

FLORENCE POLICE DEPARTMENT GENERAL ORDER

Subject: EMPLOYEE AWARDS	Procedure: General Order 13.1.2 CALEA 26.1.2	Total Pages: 7
Authorizing Signature: Original with Authorizing Signature on File	Effective: 03/22/2011 <input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinds	

I. POLICY

It is the policy of this Department to recognize employees whose dedication, bravery, faithful and loyal service ensures accomplishment of agency goals and objectives.

II. PURPOSE

This written order establishes guidelines for the proper acknowledgment of employees who demonstrate that they have dedicated themselves mentally, physically, and materially to the Department's goals and objectives.

III. SCOPE

This directive is applicable to all Departmental personnel.

IV. RESPONSIBILITY

All employees will be responsible for compliance with this directive.

V. GENERAL PROVISIONS

A. MEDALS – The following awards are hereby authorized for department members and are listed in order of precedence:

1. MEDAL OF VALOR
2. POLICE MEDAL
3. PURPLE HEART MEDAL
4. LIFE SAVING MEDAL

B. AWARDS – The following awards are hereby authorized with no assumption of precedence:

1. CHIEF'S DISTINGUISHED SERVICE AWARD (may also be awarded to civilian employees at Chief's discretion)
2. COMMUNITY POLICING AWARD
3. OFFICER OF THE YEAR AWARD
4. POLICE CERTIFICATE OF COMMENDATION
5. SUPERVISOR OF THE YEAR AWARD

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- C. CIVILIAN AWARDS – The following awards are hereby authorized for civilian employees with no assumption of precedence:
 - 1. COMMUNICATIONS OFFICER OF THE YEAR AWARD
 - 2. EMPLOYEE OF THE YEAR AWARD
 - 3. VOLUNTEER OF THE YEAR AWARD

- D. CITIZEN AWARDS – The following awards are hereby authorized for citizens and/or community members and are listed in order of precedence:
 - 1. Citizen’s Service Medal
 - 2. Citizen’s Life Saving Award
 - 3. Certificate of Appreciation

VI. PROCEDURES

- A. NOMINATIONS
 - 1. Exceptional acts performed by members of the Police Department (on or off duty) and members of the public shall be formally recognized by the presentation of one of these awards.
 - 2. Nominations for awards may be made by any citizen of the community and/or any member of the Police Department.
 - 3. Nominations will be evaluated based on criteria set forth in this directive, subject to review.
 - 4. Nominations should be documented with sufficient information attached to substantiate the actions of the nominee, and forwarded to the Office of the Chief of Police.
 - 5. If a nomination needs to be further evaluated and discussed, the Chief of Police and Deputy Chiefs of Police will make the final decision regarding approving the award or medal. In some instances, they may decide to form an “Awards Committee” consisting of members of the Command Staff.
 - 6. If a nomination for an award is not approved, the disapproving authority will attach a written explanation.

- B. DRESS REGULATIONS AND DISPLAY OF AWARDS:
 - 1. FORMAL MEDALS – Medals awarded by the Police Department will be used only for display purposes and will not be worn on the uniform.
 - 2. AWARD RIBBONS – Award ribbons, representing medals and awards may be worn on the Class A uniform during formal occasions.

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C. RECOGNITION OF EMPLOYEES:

Recognition should not be limited to formal awards and medals. It is imperative that all supervisors reinforce desired behavior.

1. Positive motivational techniques at the Bureau, Division, and shift level are encouraged. Supervisors are encouraged to create informal recognition programs to reward performance beyond the normal course of duty.
2. Informal recognition shall not rival official awards.

VII. MEDAL ELIGIBILITY CRITERIA

A. MEDAL OF VALOR – This medal is the highest award presented by the Police Department. It will be given only under the most extraordinary circumstances.

1. CRITERION – An employee must display extreme conspicuous bravery, or courage above and beyond the call of duty. This conduct shall occur in the face of an immediate life-threatening peril, with conscious knowledge of the extreme risk involved. The act must be unparalleled by others that accomplishes an objective in which serious injury or death would likely result in the absence of said action; or prevents disastrous conclusions by voluntary actions when success was pivotal to neutralizing the threat.
2. There must be no margin of doubt or possibility of error in awarding this honor.
3. PRESENTATION – The Medal of Valor shall be presented by the Chief of Police at an appropriate ceremony.
4. This award will be in the form of a distinguishing medal and ribbon bar of the color and design as designated by the Chief of Police. Such award will be framed for display purposes.

B. POLICE MEDAL – This medal is presented under extraordinary circumstances.

1. CRITERION – The Police Medal may be awarded to a member of the department who distinguishes himself by bringing extraordinary credit, honor, and/or recognition to the department. Such acts include, but are not limited to performing a self-less act worthy of special recognition, for those who distinguished themselves through an act of bravery or courage involving extraordinary personal risk or danger; however, the circumstances do not meet the criteria required by the aforementioned medals. The action of the officer must demonstrate great personal bravery in an extremely dangerous situation after having been made aware of great personal danger. Or, this medal may be awarded for other substantial actions that contribute to the success of operational goals.

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2. PRESENTATION – The Police Medal shall be presented by the Chief of Police at an appropriate ceremony.
 3. This award may be presented in the form of a certificate accompanied by a distinguishing medal and ribbon bar of the color and design designated by the Chief of Police.
- C. PURPLE HEART MEDAL – This medal shall be awarded to an officer who sustains a serious injury(s) in the line of duty, where there are extraordinary circumstances present.
1. CRITERION – An employee must be injured in the line of duty in a recognized serious injury or life-threatening situation. Poor judgment or unprofessional conduct may disqualify any employee who otherwise may be considered for this award (i.e., reckless or negligent behavior).
 2. PRESENTATION – The Purple Heart Medal shall be presented by the Chief of Police at an appropriate ceremony.
 3. In a case where a member receives wounds, which prove fatal, this award will be presented posthumously to the next of kin by the Chief of Police.
 4. This award will be in the form of a distinguishing medal and ribbon bar of the color and design as designated by the Chief of Police. Such award will be framed for display purposes.
- D. LIFE SAVING MEDAL – This medal shall be awarded to an officer whose actions distinctly contribute to the saving of a human life.
1. CRITERION – This medal shall be awarded in all cases where an officer directly contributes to the preservation of human life. This medal may be awarded in addition to a higher medal where the facts show the officer is entitled to both awards.
 2. PRESENTATION – The Life Saving Medal shall be awarded by the Chief of Police at an appropriate ceremony.
 3. This award will be in the form of a distinguishing medal and ribbon bar of the color and design as designated by the Chief of Police. Such award will be framed for display purposes.

VIII. AWARD ELIGIBILITY CRITERIA

- A. CHIEF'S DISTINGUISHED SERVICE AWARD
1. CRITERION – This award is presented by the Chief of Police to the officer or employee who, in the opinion of the Chief of Police, has demonstrated a commitment to excellence, police professionalism, extraordinary pursuit of protection of life and property, and/or outstanding demonstration of community service.

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2. PRESENTATION – The Chief’s Distinguished Service Award shall be presented to an employee by the Chief of Police at an appropriate ceremony.
 3. This award will be in the form of a ribbon and distinguishing plaque framed for display purposes.
- B. COMMUNITY POLICING AWARD
1. CRITERION – This award is presented by the Deputy Chiefs of Police to the officer or employee who, in the opinion of the two, has demonstrated an extraordinary commitment to the community policing philosophy, by performing acts that enhance police/citizen relationships and/or serves to improve the quality of life in the City of Florence.
 2. PRESENTATION – The Community Policing Award shall be presented to an employee by the Chief of Police at an appropriate ceremony.
 3. This award will be in the form of a distinguishing plaque framed for display purposes.
- C. OFFICER OF THE YEAR
1. CRITERION – Is presented to any officer who, in the opinion of his or her peers and supervisors, has demonstrated a commitment to excellence and professionalism during the course of a year.
 2. PRESENTATION – The Officer of the Year Award is voted on and decided by members of the Police Department and shall be presented by the Chief of Police at an appropriate ceremony.
 3. This award will be in the form of a ribbon and distinguishing plaque framed for display purposes.
- D. POLICE CERTIFICATE OF COMMENDATION
1. CRITERION – Commendations are awarded to members of the Department who, through some act, demonstrate unusual initiative, skill, or service to the community going beyond the call of duty. Recipients of Commendations have earned the recognition of other members of the Department, superiors, or members of the community for unusual thoroughness, conscientiousness, and/or determination while performing assigned duties.
 2. PRESENTATION – Police Certificates of Commendations may be presented by the Chief of Police or a Bureau Commander at an appropriate time and place.
 3. This award will be in the form of a Certificate of Commendations.

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E. SUPERVISOR OF THE YEAR

1. CRITERION – Is presented to any supervisor who, in the opinion of his or her peers and subordinates, has demonstrated a commitment to excellence in him/herself and in others during the course of the year. The acts of this supervisor have been selfless, inspiring, and motivational to others.
2. PRESENTATION – The Supervisor of the Year Award is voted on and decided by members of the Police Department and shall be presented by the Chief of Police at an appropriate ceremony.
3. This award will be in the form of a ribbon and distinguishing plaque framed for display purposes.

IX. ELIGIBILITY FOR CIVILIAN AWARDS

A. COMMUNICATIONS OFFICER OF THE YEAR AWARD

1. CRITERION – Is presented to the Communications Officer who, in the opinion of his or her peers and subordinates, has demonstrated service beyond the normal expectations of their duties.
2. PRESENTATION – The Communications Officer of the Year Award is voted on and decided by members of the Police Department and shall be presented to the Dispatcher by the Chief of Police at an appropriate ceremony.
3. This award will be in the form of a distinguishing plaque framed for display purposes.

B. EMPLOYEE OF THE YEAR AWARD

1. CRITERION – Is presented to the employee who, in the opinion of his or her peers and subordinates, has demonstrated service beyond the normal expectations of their duties.
2. PRESENTATION – The Employee of the Year Award is voted on and decided by members of the Police Department and shall be presented to the employee by the Chief of Police at an appropriate ceremony.
3. This award will be in the form of a distinguishing plaque framed for display purposes.

C. VOLUNTEER OF THE YEAR AWARD

1. CRITERION – Is presented to the Volunteer who, in the opinion of his or her peers and subordinates, has demonstrated service beyond the normal expectations of their duties.
2. PRESENTATION – The Volunteer of the Year Award is voted on and decided by the volunteers and shall be presented to the volunteer by the Chief of Police at an appropriate ceremony.

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3. This award will be in the form of a distinguishing plaque framed for display purposes.

X. ELIGIBILITY FOR CITIZEN AWARDS

A. CITIZEN'S SERVICE MEDAL

1. **CRITERION** – A Citizen's Service Medal may be presented by the Chief of Police to a member of the community who performs an extraordinary act of bravery and/or who provides exceptional service to the community in association with law enforcement.
2. **PRESENTATION** – The Citizen's Service Medal shall be presented by the Chief of Police at an appropriate ceremony.
3. This award will be in the form of a distinguishing medal and plaque that will be framed for display purposes.

B. CITIZEN'S LIFE SAVING AWARD

1. **CRITERION** – A Citizen's Life Saving Award may be presented by the Chief of Police to a member of the community whose extraordinary actions directly contribute to saving a human life.
2. **PRESENTATION** – The Citizen's Life Saving Award shall be presented by the Chief of Police at an appropriate ceremony.
3. This award will be in the form of a distinguishing medal and plaque that will be framed for display purposes.

C. CERTIFICATE OF APPRECIATION

1. **CRITERION** – A Citizen's Certificate of Appreciation may be presented by the Chief of Police to a member of the community in recognition of outstanding service to the Florence Police Department for assistance in law enforcement efforts.
2. **PRESENTATION** – The Citizen's Certificate of Appreciation shall be presented by the Chief of Police at an appropriate time or place.
3. This award will be in the form of a Certificate of Appreciation.