


PINE BLUFF POLICE DEPARTMENT POLICY & PROCEDURES MANUAL

	SUBJECT:	POLICY NUMBER 1290
	AWARDS & RECOGNITION	ISSUE DATE 02/19/2008
	CHAPTER: PROFESSIONAL STANDARDS	EFFECTIVE DATE 02/19/2008
	ISSUED By: Chief of Police John E. Howell	TOTAL PAGES 7

I. PURPOSE

The purpose of this policy is to establish employee recognition program and to establish criteria for department awards

II. TYPES OF AWARDS

1. Medal of Honor
2. Medal of Valor
3. Certificate of Merit
4. Meritorious Conduct Award
5. Life Saving Award
6. Officer of the year

NOTE: The recipients of awards 1-5 are automatically nominated for Officer of the Year. The Chief of Police may submit a recommendation for Officer of the Year as a stand-alone award to any officer he feels deserving whether or not they have been recommended for or have received an award for the current award period.

Each of the above awards will be presented at an Annual Public Ceremony as designated by the Chief of Police.

ADDITIONAL AWARDS:

1. Letter of Commendation
2. Retirement Award
3. Years of Service Bar
4. Perfect Attendance
5. Marksmanship Award
6. Unit/Section Recognition Awards

NOTE: These awards will be presented during regular working hours, when an officer has met the qualifications for award.

III. NOMINATION PROCEDURE

- A.** Nomination of employees or others for awards and certificates will be initiated by inter-departmental correspondence supported by such other documentation as is available. The nomination will include, but is not limited to the following information:
1. Name, age, position, title of employee, citizen or group
 2. Date, time, and location of the incident or series of incidents
 3. Name, age address, telephone numbers of persons involved
 4. Complete description of the incident, including details of risk involved, if any.
 5. A copy of all applicable Pine Bluff Police Department reports or other law enforcement agency reports, when available.
- B.** Nominations will be endorsed at each level of command and the endorsement should verify the facts of the situation as reported. Nominations will be sent to the Chief of Police and then forwarded to the Awards Committee.
- C.** The nomination period will run from January 1st through December 31st. Nominations will be accepted for the previous calendar year not later than January 15th. Nominations received after that date will be applied to next calendar year.

IV. AWARDS COMMITTEE

- A.** The members of the Awards Committee will be the same as the Grievance Board Committee. (Three appointed by the Chief of Police and three elected by the body.)
- B.** The Chairman of the committee will be responsible for maintaining the records of all nominations. The committee will meet quarterly, or as needed to review all nominations. The purpose of the committee shall be to determine if a nominee for an award is being nominated for the appropriate award, and if the member is eligible for the award. The committee may not approve any awards, but simply forward them with a recommendation to the Chief of Police for final approval.

V. CRITERIA

A. MEDAL OF HONOR

1. The Medal of Honor Award is presented to the family of an officer that lost his/her life in the performance of duty under honorable circumstances. The Medal of Honor may be presented in addition to any other award the officer may be entitled to in making the supreme sacrifice.

2. The award will include: A plaque identifying the officer and other information deemed appropriate by the Award Committee. Additionally, a medal, ribbon bar and certificate signed by the Mayor of Pine Bluff and the Chief of Police will be presented.

B. MEDAL OF VALOR

1. The Medal of Valor may be awarded when a member of the department demonstrates heroic action and conspicuous valor above and beyond the call of duty, disregarding imminent risk of life, or serious bodily injury to the member. Consideration will be given to the employee's judgment and use of police procedures, which may have created the necessity for the acts to be commended.
2. Ranked in Prominence to the Medal of Honor.
3. The award will include: A plaque identifying the officer and other information deemed appropriate by the Awards Committee. Additionally, a ribbon bar and certificate signed by the Mayor of Pine Bluff and the Chief of Police will be presented.

C. CERTIFICATE OF MERIT

1. The Certificate of merit may be awarded to a member of the department who has distinguished him or herself by gallantry, fortitude or initiative above and beyond the call of duty. The act or series of acts performed or service rendered must have been one of personal bravery, self-sacrifice or dedication so conspicuous as to clearly distinguish the individual above comrades. The Certificate of Merit is such magnitude that it will only be considered on the standard of extraordinary merit.
2. Ranked in prominence to the Medal of Valor.
3. The award will include: A plaque identifying the officer and other information deemed appropriate by the Awards Committee. Additionally, a ribbon bar and letter of authenticity signed by the Chief of Police will be presented.

D. MERITORIOUS CONDUCT AWARD

1. The Meritorious Conduct Award may be awarded to an employee for exemplary service when the employee through diligence and perseverance performs beyond the call of duty under unusual circumstances and conditions. The award shall not be limited to the protection of property, the apprehension of a criminal, etc. It may include performing assigned job duties over a period of time or specific tasks in an exemplary manner.
2. Ranked in Prominence to the Certificate of Merit.

3. The award will include: A plaque identifying the officer and other information deemed appropriate by the Awards Committee. Additionally, a ribbon bar and letter of authenticity signed by the Chief of Police will be presented.

E. LIFE SAVING AWARD

1. The Life Saving Award may be awarded to any officer for the saving of a human life. This award is intended for all officers directly responsible for the saving of a human life. The award may also be earned where evidence indicates that actions by the officer(s) prolonged a human life to the extent of the victim being released to the care of medical authorities, even though the victim might expire at a later time. Only one award will be awarded for each incident regardless of the number of victims involved.
2. Ranked in Prominence to the Meritorious Conduct Award.
3. This award may be awarded in addition to the awarding of a higher medal where the facts show the recipient is entitled to such award.
4. The award will include: A ribbon bar and letter of authenticity signed by the Chief of Police.

F. OFFICER OF THE YEAR AWARD

1. The Officer of the Year Award will be selected from the Officers having been awarded one of the following:
 - a. Medal of Honor
 - b. Medal of Valor
 - c. Certificate of Merit
 - d. Meritorious Conduct Award
 - e. Life Saving Award
2. The Department Awards Committee will review all possible candidates and make a selection by majority vote. The Chairman will only vote in the event of a tie. This selection will only be a recommendation to the Chief of Police, who will make the final decision.
3. Ranked in Prominence to the Life Saving Award.
4. The award will include: A plaque identifying the officer and other information deemed appropriate by the Awards Committee. Additionally, a ribbon bar and Certificate signed by the Mayor of Pine Bluff and the Chief of Police will be presented.

G. LETTER OF COMMENDATION

The Letter of Commendation will be awarded to an officer of the department for outstanding performance involving great risk to his/her personal safety while performing their duties. May be awarded to any officer for outstanding contributions to law enforcement through the success of difficult police projects, programs or situations, with such contributions going beyond the normal scope of duty.

H. RETIREMENT AWARD

1. The Retirement Award is to be awarded to members who have completed requirements for official retirement from the department, whether medical or longevity.
2. The award will include: A plaque identifying the officer and the dates of employment with the Department. Additionally, a pin and letter acknowledging retirement signed by the Chief of Police.

I. YEARS OF SERVICE BAR

1. The Years of Service Bar will be provided to officers upon the completion of their anniversary date of employment. The award will be issued in increments of five (5) years.
2. The award will include: A pin.

J. PERFECT ATTENDANCE AWARD

- a. The Perfect Attendance Award will be awarded to all sworn personnel of the Department who distinguish themselves by perfect attendance.
- b. The award is based upon one-year increments, after the fifth year of employment. The years are to be consecutive: that is, to receive a five-year award, an employee must have five consecutive years without taking any sick leave. To receive a six-year award, an employee must have six consecutive years without taking any sick leave, etc. No previously issued award will be canceled, but when an employee takes sick leave, the day following the sick leave will begin new increments.
- c. The award will include: A ribbon bar and letter of authenticity signed by the Chief of Police.

K. MARKSMANSHIP AWARD

- a. The **EXPERT MARKSMANSHIP AWARD** will be awarded automatically to officers who distinguish themselves as outstanding marksmen by obtaining a firearms proficiency score of 90% or better for three consecutive times during their scheduled firearms training and proficiency qualifications.
- b. The **MASTER MARKSMANSHIP AWARD** will be awarded automatically to officers who distinguish themselves as outstanding marksmen by obtaining a firearms proficiency score of 90% or better for ten consecutive times during their scheduled firearms training and proficiency qualifications.
- c. The award will include: A ribbon bar and letter of authenticity signed by the Chief of Police.

L. UNIT/SECTION RECOGNITION AWARDS

- a. These awards are authorized for wear by persons who are assigned to or participate in a particular Unit or Section, i.e. Bike Patrol, Special Reaction Team, K-9 Officer, Honor Guard, Traffic Unit, etc...
- b. Recognition awards are only authorized while the officer is assigned to or participating in that unit or section.
- c. The award will include: A ribbon bar.

VI. THE DISPLAY OF AWARDS

- A. Officers are permitted to only wear ribbon bars or pins as designated in this policy, or otherwise approved by the Chief of Police. In the event more than one ribbon bar is displayed, they will be positioned in order of prominence as noted in the policy. Ribbon Bars will be displayed as follows:
 - 1. Ribbon Bar: In the Center of the left breast pocket flap below the badge
 - a. Ribbon Bar: On a 2-Bar Holder, in the center of the left breast pocket flap below the badge. The highest-ranking award nearest the center of the uniform.
 - b. Ribbon Bar: On a 3-Bar Holder, in the center of the left breast pocket flap below the badge. The highest-ranking award nearest the center of the uniform.
 - c. Ribbon Bar: On separate 2-Bar Holders, double stacked in the center of the left breast pocket flap below the badge. The highest-ranking award on the top row nearest the center of the uniform.

