

111. DEPARTMENT AWARDS PROGRAM



RICHFIELD POLICE DEPARTMENT POLICY

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Authority: Chief Jay Henthorne

NOTE: This policy is for internal use only and does not enlarge an employee's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this policy, if proven, can only form the basis of a complaint by this Department, and then only in a non-judicial administrative setting.

I. PURPOSE

The purpose of this Policy is to establish procedures for recommendations of awards, selection of awards, and levels of awards with selection criteria.

II. POLICY

The Richfield Police Department expects a high level of professional performance from all its employees; however, members of the Department sometimes perform their duties in a manner exceeding the highest standards of the Department. The Police Department, through this Policy, takes official notice of such performance when it deserves commendation or recognition in order to demonstrate the Department's sincere appreciation for acts of courage and outstanding service by employees.

III. PROCEDURE

AWARD RECOMMENDATIONS

Any Public Safety employee or any citizen may initiate an award recommendation for a Police Department employee. The recommendation must be completed in writing with a description of the outstanding performance and should cite police reports, witness names, evidence, or any other information that will assist the Commendation Review Board in reviewing the recommendation. The completed recommendation should be given to any member of the command staff, who will forward it to the appropriate level.

- 1) All requests for awards must be first submitted to a command staff member with supporting documentation on either a "Receipt of Citizen's Appreciation" form or a "Request for Award" form.
- 2) "Request for Award" forms may be filled out by any employee and should then be submitted to any member of the command staff, who then ensures that the request and supporting documentation are submitted to the appropriate section Lieutenant, who may issue the letter of appreciation/recognition or submit the request to the Commendation Review Board for their consideration of a higher award if applicable.

Commendation Review Board

The Commendation Review Board (CRB) is established to review award recommendations. A cross section of the Department will be represented on the Board and will be selected by the Chief to serve as needed.

The Commendation Review Board is composed of four (4) members of the department and is chaired by the Deputy Chief.

The CRB is authorized to investigate all statements and evidence and submits to the Chief all recommendations in writing as to the level of award, if any. The CRB may review all award recommendations; however, they must review all recommendations for Department Commendation,

Medal of Merit and Medal of Valor. The Chief will conduct a review of all recommendations for final approval.

AWARDS AND SELECTION CRITERIA

The following is a list of the level of awards and criteria for their selection. These criteria should be used as a guide in the selection of appropriate awards and should be adhered to in all cases.

Citizen Appreciation

Citizens often write letters and notes, or telephone in their appreciation of services performed by officers. Reasons for their appreciation may include lockout assists, aiding stranded motorists, helpful or empathic attitudes and dealings, etc.

Receipt of a letter, note or telephone call from a citizen is to be acknowledged and documented by the employee receiving it by filling out a "Receipt of Citizen's Appreciation" form. In the case of a letter or note, the letter or note is to be attached to the form. All materials are then to be submitted to a member of the command staff, who then ensures that the employee named, his immediate supervisor, and the employee's personnel file receive a copy of the letter/note and the form.

Supervisory Letter of Appreciation/Recognition

This award is issued by an employee's supervisor for recognition and appreciation of outstanding professional quality performance of police duties. Acts such as unusual felony arrests or felony-in-progress arrests would qualify to be considered for this award.

This award may also be given to a member of the Department for significant acts of community service which promote the advancement or image of the Department.

Letter of Appreciation/Recognition

This award is issued for recognition and appreciation of outstanding professional quality performance of police duties. Acts such as unusual felony arrests or felony-in-progress arrests would qualify to be considered for this award.

This award may also be given to a member of the Department for significant acts of community service which promote the advancement or image of the Department.

COP Officer of the Year Award

Award Consideration Criteria

The selection criteria for this award are based on the officer who during the year has demonstrated a high level of commitment, dedication, and contribution to the community through Community Oriented Policing efforts. Nominee consideration will be measured based on the following:

- Commitment to COP philosophy
- Contributions (COP Hours, diverse and varied engagement activities)
- Ability to work with and collaborate with others
- Mentorship – Acted as mentor for youth, made a significant impact on others
- Innovation and initiative – Creating positive police/community relationships and connections, initiating new engagement strategies and building upon existing COP activities and events.

To be considered for the COP Officer of the Year award, the officer shall have excelled and performed at a high level in the listed areas. Sergeants shall provide supporting documentation of the officer's accomplishments and contributions to be considered for the award.

Traffic Safety Officer of the Year

Award consideration criteria

The selection criteria for this award are based on the officer who during the year has exhibited outstanding achievement, dedication and professionalism in the area of traffic safety.

Nominee consideration will be measured based on the following:

- Leads department in traffic contact standards. Is highly proactive in the area of traffic enforcement and makes the effort to improve traffic safety throughout the city.
- High performer in TZD related traffic enforcement activities.
- Excels in the detection, apprehension, evaluation, documentation, and conviction of impaired drivers.
- Takes a well-rounded approach to traffic safety enforcement actions.
- Takes a leadership role in inspiring and being an example to others in the area of traffic safety.

To be considered for Traffic Safety Officer of the Year award, the officer shall have excelled and performed at a high level in the listed areas. Sergeants shall provide supporting documentation of the officer's accomplishments and contributions to be considered for the award.

Departmental Commendation

A Departmental Commendation may be awarded to a member for an outstanding police act or single individual incident, or for a significant accomplishment or achievement which brings credit to the Department and which involved performance above and beyond the performance normally expected and required of the member's assignment. It may be awarded for recognition of intelligent and excellent performance of self-initiated police activity, displaying unusual thoroughness, conscientiousness, and determination.

It may also be awarded to an employee involved in outstanding performance which was highly recognizable to other officers, superior officers, and/or citizens as having resulted in outstanding accomplishment or contribution to the community and Department. It may also be presented for performance resulting in improved operational or substantial savings in organizational costs.

Medal of Merit

This medal may be awarded to an employee for an act of bravery that demonstrated an obvious self-sacrifice and devotion to duty without regard for personal safety. It is awarded for an unusual accomplishment under adverse conditions with some degree of hazard to life and limb to the nominee, or where death or injury to a third party is prevented. It may be presented to a member earning recognition for rendering service entailing exceptional courage or bravery, saving a life or preventing a serious crime, or any other action deemed to be deserving of this award.

Medal of Valor

The Medal of Valor may be awarded to a member of the Department who, with full knowledge of the risk involved, within the confines of sound, learned police procedures, intelligently and in the line-of-duty, distinguishes himself/herself by an outstanding act of bravery or heroism, that demonstrated the characteristics of selflessness, personal courage and devotion to duty at the risk of death and/or serious physical injury.

- 1) This award should only be presented in exceptional cases and be based upon extraordinary actions in which the employee risks his/her life in performing a hazardous duty.
- 2) This award may be given posthumously to an employee who gave his/her life in the performance of police service in acts or circumstances of heroism.

Officer of the Year Award

During year end evaluations, sergeants and command staff meet to jointly evaluate each officer's performance for the year. During this meeting, sergeants and command staff may choose an officer

assigned to the Patrol Division or an officer in a Professional Development Assignment that they all agree is worthy of an *Officer Of The Year* award. Selection is based on the officer's overall performance, contributions to the Richfield Police Department and the citizens of Richfield.

AWARDS PRESENTATION

The Letter of Appreciation/Recognition consists of a Department Letter signed by the Deputy Chief or Section Commander. The Departmental Commendation, Medal of Valor and Medal of Merit consists of a certificate signed by the Chief of Police. A copy of each certificate or letter of appreciation/recognition is included in each employee's personnel file.

The COP Officer of the year along with Traffic Safety Officer of the Year will be presented with a certificate, and individual award.

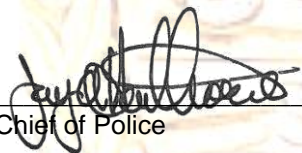
The Department Commendation consists of a certificate. Subsequent awards consist of a certificate.

The Medal of Valor and Medal of Merit consists of a medallion, certificate, and a uniform ribbon.

Medals are to be used only for the purpose of display and are not to be worn on the uniform. Ribbon bars may be worn on the uniform, centered above the name plate. Ribbon bars representing different classes of awards will be displayed with the senior award to the wearer's left.

The Officer of the Year will be presented with a certificate, along with a personalized plaque, and the Officer's name will be inscribed on a plaque that is displayed in the Police Department lobby.

By Order Of:



Chief of Police