

CAMBRIDGE POLICE DEPARTMENT

Title: *AWARDS/RECOGNITION PROGRAM* **Procedure: 3.110**

Date Issued:

Revised: **March 1, 2009**

PURPOSE:

The Department's Awards and Recognition Program is intended to provide tangible recognition for exemplary service by Department personnel as well as to serve as a means of reinforcing the type of performance the Department wishes to encourage.

POLICY:

It is the belief of this Department that law enforcement work which is distinguished through formal recognition is more likely to be repeated. Exemplary performance should, therefore, be recognized and rewarded through an established, uniform awards program.

PROCEDURE:

AWARD RECOMMENDATION PROCESS

1. Supervisory personnel who become aware of meritorious performance and who desire to award a commendation or another form of Department recognition to a Department member should prepare a detailed, written description of the act or performance and forward it to the appropriate Staff Officer.

2. Non-supervisory personnel may recommend a Department member for an award or commendation by submitting a detailed, written account of the act or performance and forward it to the appropriate staff officer, with a copy to the supervisor.

3. Any nomination for an award or commendation will be returned to the nominating individual after review by the Staff Officer. The nomination will then be forwarded to the Awards Committee for approval or disapproval. A copy will be

forwarded to the Chief of Police through the chain of command.

4. Primary responsibility for nominating Department personnel for Department awards and/or commendations rests with a Staff Officer or the Department member's immediate supervisor. The Commander is responsible for ensuring that the detailed written description of the act or performance is complete and the documentation is forwarded to the Chief of Police and the Awards Committee. The Staff Officer should include his recommendations pertaining to the nomination.

5. Once the Staff Officer has reviewed the award's nomination it will be referred to the Awards Committee for consideration.

6. The Awards Committee is responsible for making award recommendations to the Chief of Police.

7. The Awards Committee consists of five members who will be appointed by the Chief of Police for a period of three years.

8. The Awards Committee will make one of the following recommendations to the Chief of Police:

Disapprove the award with reason.

Approve the nomination with a recommendation for a higher award.

Approve the nomination with a recommendation for a lesser award.

Approve the nomination as cited.

9. The Awards Board's recommendation will then be forwarded to the Chief of Police for final approval.

performance with regard to a notable arrest or other event in the performance of his/her duties.

OFFICIAL AWARDS:

1. **Purple Heart:**
An award granted to any member of the Department who has been injured while in direct performance of police duty. The award will generally be limited to those cases resulting from attack by an assailant, personal combat, or the performance of an act of valor. This award will be presented in the form of a ribbon and a bar. The bar may be worn as part of the dress uniform. If the Department member is fatally injured, the award shall go to his/her immediate family.

2. **Life Saving:**
An award granted to any member of the Department for a successful effort in saving a human life, which involved exceptional courage or performance. This award will be presented in the form of a ribbon and a bar. The bar may be worn as a part of the dress uniform.

3. **Meritorious Service :**
An award granted to any member of the Department for an act of outstanding bravery or heroism by which the individual has demonstrated great degree of selflessness, personal courage and devotion to duty. This award will be presented in the form of a ribbon and a bar. The bar may be worn as part of the dress uniform.

4. **Exceptional Duty:**
This award is for a highly creditable accomplishment bringing public acclaim to the officer, the department or the police profession, as a result of training, devotion to duty or service to the public.

5. **Honorable Service:**
An award given to a Department member for above average

6. **Veteran of Armed Forces:**
An award granted to any officer who has honorably served in any branch of the United States Armed Forces in an active or reserve capacity. The officer must have an honorable discharge to receive this award. A copy of the officer's DD214 and/or a copy of the officer's discharge certificate will be submitted to the Administrative Staff and is required to determine eligibility for the award. This commendation will be awarded by the Chief of Police and is not subject to review or appeal by the Awards Committee. This award will be presented in the form of a bar and may be worn as part of the uniform.

7. **Educational Incentive Award:**
An award granted to any officer who has attended a credible college and has obtained a minimum of 65 credit hours. To determine if an officer is eligible for this award, the officer is required to submit a copy of the degree and/or a copy of the college transcripts to the Administrative Staff. This commendation will be awarded by the Chief of Police and is not subject to review or appeal by the Awards Committee. This award will be presented in the form of a bar and may be worn as part of the uniform.

8. **Unit Citation:**
This award is awarded to a specific squad or unit for exceptional performance during a calendar year or for actions taken during a critical situation or incident.
 - a. Criteria:
 - 1) General performance, based on the calendar year.
 - 2) Best performance among squads or units.

3) Major accomplishments.

4) Exemplary police performance during a critical situation or incident.

Nominees must have worked during the time period of the incident or situation. Nominations must be based on exceptional overall performance rather than simple improvement during the calendar year. Nominations will be submitted by the supervisor or commander of the squad or unit nominated.

The squad or unit will be presented a unit citation bar to be worn on the left breast pocket for a period of one-year after the award is presented.

9. **Commendatory Letter:**

An award given to a Department member for exceptional performance with regard to an arrest or other event in the performance of his/her duties which brings credit upon himself and the Department as a whole.

Any Department member may be nominated for a Commendatory Letter by any supervisory personnel.

This nomination is made to the appropriate Division Commander and need not be referred to the Awards Board.

The nomination should consist of a detailed, written justification for the award.

The Commander will ensure that he justification for the Commendatory Letter is complete and will forward the nomination with a recommendation to the Chief of Police who will either approve or deny the issuance of the Commendatory Letter. be worn as part of the dress uniform.

POLICE OFFICER OF THE YEAR AWARD:

1. The Chief of Police, based on an individual officers' performance during the past calendar year will make this selection.

2. The officer will be notified in writing of his/her selection and will receive the department's "Exceptional Duty Medal" award.

3. The officer's name will also be submitted as the Chief of Police's selection for "Police Officer of the Year" to any organization wishing to honor a police officer with this designation.

WEARING OF AWARDS AND DECORATIONS:

1. All Department personnel may wear Department issued awards and designations on their dress uniforms. Civilian personnel may wear the award or designation on their uniform for formal occasions.

2. Award or designation "bars" shall be worn above the name tag, centered above the right pocket of the uniform shirt no more than 1/4 inch above the name tag.

3. In the case of multiple awards, the awards will be placed one on top of the other, in succession of lowest to highest award.

4. Officers may wear up to six awards above their nametag. Should this occur, the awards will be arranged in a "pyramid" fashion above the name tag, with the most distinguished award at the top of the arrangement.

5. Personnel who earn the same award more than once will receive the additional award, however the bar which is worn on the uniform will have a star mounted on it to designate multiple awards.

CERTIFICATES OF APPRECIATION FOR CITIZENS:

1. The Certificate of Appreciation is created for presentation to those citizens who provide exemplary assistance to the Police Department in crime prevention, criminal apprehensions or any other action, which would deserve public recognition. The

following criteria will be used as a basis for an award of a Certificate of Appreciation.

The apprehension of a person who has committed a criminal act either by making or aiding in the arrest or by providing information which leads to an arrest.

Assistance in the prevention of a criminal act.

Directly aiding any police officer in any duties in which the end result is beneficial to the Police Department.

Any action not described above which assists the Department in providing superior police service and which is beyond that normally expected of a good citizen.

2. The following process will be used for nominating a citizen for a Certificate of Appreciation.

Any member of the Department may nominate a citizen for a Certificate of Appreciation. No member will suggest to a citizen that he/she is being nominated for a Certificate of Appreciation.

The nomination for a Certificate of Appreciation must be in the form of a detailed memorandum, through the chain of command, to the Chief of Police with enough information contained in the memorandum to justify the issuance of the award.

The Chief will submit the nomination to the Awards Board which will review the information and make one of the following recommendations to the Chief of Police.

The nomination for a Certificate of Appreciation should be denied and no further action be taken.

The nomination for a Certificate of Appreciation should be signed by the Chief and presented to the individual who earned the award.

The Chief of Police will have the final approval of all awards of Certificates of Appreciation.

PRESENTATION OF AWARDS:

1. Public recognition is effective in building and maintaining morale. Public acclaim motivates the officer receiving the recognition, his coworkers and also enhances the Department's public image.

2. Presentation of awards should be made with as much ceremony as possible. All awards will be presented during the first quarter of the new calendar year, based on the past calendar year's performance.

3. The Chief of Police and City officials may be utilized for the presentation. The presentation may be made at a public City Board meeting.

4. Family members of Department members receiving awards should be invited to attend these ceremonies.

AWARDS PROCEDURE:

1 Written copies of each award issued to a Department member will be placed in the member's personnel file.