to their country. Any commissioned member of the department, who has been honorably discharged from any branch of the United States Armed Forces, or who is currently serving on active-duty or in a reserve capacity for any branch of the United States Armed Forces will be eligible. This award shall be evidenced to commissioned personnel by a certificate and a colored breast bar (color differentiated by branch of service). This Military Recognition bar will be worn on the right breast pocket.

XIII. WEARING OF AWARDS.

Department employees shall be required to wear longevity awards as a normal part of their uniform accoutrements. All other award bars shall be worn during formal occasions such as funerals, memorial services, etc. Otherwise, the display of the award bars will be optional. The award bars will be worn top to bottom in descending order, as noted on page one of this order, on the appropriate pocket.

BY ORDER OF:

A handwritten signature in black ink, appearing to read "Mark J. Smith", written in a cursive style.

MARK J. SMITH
Interim Chief of Police

MJS:sk