

### 3.06

**CRAIG POLICE DEPARTMENT  
Office of Chief of Police  
General Order**

**Date Issued: July 25, 1997**

**Revision Date: May 05, 2009**

**Subject: Award Program**

**Reference:**

**TO: ALL PERSONNEL**

#### **I. POLICY:**

The Craig Police Department has established high standards of work performance for all department members. By the same token, the department will also take official notice of acts by employees of the department when such acts deserve commendation or other appropriate recognition.

When a department member performs at a level that exceeds those standards established by the department, the department feels it most important to express to the member special recognition for a job well done. This recognition plays an important role in building professionalism, enthusiasm, and dedication into a department member's performance and attitude.

The purpose of this policy is to establish a standardized procedure by which documented recognition may be given to those members of the department who perform above department standards, or demonstrate special faithfulness to duty, meritorious skill, or bravery in the performance of duty.

#### **II. PROCEDURE:**

##### **A. Recommendation Process**

1. A commendation request may be made by a citizen or any employee of the department regarding any other employee of the department or a civilian. This report shall be forwarded to the Chief of Police or a supervisor.
2. A request for recognition, which is submitted by a fellow employee, will be completed by letter to the Chief of Police. If possible the following information should be included:
  - a. Full name and division assigned;
  - b. The location of the occurrence, time, and date;

- c. Circumstances of the incident in chronological sequence.
3. All recognition recommendations for special faithfulness to duty, meritorious skill, or bravery in the performance of duty will be reviewed at the next available staff meeting. The recommendations approved at the monthly staff meetings will be filed in the employee's personnel file in accordance to this policy.
4. Where the employee is involved in handling a difficult or unusual situation, or demonstrates exceptional skill or expertise in solving a particular problem, his or her supervisor may wish to informally commend him. The commendation should be reduced to writing and placed in the shift supervisor's file for evaluation purposes. A copy shall be routed through the Chief's office and placed in the personnel file.

## **B. Award Types**

**Medal of Valor** -This commendation is awarded to a member for an extraordinary act of heroism which extends far above and beyond the normal call of duty or service performed at great risk to personal safety in an effort to save human life. The member to whom it was issued receives a medal and ribbon.

**Medal of Honor** -This commendation is awarded to a member for a distinctive act which extends above and beyond the normal call of duty or service performed at a risk to personal safety or life in an effort to save human life or protect property. The member to whom it was issued receives a medal and ribbon.

**Unit Citation For Valorous Conduct** -This commendation is awarded to members of a unit who, as a team, perform extraordinary acts involving valorous conduct which extend far above the normal call of duty or service performed at great risk to personal safety or life in an effort to save human life or protect property. The member to whom it was issued receives a medal and ribbon.

**Meritorious Service Award (Hazardous Situations)** -This commendation is awarded to an individual member, or to a unit acting as a team, for a highly unusual accomplishment under adverse conditions with some degree of hazard to life to the member, unit, or other person. The member to whom it was issued receives a medal and ribbon.

**Lifesaving Award** - any member of the Department, while in the official performance of his/her duties, saves the life of another, will be awarded the Lifesaving Medal. This may be given to a community member as well. The member to whom it was issued receives a medal and ribbon.

**Chief's Commendation Award** – This commendation is awarded to an individual member, or to a unit acting as a team, for a singular accomplishment of substance, without risk to personal safety but under adverse and difficult conditions. Rewards may include:

1. \$200.00 in cash (or equivalent)
2. Movie passes and dinner for four (4) people.

**Chief's Citation Award** - recognizes individuals for superior service to the Department. This award allows the Chief of Police to recognize individuals for acts he/she believes to be significant and which may not fit into the more formalized recognition program. The Chief's Citation Award is usually given for a single incident as opposed to an entire body of work and is awarded solely at the discretion of the Chief of Police. Employees may nominate others for the award by submitting a memo outlining the reasons for the request directly to the Chief of Police. Reward may include:

1. \$50.00 in cash (or equivalent).

**Civic Service Award** – This commendation is awarded to an individual member, or to a unit acting as a team, for rendering an extraordinary and continuing service to the community without risk to personal safety. Reward may include:

1. \$50.00 in cash (or equivalent).

**Employee of the Year** – Awarded to the best representative of the police department, sworn or civilian. The individual selected should truly be the best representative of our personnel who is a good person/citizen, competent and is a capable employee. Reward may include:

1. \$50.00 in cash (or equivalent).
2. One extra personal holiday
3. Movie passes and dinner for four (4) people.

**Recruit Award** - recognizes employees who recruit new employees to our department who successfully complete all training requirements and are working their specific job assignment on their own. Rewards may include:

1. Movie passes and dinner for four (4) people.

**Safe Driving Award** – This award is open to all employees of the department whose primary duties involve driving a City vehicle. The department recognizes the inherent dangers of driving and the amount of time employees spend behind the wheel. This award acknowledges those individuals who demonstrate safe driving habits. This award will be given when the employee has driven 36 consecutive months without being involved in an at-fault accident. This award will be \$50.00 in cash (or equivalent).

**Firearms Achievement Award** – This Award is cumulative based on qualification scores, overall firearms proficiency, positive attitude, attendance and weapons maintenance. This award is presented by the Chief Firearms Instructor or his designee at the yearly Police Department Awards Ceremony. This award will be \$50.00 in cash (or equivalent).

### **C. Ongoing and Timely Recognition Procedures**

In circumstances that do not merit the above awards or commendations, then the following appropriate responses will be followed.

1. A Letter of Commendation for individual adherence to prescribed procedures or accepted law enforcement practices which directly results in the apprehension of an offender, prevention of an offense and or the saving of a life or property.
2. A Team letter of Commendation for a unit acting as a team's adherence to prescribed procedures or accepted law enforcement practices which directly results in the apprehension of an offender, prevention of an offense and or the saving of a life or property primarily due to a team effort rather than that of an particular individual.
3. Note of Thanks for actions that fall short of the requirements for a commendation but that stand out in a manner justifying a need for a departmental "thank you".
4. A Departmental Verbal Praise for actions that fall short of a letter or note of thanks but that stand out in a manner justifying a need for permanent retention of documentation of a verbal praise in the individual's personnel record.

### **D. Review and Presentation of Awards**

Awards submitted will be reviewed by staff during the next available staff meeting.

All awards will be announced at the yearly Police Department Awards Ceremony. The Chief or his designee may deem to recognize and award the officer prior to the ceremony; in this case it will also be announced at the yearly ceremony.

Letters of Commendation, Note of Thanks and Verbal Departmental Praises shall be placed in the personal file of the employee to whom it was issued.

**E. Wearing of Award Ribbons**

Officers are authorized to display ribbons earned from awards on a single ribbon bar worn centered above the right breast pocket name plate.

One single ribbon can be worn in the prescribed manner. A subsequent ribbon will be placed on a double ribbon bar and a third ribbon will be placed on a triple ribbon bar.

**Approved by:**



**Walter K. Vanatta  
Chief of Police**