

GREELEY POLICE DEPARTMENT

General Order 410.00

Reviewed: 05/20

410.00 AWARDS

410.01 Classification of Awards

- The Police Medal of Honor
 - To be awarded to police officers who voluntarily distinguish themselves conspicuously by gallantry and extraordinary heroism. The act must be in excess of normal demands and of such a nature that the officer was fully aware of the imminent threat to his personal safety and acted above and beyond the call of duty at the risk of his life.
- The Police Cross
 - This award will be awarded when an officer loses his or her life in the performance of duty under honorable circumstances. The Police Cross may be awarded in addition to any other award the officer is granted.
- The Police Medal of Valor
 - To be awarded for exceptional bravery at imminent risk of serious bodily injury, the recipient demonstrating exceptional courage by performing a voluntary course of action in an extremely dangerous situation.
 - The term “above and beyond the call of duty” in the qualification for the police Medal of Honor and the term “voluntary course of action” in the qualification for the Police Medal of Valor disqualify all acts of courage, no matter how great, performed in the course of carrying out verbal or written orders.
- The Meritorious Conduct Bar
 - To be awarded for heroic deed and exceptional meritorious conduct involving exemplary courage, risk, and danger to his personal safety.
- The Police Shield
 - To be awarded to any employee of this Department who is seriously injured in the line of duty due to an assault, fire, explosion, etc.
 - May be awarded in addition to the awarding of a higher award where the facts show the recipient is entitled to such award.

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- The injury must not be the result of or concurrent with any conduct of the recipient which is less than honorable.
- The Board may not consider injuries sustained from falls on ice or motor vehicle accidents unless the evidence clearly indicates the employee had exhausted all reasonable safety precautions and had no control over the circumstances.
- The Police Commendation Bar
 - May be awarded to any police employee for outstanding contributions to law enforcement through the success of difficult police projects, programs, or situations with such contributions being made in a highly professional degree of accomplishment.
- The Life Saving Award
 - To be awarded to any police employee or citizen for the saving of a human life. This award is intended for all employees and citizens directly responsible for the saving of a human life; documentation and supporting evidence must be included to substantiate the award, such as statements from witnesses, physicians, or supervisors.
 - This award may also be made where evidence indicates that actions by the employee(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.
 - May be awarded in addition to the awarding of a higher medal where the facts show the recipient is entitled to such award.
 - Sworn employees earning this award will receive a certificate and a Life Saving bar. Civilian employees earning this award will receive a certificate and an engraved plaque or uniform bar if they occupy a civilian uniformed position.
 - Sworn personnel from other agencies earning this award will receive an engraved plaque with the Life Saving bar mounted under the recipient's name. Citizens qualifying for this award will receive an engraved plaque.
- The Certificate of Merit
 - For excellence in police work or support activities. Also a bar for police officers who receive such award.

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- To be awarded to police officers of any rank for outstanding performance of duties under unusual, complicated or hazardous conditions over any period of time.
- To be awarded to civilian police personnel as well as officers for outstanding or superior performance of any assignment over a prolonged period of time, but such performance to be clearly defined as exceptional, placing them well above other officers or civilians of equal rank or grade. Civilian employees earning this award will receive a certificate and if they occupy a civilian uniformed position, they will receive a bar.
- May be awarded to any police officer from another law enforcement agency qualifying under the above mentioned conditions if earned while aiding, assisting, or working with any officer of the Greeley Police Department. Sworn personnel from other agencies earning this award will receive an engraved plaque with the Certificate of Merit bar mounted under the recipient's name.
- Under no circumstances will the Certificate of Merit be awarded in conjunction with another award, other than a Letter of Commendation, for the same service or deed.
- May be awarded to any distinct work group of employees when the actions of the group as a whole meet the qualifications. One certificate will be awarded and it will remain with the unit. Individual employees will not receive a bar; however, an employee may be recommended for a separate Certificate of Merit based on his individual performance involved in the same actions which resulted in the unit award.
- The Certificate of Civic Achievement
 - To be presented to members of the Department, civilian and sworn, who bring favorable recognition to the Department through their involvement in civic affairs while acting in the capacity as a member and representative of the Greeley Police Department.
- Sworn Employee of the Year, Civilian Employee of the Year, and Supervisor of the Year:
 - Each Awards Review Board will solicit and review nominations for a Sworn Employee of the Year, a Civilian Employee of the Year, and a Supervisor of the Year (either sworn or civilian. At the final meeting of

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each respective Awards Committee, its members will agree upon and make recommendations to the Chief of Police for recipients of these awards. The final decision regarding these four awards rests with the Chief of Police.

- The individuals receiving these awards will receive an engraved plaque noting the year of their award. Additionally, the name of each Sworn Employee of the Year, Civilian Employee of the Year, and Supervisor of the Year will be added to the Department's wall plaques.
- Community Organizations' Officer of the Year
 - Throughout the year a number of community organizations recognize a "Police Officer of the Year" as part of their annual recognition programs. Nominations for these events will be considered individually, separately from the Greeley Police Department Sworn Employee of the Year. Deputy Chiefs will be responsible to obtain nominations for these awards and forward a recommendation to the Chief of Police.
- The Safe Driving Award
 - All members of the Department who are currently or have been assigned to a position which requires driving the Department vehicles as a part of the regular function of the position are eligible for this award. An employee may be assigned a position wherein he does not actually drive a Department vehicle each day yet his responsibilities will require frequent use of Department vehicles during the period of assignment as directed by his supervisor or commanding officer. In such instances, the assignment will not render the employee ineligible to accumulate time toward this award.
 - This award is based upon five-year increments. The years are to be consecutive; that is, to receive a five-year award, a person must have five consecutive years without a preventable accident. To receive a ten-year award, a person must have ten consecutive years without a preventable accident, etc. No previously issued award will be canceled. When an employee has been charged with an accident, the day following the accident a new increment is begun.
 - Records of each employee's driving record will be maintained by Professional Standards. When an employee becomes eligible for a Safe Driving Award, the award will be forwarded to the employee's Commander for presentation.
- The Marksmanship Award

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- The Marksmanship Award will be awarded automatically to officers who distinguish themselves as outstanding marksmen by obtaining a firearm proficiency score of 100% during their scheduled annual firearms training and proficiency qualification.
- The Training Unit is responsible for maintaining a firearms proficiency record system and forwarding the Marksmanship Award to the Awards Committee for presentation.
- First time recipients receiving the Marksmanship Award will be awarded a bar. Subsequent awards will be denoted by a number device in increments of five.
- Chief's Special Recognition Award
 - The Chief's Special Recognition Award may be awarded to recognize an agency, organization or individual providing extraordinary support or assistance to the Greeley Police Department. Nominations originate with the Chief of Police and are forwarded to the Awards Review Board for consideration.
- The Citizen's Certificate of Merit
 - All persons are eligible for this award whose actions exemplify excellence in performance of civic responsibilities; show unselfish devotion to his fellow man and the community in which he lives; or whose actions bring honor to him/herself and recognition to the City.
 - Any officer who has knowledge of an incident involving a meritorious act by a citizen will submit, through channels, to his Deputy Chief a recommendation that the Citizen's Certificate of Merit be awarded.
- Letters of Commendation
 - The Letter of Commendation will be the first step in nominating any City of Greeley Police Department employee for another award. All approved Letters of Commendation will be reviewed by the Awards Review Board. If the Review Board feels a higher award may be applicable, their recommendations will be forwarded to the Chief of Police for his/her consideration.
 - The Letter of Commendation provides recognition for actions or performance which is well above average in quality. Any member of the Greeley Police Department receiving commendatory information about a Police Department employee will forward the information to the employee's immediate supervisor. The supervisor will prepare an

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interoffice memorandum recommending a commendation and direct it to the office of the Chief of Police via the chain of command.

- If approved, a copy of the Letter of Commendation will be:
 - routed to the commended employee through supervision,
 - placed in the employee's personnel file, and
 - routed to the Awards Committee electronically via e-mail.
- Employee Commendation by Citizens
 - Many of these incidents may not rise to a level deserving a Letter of Commendation but none the less need to be tracked.
 - Supervisors' attention to these incidents is an essential aspect of providing positive reinforcement to employees. The supervisor receiving the information needs to document the commendation as follows:
 - Collect available information to properly credit the employee responsible.
 - Employee name, date and time of occurrence,
 - Nature of the incident and how this benefited or helped the citizen.
 - Collect name and contact information concerning the citizen supplying the information.
 - Thank the employee using specifics from the incident and reinforcing the desired behavior.
 - Ensure employee's direct supervisor is aware of the commendation.
 - The employee's supervisor should document in the annual performance appraisal.
- Duty Bar (Time in Service to the Department)
 - Officers automatically will be awarded a duty bar at the end of five years of service with a number device of five. Number devices are awarded thereafter at the following intervals: 10, and every five years thereafter. Civilian employees will also be recognized for time in service by awarding them a commemorative gift at the following intervals: five years and every five years thereafter.

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410.02 Selection Process

- All Department members are eligible to be nominated for awards. Nominations for awards may come from any individual within or outside the Department.
- An Award Review Board will be established and will be responsible for evaluating and classifying commendation reports and for recommending appropriate action to the Chief of Police.
- Membership of the Awards Review Board: the Board will be comprised of a minimum of seven members from the various ranks within the membership as follows:
 - One representative from the rank of Deputy Chief,
 - One representative from the rank of Commander,
 - One representative from the rank of Sergeant,
 - Three representatives from the rank of Police Officer, and
 - One representative from the civilian members of the Police Department.
- Representatives will initially be chosen by the Chief of Police from a list of nominees who wish to serve on the Board. The Police Department Deputy Chief or Commander will serve as Chairperson of the Review Board.
- All terms for the Awards Review Board will be for a period of one year. If a resignation occurs, the Chief of Police may appoint another eligible representative from the proper category to fill the remainder of the designee's term. Individuals may serve consecutive terms if chosen by the Chief of Police.
- Number Required for Quorum: A quorum will be a simple majority of the current members of the Board. If a member of the Board is being considered for an award, he/she will not vote.
- Frequency of Meetings: the Board will meet at the call of the Chairperson as is necessary to review commendation reports.
- Award nominations will commence with a recommendation for a Letter of Commendation and follow the procedure established for Letters of Commendation. One exception would be nominations for sworn and civilian employees of the year. If an employee is not selected for the employee of the year, the nomination will be considered for any other applicable award.
- Review Board Procedures: The Review Board will meet at least annually to evaluate the nominations received for award(s). The Board will recommend

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which type of award or commendation is merited, if any, in each case. It may also conduct any necessary additional investigation of the incident.

- The Review Board will, within five working days of its convening, present the Board's recommendations to the Chief of Police for approval. When the award is approved by the Chief, the employee recommending the award will be notified of the Board's decision.
- Disapproval by Chief: the Chief of Police may veto or change a recommendation made by the Board.
- Copies of all awards (certificates and nomination narratives) will be maintained with the employee's respective personnel file. These records will be kept for the duration of the employee's career with the Greeley Police Department.

410.03 Presentation and Wearing of Awards

- The Chief of Police will determine who presents any awards.
- Awards may be worn on the uniform of officers and uniformed civilian employees, above the nameplate, as authorized in General Order 801.00 Uniforms and Equipment.

General Order 410.00	<u>AWARDS</u>	Reviewed: 05/20
Authorized by Mark Jones, Police Chief		
Effective Date: <u>May 4, 2020</u>		
 Signature	Date: <u>May 4, 2020</u>	