

	FREDERICKSBURG POLICE DEPARTMENT DIRECTIVES	
	ADMINISTRATION	
173.00	APPROVED: <i>David W. Nye, Chief of Police</i>	Initiated: 10/01/2007
		Revised: 03/14/2014

EMPLOYEE RECOGNITION AND AWARDS

173.00 – Awards Committee Membership – Members of the Awards Committee shall be comprised of police officers and civilian employees. Members are selected by a Division Commander appointed by the Chief of Police and serve at the discretion of the Chief of Police. The appointed Division Commander will appoint a committee chairperson and review this appointment annually. The committee shall consist of up to twelve voting members but no less than eight. The Assistant to the Chief of Police is assigned as the committee secretary. The secretary will attend all meetings, organize committee paperwork (to include nominations and voting forms), coordinate with the committee chairperson and present all committee nominations to the Chief of Police within one week after the committee meetings. The committee secretary is not a voting member of the committee.

173.01 – Committee Meetings – The Awards Committee shall adhere to the following guidelines:

- At the first meeting of each calendar year, all committee members will be required to review the Employee Recognition and Awards directive and acknowledge by signature that the directive is understood.
- The Awards Committee shall meet at a minimum of once a quarter with the first meeting to be held during the first week of the month following the quarter (April, July, October, January) excluding holidays, with the understanding that meeting dates are subject to change.
- The chairperson will determine and announce the date and location of the meetings.
- The committee shall also meet upon direction of the Chief of Police or designee.
- The committee chairperson, with assistance from the committee secretary, shall be responsible for maintaining requests for all awards forwarded to him or her or to the Chief's office, verifying the activities as described, and making a synopsis presentation for committee deliberations.

- A quorum of five members must be present at any meeting to review and make award recommendations or to conduct other committee business. No proxy votes will be used, nor can any member vote in absentia. Members will have one vote each.
- Upon completion of voting, the chairperson shall confirm the consensus and coordinate with the Assistant to the Chief of Police to ensure the completion of the appropriate award letters, memorandums, and certificates. Such documents will be presented to the Chief of Police for his approval and signature upon completion.

173.02 – Nominations – Nominations for awards shall be addressed in the following manner:

- As a matter of department policy, it shall be the responsibility of supervisors and command staff to ensure that members of their respective units are properly awarded for their work, and the onus of nomination documentation and preparation must necessarily fall upon them rather than the individual. It will then be necessary for the Awards Committee to track the nomination and assure it is properly addressed within ninety (90) days of the nomination being submitted. Additionally, any member of the department may, and is encouraged to, nominate a peer or any department member for what they believe to be meritorious work. All nominations shall be submitted in writing to the nominee's division commander, absent extenuating circumstances. The committee secretary, after receipt of the nomination from the division commander, shall have the responsibility of acknowledgement of receipt to each nominator.
- Supervisors, members of the department, or citizens wishing to recommend a sworn or civilian employee for consideration by the Awards Committee will submit a nomination form and other appropriate documents. The Awards Committee Secretary will attach a nomination form to a detailed written letter received from a citizen. All nominations within the department must be forwarded using the Employee Award Nomination Form as a cover sheet, with any applicable reports, commendations, etc. attached. A detailed and outlined explanation of the person's meritorious work should be provided. Forms are available at the Communications Center, the Records Section or electronically in the "Department Forms" folder. Nominations should be forwarded via interoffice mail to the nominee's division commander. The awards committee secretary will retain nomination information on file for a period of one (1) year.
- It is not necessary to submit separate nomination forms for each nominee recommended for consideration regarding the same incident. One nomination form may be submitted containing the names of all the nominees for a single incident. However, if one form is used, the submitter should write a thorough narrative section explaining the incident and document the specific actions of each nominee. Attachments and additional narrative pages may be included.
- To be considered for an award, nominations must be submitted to the nominee's division commander by the announced deadline date.
- The person making the nomination may make a specific award recommendation with the understanding that the committee may consider other awards as they see fit.
- Each Division Commander must make comments and rank the nominations for employees assigned to their respective Division. Each Division Commander will be responsible for ensuring that award worthy work is nominated for the quarter and submitted by members of their staff before the given due date of each quarter.

- The Awards Committee will consider the comments and ranking of the nominations by the Division Commanders and will make recommendations for awards to the Chief of Police.
- Letters from citizens may be considered by the committee should the circumstances warrant an award. In such cases, the chairperson shall contact the citizen to obtain further information.

173.03 – Award Recommendations – The committee shall review and evaluate each request and make its recommendations based upon the merits of the case. The majority of the votes of the committee shall control the decision. A committee member appointed by the Chief of Police, with assistance from the committee chairperson, will complete a written announcement for the Chief of Police or his designee that reflects the awards recommended.

- After composing the written announcement to the Chief of Police, the appointed Division Commander, committee chairperson and committee secretary will meet with the Chief of Police to discuss the nominations in person. The Chief of Police, after reviewing all of the facts surrounding an award nomination, will make the final approval or denial of an award.
- When the committee receives an award nomination and votes that the performance detailed within the nomination is not worthy of an award, and the Chief of Police concurs, the committee chairperson or secretary will send a message to the nominee's immediate supervisor explaining the nomination and decision of the committee. The supervisor can then use this information in the nominee's annual performance appraisal if he/she deems fit. The nominator, if different from the nominee's immediate supervisor, will receive a courtesy copy of the explanation.

173.04 – Awards and Citations – Below is a list of approved awards. Service bars will be awarded only to sworn officers.

- *Medal of Honor* – The highest award that a police officer may receive shall be known as the "Medal of Honor". This award may be for outstanding performance in which the officer clearly involved himself or herself in a situation where there was a present and immediate danger of death or serious injury, or in which an employee of this department distinguishes themselves by extraordinary bravery. The Chief of Police issues this honor with staff concurrence. The honor may be awarded posthumously if necessary. A medal and service bar is issued for this award.
- *Officer of the Year* – All sworn award recipients of the preceding year can be considered by the awards committee for Officer of the Year and will be recommended to the Chief of Police for his approval. The officer will receive a plaque of recognition and a letter of recognition will be placed in their employee file.
- *Employee of the Year* – All non-sworn award recipients of the preceding year can be considered by the awards committee for Employee of the Year and will be recommended to the Chief of Police for his approval. The employee will receive a plaque of recognition and a letter of recognition will be placed in their employee file.

- *Auxiliary Officer of the Year* – This award is given to the released Auxiliary Officer who during the proceeding 12 months consistently demonstrated performance over and above the normal course of duty. Nominations for Auxiliary Officer of the Year will be solicited during the month of December with the Awards Committee making its recommendation to the Chief of Police in January. The employee will receive a plaque of recognition and a letter of recognition placed in their employee file.
- *Officer of the Quarter/Employee of the Quarter* – This award may be given to an officer/employee for service rendered in the line of duty when an officer, because of their diligence and perseverance, performs a difficult task in order to prevent crimes, protect life and property, or apprehend criminals. This also includes exceptional actions and professional service to the department that may tend to further the department's progress. This award will be considered for performance over and above the normal course of duty in such instances as the arrest of individuals through exceptional, diligent, or uncommon perseverance in police work. It may be awarded for those instances where the officer's own initiative played an important part in the action, such as the discovery of a crime in progress while on patrol as opposed to an officer responding to a dispatched complaint. Non-sworn employees must demonstrate similar characteristics in the civilian realm, with their performance being over and above the normal course of duty. All nominations received in accordance with this policy will be reviewed and researched by the committee. Direct contact may be made with the nominee's supervisor as part of the research process. The officer/employee will receive a plaque of recognition and a letter of recognition will be placed in the employee's personnel file.
- *Chief's Citation of Professional Recognition* – This award is designed to acknowledge an officer, employee, or unit/team for outstanding contributions to this department or to the law enforcement community through innovative work, the success of difficult law enforcement programs or investigations, or special projects or tasks, with such contribution being made at the highest degree of professional excellence. Additionally, the actions during the service were above and beyond regular, expected duty and/or the service required considerable effort, devotion of time and/or volunteer hours to complete. All employees are eligible to receive this award. The officer/employee will receive a Certificate of Professional Recognition, a Service Bar for sworn officers, and a letter of recognition will be placed in their employee file.
- *Lifesaving Award* – This award is presented to an officer/employee for the saving of a human life. Intended for all officers directly responsible for saving a human life in instances involving fire rescues, potential drowning instances, medical emergencies, vehicle accidents, miscellaneous rescues, and suicide prevention where the sole meritorious action of the officer was the lifesaving act itself. The officer/employee will receive a Certificate of Commendation, Service Bar for sworn officers, and a letter of recognition will be placed in their employee file.
- *Certificate of Commendation* – This certificate is presented to an officer/employee for recognition of exceptional performance or service to this department or community. The officer/employee will receive a Certificate of Commendation and a letter of recognition will be placed in their employee file.
- *Certificate of Appreciation*- This certificate is presented to a citizen, business and or civilian organization, or an outside law enforcement agency for recognition of

exceptional performance or service to this department. A Certificate of Appreciation may also be awarded to an employee for performance that is not related to job-specific duties. The recipient will receive a Certificate of Appreciation.

173.05 – Auxiliary Officers – Fredericksburg Police Department Auxiliary members are eligible for the same awards as paid employees of this department.

- During the month of December of each calendar year, the committee chairperson will solicit nominations from all PD staff for the Auxiliary of the Year award. The committee will vote on this award during the January meeting and submit their nomination to the Chief of Police.

173.06 – Award Recipient Recognition and Award Record Keeping – The following guidelines apply to this section:

- Award recipients will receive commendation letters, service bars, medal, gifts, or certificates as specified in each award category. A copy of the written commendation and any additional awards applicable will be presented to the recipient at an appropriate time and place. Appropriate ceremonies shall be instituted for presenting certain awards. The Awards Committee chairperson and/or committee secretary shall assist in coordinating award presentations and assure that the award recipient receives specified awards in a timely fashion.
- A plaque for Officer of The Year/Quarter, Employee of the Year/Quarter and Auxiliary of the Year shall be presented to the recipient. The recipient may also have their picture posted in the department for viewing at the discretion of the Chief of Police (dependent on current or future assignments).
- Copies of certificates of award, letters of commendation, citizen letters of recognition, and award commendation letters/certificates from outside agencies shall be made a part of the individual's personnel file. Whenever possible the original will be provided to the employee. A copy will also be provided to the employee's direct supervisor and to the City Human Resources Department to become part of the employee's permanent record.
- The Awards Committee shall assist any external organization that chooses to award a Fredericksburg Police Department member with an award after approval by the Chief of Police.