



<b>Section 3/700 ♦ Personnel Management</b>		
3 / 703	Departmental Awards Program	3/20/97 Rev 1/14/04
Accreditation Standards	26.1.2	

**3 / 703.05 NOMINATION PROCESS**

Nominations for all departmental awards shall be submitted on the Laurel Police Department Award Nomination Form along with all available documentation. Except for unit awards, separate nomination forms must be used for each person nominated, even when nominees performed in a joint action during a single incident. Any employee of the department may nominate an employee for an award. Nomination forms shall be submitted through the chain of command to the office of the Deputy Chief of Police who shall then transmit the nomination form to the chairman of the awards committee. All nomination forms must be forwarded, although supervisors or commanders may attach non-concurring comments when appropriate.

**3 / 703.10 SUPERVISORS RESPONSIBILITIES**

Supervisors shall make reasonable inquiries to verify the accuracy of facts stated in nomination forms received from subordinates and comments shall be attached if discrepancies are discovered. Comments shall only relate to the incident that the award nomination form has been submitted for.

**3 / 703.15 DIVISION COMMANDING OFFICER RESPONSIBILITIES**

Commanding officers shall review letters of commendation or praise they receive from the public or outside agencies, as well as awards received by their officers from other police and civilian organizations and agencies to determine if action by the awards committee is appropriate. When such action is indicated the commander shall complete and forward an award nomination form with the documentation attached. Division Commanders shall also ensure that letters of commendation are placed in the commended employee's personnel file along with a congratulatory letter from the commander to the employee and a copy of each forwarded to the commended employee. For letters of commendation or appreciation received from citizens, Division Commanders shall prepare an acknowledgment letter for the Chief's signature.

**3 / 703.20 CHIEF OF POLICE RESPONSIBILITIES**

The Chief of Police may confer Chief's awards and unit citations without prior action by the awards committee. Letters of commendation or appreciation directed to the

Chief of Police will be handled by the office of the Chief of Police in the manner set forth in 3/703.15.

**3 / 703.25 AWARDS COMMITTEE**

The Chief of Police shall appoint departmental members to the awards committee for terms of one year. The members shall be comprised of:

- ♦ One Lieutenant (chairman)
- ♦ One Sergeant
- ♦ One Corporal
- ♦ One Officer
- ♦ One Civilian Employee

The committee shall meet bi-monthly and all five members must be present to conduct business. The committee shall review all award nomination forms and determine if an award should be conferred upon the nominee. The awards committee shall strive to protect the integrity of the department awards program and in order to accomplish this shall have the authority to upgrade or downgrade the type of award nominated for. The submission of an award Nomination will not automatically result in the conferring of an award. The committee shall discuss the circumstances of each nomination and may make inquiries of involved parties prior to voting on each nomination. A vote shall be required concerning any changes in the type of award nominated for and to reach a final disposition on the nomination. The committee's recommendation will be noted on the nomination form. Any recommendations that awards be conferred upon a nominee shall be forwarded to the Chief of Police who shall approve or deny the recommendations of the Awards Committee.

**3 / 703.30 AWARDS PRESENTATION**

All awards, except for letters of commendation will be presented during Police Week of each year in a manner as determined by the Chief of Police. Awards presented will be for incidents occurring during the prior year up to April 15.

**3 / 703.35 MULTIPLE AWARDS**

Officers may receive multiple awards for actions arising from the same incident.

**3 / 703.40 DISPLAY OF DEPARTMENTAL AWARDS**

The wearing of either the issued ribbons or medals is required on the dress blouse. Officers will not wear both a ribbon and a medal of the same type. Wearing of ribbons is optional on short and long sleeve uniform shirts. Awards are not authorized for display upon any other uniform or civilian garment. Only one ribbon for each award classification may be worn. Additional awards for the same award classification will be designated by the addition of numbers and/or a gold star for each subsequent award.

The wearing of award ribbons will be in the following order and displayed left to right above the right pocket of the dress blouse:

- Medal of Valor; Gold, Silver, Bronze
- Police Officer of the Year
- Chief's Award
- Injury Citation
- Life Saving Award
- Award of Merit
- Unit Citation
- Service Award
- Non-departmental Ribbon
- Twenty Years Service Ribbon

**3 / 703.45 MEDALS OF VALOR**

Medals of Valor are the department's highest awards, and are issued to officers who, while attempting to save a life or perform some other gravely important police service, perform heroically under unusually difficult and dangerous conditions. The Gold Medal of Valor is the department's highest honor, followed in order by the Silver Medal and the Bronze Medal. A Gold Medal of Valor, denoted by a half-white and half-gold ribbon, may be awarded when:

- The officer performs a courageous act far above and beyond the call of duty, and
- No other recourse for the successful performance of the police service exists, and
- The officer knowingly and voluntarily exposes himself to danger, and
- The danger is so extreme that the officer's death or serious injury is a predictable, reasonably expected result.

A Silver Medal of Valor, denoted by a half-white and half-blue award ribbon, may be issued when:

- The officer performs a courageous act far above and beyond the call of duty, and

- No other recourse for successful performance of the police service is readily apparent to the officer, and
- The officer knowingly and voluntarily exposes himself to danger, and
- The danger is so extreme that the officer's death or serious injury, while not expected is still a very high possibility.

A Bronze Medal of Valor, denoted by a half-white and half-red award ribbon, may be issued when:

- The officer performs a courageous act beyond that normally expected of a dedicated officer in a similar situation, and
- The officer's actions are sound and appropriate, and
- The officer, either through his own actions or those of others is exposed to an unusually high level of danger, and
- The danger is such that the officer's death or serious injury is a realistic possibility.

**3 / 703.50 INJURY CITATION**

An injury citation, denoted by a solid purple ribbon is awarded to sworn officers, both on and off duty, who sustain **serious** injury as a result of:

- Conflict with a dangerous suspect, or
- A accident occurring during the direct performance of non-routine duty, and not resulting from the officer's negligence, or
- Non-fatal heart attack, communicable disease, or other serious ailment clearly resulting from the direct performance of duty. The seriousness of the injury or illness must be verified and the appropriate medical documentation attached to the nomination form.

**3 / 703.55 MEMORIAL AWARD**

The Memorial Award is awarded posthumously to officers whose death resulted from the performance of their police duties or an effort to save the life of another. Qualifying causes of death include, but are not limited to, deliberate or criminal acts, accidents, and fatal heart attacks or disease sustained during the performance of duty. This award will be in the form of a plaque, which is to include the mounting of the deceased officer's badge and information relating to the officer and his dates of service. The presentation of this award shall be in manner determined as appropriate by the Chief of Police.

**3 / 703.60 POLICE OFFICER OF THE YEAR**

The Awards Committee selects the police officer of the year from among that year's recipients of valor medals. In any year that no Valor medal is awarded, the selection may be made from among sworn officers who received other awards or the awards committee may elect not to issue the

award to preserve the integrity of the awards program. The Officer of the Year Award is denoted by a white, blue, gold, blue, white awards ribbon and a medal.

**3 / 703.65 CIVILIAN EMPLOYEE OF THE YEAR**

The Civilian Employee of the Year may be selected based on overall quality performance, for a single extraordinary act or contribution as determined by the awards committee following a review of the nominations. This award is recognized by the presentation of a certificate by the Chief of Police.

**3 / 703.70 CHIEFS AWARD**

The Chief's Award, which is denoted by a solid white ribbon and a medal, is awarded to any sworn officer, civilian employee or private citizen. If a civilian employee or citizen is presented with this award it shall be in the form of a certificate.

All nominations for Chief's Awards will be submitted through the Awards Committee and forwarded directly to the Chief of Police for his/her consideration.

**3 / 703.75 AWARD OF MERIT**

The Award of Merit which is denoted by a blue, white, blue award ribbon is awarded to members who demonstrate an unusually high level of expertise, initiative, resourcefulness, or dedication in the solution of a crime, apprehension of an offender, attempt to save a human life, or other important police service. The member's performance must go beyond what is normally required by rules and procedures and shall relate to a specific, identifiable case or situation. A number will be awarded for each Award of Merit and a gold star will be issued for each five Awards of Merit received.

**3 / 703.80 UNIT CITATION**

The unit citation may be issued to patrol squad or other unit for exemplary performance in a specific, limited duration, non-routine police task. The task may be operations oriented, such as a barricade situation or other operational action, or may involve an extraordinary administrative or public service accomplishment. This award is not intended a recognition of a unit's long term intended assignment.

This award is recognized by the awarding of a plaque to the recipient unit and each unit member who participated or contributed to the unit actions that caused the award shall be issued an award ribbon, yellow in color with black vertical stripes. A number will be awarded for each Unit Citation and a gold star will be issued for each five Unit Citations received. Unit members who did not participate

in the action resulting in the award shall not receive the award.

**3 / 703.85 NON DEPARTMENTAL AWARD RIBBON**

Officers who have received honors or awards from other than the Laurel Police Department may be issued a Non Departmental award ribbon, which is half-orange and half-black. A number will be awarded for each Non Departmental ribbon and a gold star will be issued for each five Non Departmental ribbons received.

The non-departmental honors for which this ribbon may be issued may include awards from other law enforcement agencies, the City of Laurel, other organizations with significant law enforcement related awards, or the United States military (limited to the Congressional Medal of Honor, Distinguished Service or Flying cross, Silver Star, Bronze Star, Purple heart or other major awards from each branch). The non-departmental honors may have been bestowed prior to or during an officer's tenure with the department. Officers who have received non-departmental honors may submit an award nomination form in their own behalf with all available documentation.

The Awards Committee shall make the determination whether the non-departmental award merits the issuance of a departmental ribbon. Award ribbons issued by other than the Laurel Police department are not authorized for display upon departmental uniforms. This award may be presented at any time during the year.

**3 / 703.86 SERVICE AWARD**

The Service Award is given to an employee that displays initiative in the law enforcement field by distinguishing himself/herself by suggesting change in policy, developing a community program, or devoting additional time towards the betterment of the law enforcement profession. It can also be awarded for an employee completing a fairly minor assignment in an exemplary fashion. The Service Award would be given for situations in which an officer was not placed in jeopardy or the actions he took were not heroic or extraordinary, but reflected favorably on the Laurel Police Department. A solid green ribbon represents the Service Award.

**3 / 703.87 LIFE SAVING AWARD**

The Life Saving Award is given to an employee that renders aid to a seriously injured or sick person. The employee goes beyond the expectation of a first responder and renders life support to a person that could possibly die from their injuries/illness. An example of this would be the application of CPR to a heart attack victim, or the rescuing of a drowning person. To be eligible for this award, the victim would not have to survive, but the employee would display extraordinary effort to

save/preserve the victim's life. A white ribbon with red stripes represents the Life Saving Award.

**3 / 703.90 OUTSTANDING CITIZENSHIP AWARD**

Any member of the department may nominate a private citizen for an outstanding citizenship award as a means of recognizing that citizen's contribution to the public or the department. The citizen's actions may be of a heroic nature, or may reflect an unusual degree of cooperation or assistance in an operational, administrative, or community service action. The award is recognized by the issuance of an appropriate certificate by the Chief of Police.

**3 / 703.91 CERTIFICATE OF APPRECIATION**

Citizens or businesses that make a significant contribution to the Laurel Police Department in terms of equipment, support, monetary contributions, or assistance may be recognized with a Certificate of Appreciation.

**3 / 703.95 TWENTY YEARS SERVICE RIBBON**

Those officers who have served the department in a sworn capacity for twenty years shall be authorized to wear a Twenty Years Service Ribbon that is gold in color with gold stars for each additional five years of service. Civilian time, military service and time with other agencies shall not count towards years of service for this ribbon.

**END OF ORDER**