

WEST PALM BEACH POLICE DEPARTMENT

II-4 DEPARTMENTAL AWARDS AND RECOGNITIONS

EFFECTIVE DATE: 11/07/2005

CALEA Standards: 26.1.2

CFA Standards: 11.02

I. POLICY: Exemplary conduct and personal effort are attributes that may distinguish Department members in the performance of their duties. The West Palm Beach Police Department will recognize any member, sworn or civilian, whose actions are examples of excellence to fellow members and the community we serve.

II. DEFINITIONS:

A. **Recognition** - Any letter of recognition or commendation concerning a positive action of a member. Such positive actions include but are not limited to letters, awards and/or certificates from schools, organizations, agencies (local, state, national), professional groups, and nominations. Selections or appointments to an established committee, board, function or activity are included.

B. **Medal of Honor** - The Medal of Honor is to be awarded to an officer who in the line of duty distinguishes himself or herself by an act of valor or gallantry at an imminent personal hazard to life with knowledge of the risk, above and beyond the call of duty. (Breast Bar and Certificate will be awarded: Breast Bar, Blue field, with gold stars throughout).

C. **Police Combat Cross** - This award is for the performance of an act of extraordinary heroism while engaged in personal combat with an armed adversary. (A Breast Bar and certificate will be awarded: 2 red and 2 blue, side by side).

D. **Meritorious Police Duty Medal** - The Meritorious Police Duty Medal is to be awarded for an act of high valor which demonstrates valuable police service and perseverance above and beyond the call of duty. This is for an unusual police accomplishment (A Breast Bar and Certificate will be awarded: 1/3 red, 1/3 white, and 1/3 blue, side by side).

E. **Purple Heart** - The Purple Heart is an award given to an officer who, in the performance of his or her duty under honorable conditions, is seriously injured or loses his life due to an assault, fire, explosion, or other overt actions. (A Breast Bar and Certificate will be awarded: Solid Lavender Field).

1. The Purple Heart may be awarded in addition to any other award the recipient may be entitled to as a result of his or her actions.

F. **Lifesaving Medal** - This award is for a member or citizen who is directly responsible for the saving of a human life or substantially prolonging a human life. The term substantial implies an extended period of days or weeks. Documentation of supporting evidence may be included to substantiate this award, such as statements from witnesses, physicians or supervisors. A Breast Bar and Certificate will be awarded: 2 red and 2 white, side by side.

G. **Excellent Police Duty Medal** - This award is for any member who performs an act of outstanding police service, which distinguishes the member beyond the normal call of duty. (A Breast Bar and Certificate will be awarded: 1/3 gold, 1/3 navy, and 1/3 gold).

H. **Chief's Medal of Excellence** - This award to be presented to the Police Department's "Officer of the Year" and "Civilian of the Year." A Breast Bar is given in conjunction with a certificate and plaque (A breast bar, white field with gold stars throughout).

I. **Career Service Medal** - An award granted to acknowledge any sworn or civilian member of the department who has consistently demonstrated outstanding performance by having been awarded a minimum of ten (10) certificate only awards, citations or plaques for performance of duty or service to the community by the Department or from other local, state or federal law enforcement agencies, government agencies, or charitable or social service agencies, or any combination thereof. (Examples: DEA, FBI, ATF, USSS, DOJ, FDLE, FHP, SOA, PBO, other Police Departments, IACP, NOBLE, etc...)

1. This award will be presented in the form of a citation bar (navy/white/red/white/ navy) and certificate. Additional increments of ten (10) qualified awards will be denoted by the addition of one (1) gold star for each subsequent increment of ten (10) such awards.

2. Eligibility for this award will be retroactive to the member's commencement of service. Members must provide appropriate documentation to the Awards Board for consideration of this award.

J. **Certificate of Commendation** - This award is granted to any member who demonstrates an outstanding act or achievement which brings credit to the Department and which involves performance above and beyond that required by the member's basic assignment and/or demonstrates individual initiative. It will be issued in the form of a certificate.

K. **Certificate of Merit** - This award is granted to a group of members for excellence in police work. It is for exceptional performance of duty over a period of time under unusual, complicated or hazardous conditions.

1. Such performance is to be clearly defined as exceptional, placing the persons well above others of equal rank or classification. This award may not be given in conjunction with another award for the same service or deed. The Certificate of Merit is awarded to any distinct work group (Investigative Team, K-9, Swat, etc.).

L. **Certificate of Appreciation** - This award is granted to any person who, by way of his or her actions, assisted the West Palm Beach Police Department in attaining its law enforcement objectives. This certificate may be initiated and issued directly by any member of the Department with notification of the award forwarded to the Chief of Police.

M. **Service Certificate** - This is an award to a member for outstanding performance of difficult police operations, projects, programs, or situations requiring exceptional dedication. The Chief of Police may award this certificate at his own discretion or as a result of a recommendation by the Awards Board.

N. **Comp Stat Citation** - Awarded to members for consistent performance which encompasses crime analysis techniques to reduce crime in line with departmental goals and objectives. This award will be presented by the Assistant Chief of Police in the form of a certificate.

1. Receiving five Comp Stat Certificates will be the equivalent to one of the 10 citations needed towards the issuance of a Career Service Medal.

2. Any Assistant Chief may award this certificate or it can be awarded as a result of a recommendation by the Awards Board.

O. **Educational Achievement**- An award granted to members for achieving a higher level of educational advancement at the Bachelor Degree level or higher.

P. **"Officer of the Year"**- An award granted to the sworn member who shows exceptional performance during the previous 12 month period at a level consistent with Department mission and philosophy. This award will be presented by the Chief of Police in the form of a plaque, certificate and breast bar (Chief's Medal of Excellence).

Q. **"Officer of the Quarter"** - An award granted to the sworn member who demonstrates exceptional performance during the rating period consistent with Department policies and procedures. This award will be presented by the Chief of Police in the form of a plaque, certificate and breast bar (four white panels separated by three navy blue panels).

R. **"Investigator of the Year"**- An award granted to the sworn member who shows exceptional performance during the previous 12 month period at a level consistent with Department mission and philosophy. This award will be presented by the Chief of Police in the form of a plaque, certificate and breast bar (Chief's Medal of Excellence).

S. **"Investigator of the Quarter"** - An award granted to the sworn member who demonstrates exceptional performance during the rating period consistent with Department policies and procedures. This award will be presented by the Chief of Police in the form of a plaque, certificate and breast bar (four white panels separated by three navy blue panels).

T. **"Civilian of the Year"** - An award granted to the civilian member who shows exceptional performance during the previous 12 month period at a level consistent with Department mission and philosophy. This award will be presented by the Chief of Police in the form of a plaque, certificate and breast bar (Chief's Medal of Excellence).

U. **"Civilian of the Quarter"** - An award granted to the civilian member who shows exceptional performance during the rating period consistent with Department policies and procedures. This award will be presented by the Chief of Police in the form of a plaque and certificate.

V. **"Volunteer of the Year"** - An award granted to a citizen who, during the previous twelve month period, performs as the outstanding volunteer for the West Palm Beach Police Department. This award is for service, time and effort in helping West Palm Beach Police Department meet its community objectives. This award will be presented by the Chief of Police in the form of a plaque and certificate.

1. Volunteer will mean any person who personally participates or gives of their time in any activities, programs or functions that assist the West Palm Beach Police Department in accomplishing Community objectives.

W **"Volunteer of the Quarter"** - An award granted during the rating period to a person who performs as the outstanding volunteer for the West Palm Beach Police Department. This award will be presented for services, time, and effort in helping West Palm Beach Police Department meet its community objectives. This award will be presented by the Chief of Police in the form of a plaque and certificate.

X. **Distinguished Service Award** - This award is for an outstanding act or achievement by a private citizen, Department volunteer, or member of another public agency which demonstrates selfless and valuable public service or service to the Department in fulfilling our mission goals and objectives. A Certificate will be awarded.

Y. **Certificate of Retirement** - This award is for a member who has become vested in the applicable retirement system, has reached eligibility to separate from service with benefits, and elects to retire from the service under honorable conditions. Honorable conditions will be determined by the Chief of Police at the time of acceptance of the employee's retirement letter.

III. ESTABLISHMENT AND DUTIES OF THE AWARDS BOARD:

A. The Awards Board will review and evaluate the performance of nominees and make recommendations to the Chief of Police for proper recognition of acts performed by eligible persons.

B. Duties of the Awards Board include:

1. Receive all recommendations for awards specified within this directive.
2. Convene at least quarterly, or as needed at the direction of the chairperson, to review details of nominations submitted.
3. Through a review process, approve, disapprove or change recommendations for an award.
4. If necessary, conduct inquiries to verify facts or develop additional information regarding a nomination.
5. Submit recommendations to the Chief of Police for his approval.

C. The Awards Board will consist of seven (7) members and two (2) alternates with at least one member from each bureau.

1. The Chairperson of the Awards Board will be the Public Information Officer unless otherwise designated by the Chief of Police. The Chairperson will be responsible for the fiscal and administrative functions of the awards program.

2. Three (3) sworn personnel:

- a. One captain or lieutenant,
- b. One sergeant, and
- c. One police officer.

3. Three (3) civilian employees:

- a. One civilian supervisor, and
- b. Two (2) civilian employees with different job classifications.

4. Two alternates, one sworn and one civilian, preferably members of different divisions or sections than regular board members.

D. The initial board is developed to allow the members' terms to be staggered. No more than four (4) members' terms will expire in any one (1) year.

E. All board members will serve a two (2) year term. The term will expire two (2) years from the date he or she was appointed to the board, unless the "Officer of the Year" nominee for that year has not been selected. In that instance, the member will remain on the board until this selection is completed.

F. Vacancies on the board will be filled by an existing alternate of the same rank and/or position as the vacancy. If an alternate does not meet the criteria to fill the vacancy, or the vacancy is for an alternate member, a candidate will be sought.

1. Vacancies will be advertised to the membership of the Department.

2. Interested members will apply for consideration to the Chairperson of the Board in a memorandum directed through their immediate supervisor.

3. Applicants will be reviewed and selected by the Awards Board based upon the opening requirements as defined in paragraph C. above. The Board may also consider, but not be limited to, work performance as documented in annual evaluations and seniority in making the selection.

G. In all matters coming before the Awards Board for review, a quorum of five (5) members must be present for voting. Each member's vote is of equal value. A majority vote is required to render a decision. All votes will be confidential. Alternate members will be allowed to vote when specified by the chairperson.

IV. ELIGIBILITY:

A. All members of the Department, including sworn, civilian, part-time, or volunteer, are eligible for those awards specified in this directive while on assigned duty under command supervision.

B. Any non-member is eligible for those awards specified under this directive.

C. The conduct of any nominee must be in keeping with sound judgment and reflect honorably upon the Police Department.

V. RECOGNITION /COMMENDATION PROCEDURE:

A. Any recognition or commendation of a Department employee or member from an outside agency, organization, or person will be documented using the "Recognition Review Report Form" (See Appendix A).

B. The Recognition Review Report Form may be obtained from the Records Division, the Chief's office or at any Division/Bureau office.

C. Any letters, commendations, awards and/or documentation from outside entities should be attached to the Recognition Review Report Form and then routed for review as follows:

1. Section or Unit Supervisor,
2. Division Commander,
3. Bureau Commander,
4. Chief of Police, and
5. Records Clerk.

D. Nominations for awards from outside sources (i.e., Palm Beach Post, V.F.W., etc.) will be forwarded to the chairperson of the Awards Board for Board review, evaluation and selection.

E. All other awards will be governed by the Awards Board.

VI. AWARDS PROCEDURE:

A. The Awards Board is charged with the review and evaluation of recommendations for meritorious awards listed under this procedure.

B. Any employee may nominate another Department employee by using the "Awards Recommendation Form" (Appendix B).

1. The Awards Recommendation Form may be obtained from the Public Information Office or electronically from the designated directory/folder on the Department network. Persons without network access may obtain the file or a hard copy at any Division/Bureau office.

2. Any employee or supervisor submitting the name of a nominee to the Awards Board will review the specific criteria for the award recommended.

3. Copies of any reports, letters, or other documentation to support the recommendation must be attached to the Awards Recommendation Form.

4. Incidents involving multiple units should be submitted as a single packet. Supervisors should coordinate with the supervisors of other divisions and units to assure all contributors are identified and included in the submission.

- a. Submissions for members of other units involved in incidents made subsequent to an initial award made by the Board and approved by the Chief of Police will be rejected.

C. Nominations documented on the awards suggestion form are forwarded to the employees Supervisor, Division Commander, and Bureau Commander for their review, comment and signature. The Bureau Commander, upon his or her review, will forward the completed paperwork to the Chairperson of the Board.

D. Nominations will be accepted no later than the quarter immediately after the quarter the date the incident investigation concludes or the project/performance is completed.

1. All completed recommendations for awards must be received by the first day of the next quarter unless a specific due date is published by the Awards Board.

2. The Board will consider late submissions only in cases where there is a legitimate law enforcement need (such as an ongoing investigation or pending indictments) and when the Division Commander has

notified the Awards Board in writing listing the names of those pending nominees within the time limits above.

E. The board will review the recommendations and forward their recommendations to the Chief of Police. The written recommendation will be in memorandum form and submitted by the board chairperson.

1. The Board will meet during the month following the end of the quarter.

2. All recommendations from the Board will be submitted to the Chief no later than seven (7) days prior to the end of the month following the end of the quarter.

3. All awards will be announced no later than the last day of the month following the end of the quarter.

4. The Chief alone will be responsible for announcing the recipients of Officer, Civilian, and Volunteer of the Year.

F. The Board Chairperson may actively seek nominations from all police employees for these awards.

G. No sitting (or current) board will review the ruling of a previous board.

H. The Chief of Police will be the final authority for the selection of employees for meritorious awards where actions of service are above and beyond the call of duty.

VII. PRESENTATION OF AWARD:

A. The "Department Medal of Honor," the "Police Combat Cross," "Officer of the Year," "Chief's Medal of Excellence," "Civilian of the Year," "Volunteer of the Year," "Officer of the Quarter," "Civilian of the Quarter," and "Volunteer of the Quarter," will be presented by the Chief of Police to officers or their families at a special awards ceremony. All other awards will be presented at an appropriate time as designated by the Chief of Police.

B. Other awards not covered under the provisions of this directive, such as training certificates, will be presented by the appropriate employee or supervisor, delivered to the affected employee, and documented in the appropriate file or record.

VIII. WEARING OF MEDALS AND BARS:

A. When a bar is presented, it may be worn at all times on the regular uniform.

1. The bar will be worn centered 2 inch above the name plate above the right pocket. The bar with the highest honor will be worn on top.

2. No duplication of bars will be worn at any time on the regular uniform. Only the Department issued bars are acceptable.

B. Multiple honors of the same level of recognition will be reflected by modification in the award bar when possible. Such designated modification will be as follows:

1. First Honor - Receives Bar.

2. Second Honor - Receives 1 Gold Star added to bar one (1).

3. Third Honor - Receives 2 Gold Stars added to bar two (2).

4. Fourth Honor - Receives 3 Gold Stars added to bar three (3).

5. Fifth Honor- Receives 4 Gold Stars added to bar four (4).

IX. REFERENCE:

- SOP # II-20 Uniform and Plain Clothes Attire, Equipment and Appearance for Police and Civilian.

Delsa R. Bush, Chief of Police

Original issue: 03/24/89
Revised: 11/07/2005
I.D. #1070

History: SOP # changed to II-4 on 01/01/2005, 11/07/2005
Old SOP # 11.04, 6.210.001
Revision Dates: 09/15/98, 12/15/98, 08/01/1999, 12/15/1999, 2/28/2000, 11/01/2000, 01/14/2001, 12/01/2001, 05/12/2002, 11/04/2002, 02/15/2004.01/01/2005

Job Title Task Files: All Personnel

Appendix A

PD346

CITY OF WEST PALM BEACH POLICE DEPARTMENT

Initial Date Letter Received: By Whom:

Recognized Employee:

Division: Bureau:

Reviewing Supervisor: Date of Review:

Recommended Disposition/Comments:

Division Commander: Date of Review:

Disposition: Check Box(s)

Letter of Commendation: Personnel File
 Award Recognition: Personnel File
 Promotion: Personnel File

Letter of Recognition: Unit Working File
 Letter of Recognition: Training File
 Other: See Comments

Comments:

Bureau Chief: Date of Review:

Comments:

Chief's Office: Date Received:

Comments:

Records Clerk: File Date:

AWARDS RECOMMENDATION FORM

(Attach Supporting Documents/Comments/Other Pertinent Information Supporting Recommendation/Approvals)

Name:	ID #	Division:	Section:	Date:

MARK LEFT BOX BY AWARD BEING RECOMMENDED

SHADED AREAS FOR AWARDS BOARD USE ONLY.

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CHAIN OF COMMAND APPROVAL

	Print Name / ID#	Signature	Date Reviewed	Approved (T)	Comments (T)
<i>Person Submitting</i>					
<i>Supervisor Reviewing</i>					
<i>Division Commander</i>					
<i>Bureau Chief</i>					

AWARDS BOARD USE ONLY:				
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