

# **PINEVILLE POLICE DEPARTMENT**

## **GENERAL ORDER**

### **SECTION 5: UNIFORMS, EQUIPMENT, AND GROOMING**

#### **SUBJECT: 503 DEPARTMENT COMMENDATIONS**

**EFFECTIVE: 09/07/2018**

- 1. PURPOSE:** To establish a system of commendations to honor Departmental employees for meritorious conduct, performance, and service.

#### **2. VALUES REFLECTED**

This directive represents the methods used to recognize exemplary behavior that is in concert with **Unity, Integrity, and Loyalty**. Commendations and awards may be given to demonstrate how our best behaviors reflect these values that guide our Department.

#### **3. REFERENCES / FORMS**

Attachment A “Awards Worksheet”

Attachment B “Recommendation for Award”

#### **4. GENERAL POLICIES**

- A. A system of commendations provides a means whereby deserving police employees and volunteers will receive official Departmental recognition for outstanding acts of valor, heroism, and meritorious service to the community which exemplify our values. Commendations will publicly recognize extraordinary, exceptionally meritorious or conspicuously outstanding acts above and beyond those normally expected. Such acts distinguish individuals from their peers. Superior performance of an individual’s duties over an extended period of time is not necessarily the basis for commendation. At the Chief’s discretion, any of the below listed awards can be awarded posthumously. Employees will have a copy of the commendation enclosed in their permanent personnel file.

#### **B. BOARD OF AWARDS**

- A. The Board of Awards will consist of five (5) members of the Police Department who will represent both sworn and civilian personnel from each Division. The board members will be selected based on interest and

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recommendations from their respective Bureau Commanders with all final appointments to be made by the Chief of Police. Members of the Board will perform their duties with extreme professionalism and will maintain an objective approach to their duty. Members will serve on the Board for a period of one (1) year, at which time a new Board will be appointed. Members of an outgoing board must wait at least three (3) years before being eligible to serve again as an Awards Board member.

- B. During their tenure, board members will be responsible for reviewing each nomination and forwarding recommendations to the Chief of Police. Before a recommendation can be forwarded to the Chief of Police, there must be objective discussion and a vote taken by the Board members; majority rules. All final decisions will be made by the Chief of Police. Nominees may consist of sworn personnel, civilian police professionals, citizens, and community organizations. The awards will be presented at the discretion of the Chief of Police.
- C. Members of the Awards Board may not nominate other employees for awards. While members of the Awards Board may be nominated for an award, they may not participate in any discussion or vote on any action pertaining to their nomination. Under these circumstances, in the event of a tie vote, the Chief of Police will cast the deciding vote. Nominations can be submitted by any police department employee, but no employee may nominate themselves for any award. Nomination forms are to be completed and given to the Chief's secretary, who will be responsible for maintaining the award nomination forms and scheduling the board meetings.

## **5. TYPES OF COMMENDATIONS**

- A. Commendations may be presented to any Police Department employee for meritorious acts performed either on-duty or off-duty. Factors to be considered in determining the level of commendation include the difficulty in accomplishing the act; the extent to which it exceeded what is normally expected; level of personal risk involved; degree to which the act impacted the community, the profession, or the Department. Every form of commendation

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must show how the employee's actions supported one or more of our core values. Unless noted otherwise in the award description, award nominations will only be accepted for an act that occurred in the current year.

1. Letter of Commendation: A letter of commendation is appropriate to provide recognition and reinforce positive conduct that would not warrant a special commendation. Instances where a Letter of Commendation is appropriate include high productivity or performance, initiative while on duty, commendable public contacts, or recommended changes in procedures that improved operating efficiency. The employee's immediate supervisor will document the commendable performance on the Commendation and Awards form and forward it through the chain of command for approval by the Bureau Commander. This award shall be presented in the form of a letter signed by the Chief of Police.
2. Chief's Citation: The Chief's Citation is granted at the sole discretion of the Chief of Police to sworn officers, civilian employees of the Police Department, citizens, or an organization whose cooperation has materially aided the Department in the prevention of crime, apprehension of criminals, or who has unselfishly rendered an invaluable service to the Department. The Chief's Citation is presented on the formal Chief's Citation letter.
3. Specialized Unit Medal: The Specialized Unit Medal is to be worn by all sworn employees of the Department. The enumerated specialized units of the department are: patrol, investigations, CAPS, K-9, traffic, DWI, SWAT, HNT, DARE, and Honor Guard. The Specialized Unit Medal is presented in the form of a citation bar.
4. Medal of Merit: The Medal of Merit may be granted to an employee for accomplishments resulting in improved administration or operations of the Pineville Police Department or law enforcement in general. This award is presented in the form of a citation bar and a certificate.
5. Exceptional Duty Award: The Exceptional Duty Award may be granted to an employee who receives exceptional marks on his/her annual performance evaluation. To be eligible, the employee must receive the

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**EFFECTIVE: 09/07/2018**

highest marks in all categories of the evaluation. This award is presented in the form of a citation bar and certificate.

6. Officer of the Year Award: The Police Department Officer of the Year will be selected by the Awards Board. This award is granted to an employee who demonstrates new or improved ways to serve the public; provides service that is above and beyond their assigned responsibilities; and displays strong personal traits that reflect positively on the organization. This award is presented in the form of a plaque, citation bar and certificate.
7. Lifesaving Award: The Lifesaving Award may be granted to any employee for the saving of a human life. "Saving of life" is the removal of a person from a place or situation where death would be imminent if the victim were not immediately removed, or the administration of CPR, Heimlich maneuver, stopping the free flow of blood, or the performing of a specific act which without, death would be imminent. This award is presented in the form of a citation bar and a certificate.
8. Distinguished Service Award: The Distinguished Service Award shall be presented to any officer who has rendered a service beyond the ordinary call of duty. It shall recognize these incidents where the officer's diligence, perseverance, and timely judgment in the performance of a difficult task has resulted in the protection of life or property, the prevention of a major crime or the apprehension of an armed and dangerous criminal. This award is presented in the form of a citation bar and a certificate.
9. Wounded In Action Award: The Wounded in Action Award may be awarded to employees who suffered extreme serious physical injury, permanent disfigurement, or permanent impairment of health incurred in the line of duty. This award is limited to those cases resulting from the performance of hazardous duty. This award is presented in the form of a citation bar and a certificate. With the approval of the Chief of Police, nominations for the Wounded in Action Award may be submitted for acts occurring prior to the current year.
10. Medal of Valor: The Medal of Valor shall be the highest award that may be bestowed upon any living member of the Pineville Police Department.

# **PINEVILLE POLICE DEPARTMENT**

## **GENERAL ORDER**

### **SECTION 5: UNIFORMS, EQUIPMENT, AND GROOMING**

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It shall be awarded only in exceptional instances involving extremely hazardous circumstances in which an employee distinguishes themselves by an act of bravery performed with knowledge of the risk involved, at the risk of their own personal safety of an extraordinary nature above and beyond the call of duty, and that reflected favorably upon the Department and the police profession. This award is presented in the form of a citation bar, and a certificate. With the approval of the Chief of Police, nominations for the Medal of Valor may be submitted for acts of valor occurring prior to the current year.

11. Medal of Honor: The Medal of Honor shall be the highest recognition to be posthumously awarded to any member who has lost their life while in direct performance of duty. The award is a tribute to the member's courage and dedication. This award is presented to the family in the form of a medal, citation bar, and certificate. The Medal of Honor can be awarded to any member of the Department, for any period of time, past or present.

#### **6. RECOMMENDATIONS AND APPROVAL OF AWARDS**

- A. Any police employee can make nominations for a commendation. Recommendations for commendation should describe the acts performed, indicate the time, date, and location, the extent of personal risk involved, and include the names of those who witnessed the act or acts. All case numbers and other pertinent information should be included in the recommendation. The recommendation must specifically describe how the person's actions furthered a specific Departmental value or multiple values. The recommendation should also demonstrate how performance of the act contributed to the betterment of the Department, the community or individual quality of life. Because the Awards Board meetings are not regularly scheduled, recommendations for awards should be submitted as soon after the action as possible. This is to ensure that the recommendation is considered by the Awards Board, and if approved, the officer can be recognized in a timely manner.
- B. An officer can be recommended for the same award, multiple times, in the same year, as long as each recommendation stems from a separate occurrence.

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#### **7. VENUES FOR PRESENTATION OF VARIOUS AWARDS**

- A. Letter of Commendation – This award is normally presented by a bureau commander or shift supervisor during roll call or normal duty shift.
- B. Chief's Citation, Officer of the Year, The Award for Merit, Lifesaving Award, Distinguished Service Medal, Wounded In Action Award, Medal of Valor and Memorial Medal of Honor – These awards will be presented to the officer, or the officer's family, at a venue to be determined by the Chief of Police. These awards may be presented during Roll Calls, special events, etc., depending upon the circumstances and nature of the Citation.

#### **8. ORDER OF PRECEDENCE**

A. Citation ribbons will be displayed according to an established Order of Precedence. The Order of Precedence will be as follows:

- (1) Katrina Service Ribbon, (2) Perfect Attendance Ribbon, (3) Patrol Ribbon, (4) Officer of the Year Ribbon, (5) Medal of Merit Ribbon, (6) Distinguished Service Ribbon, (7) Life Saving Ribbon, (8) Medal of Valor Ribbon.

Example: If an officer is awarded the Patrol Ribbon, Medal of Merit Ribbon, and the Life Saving Ribbon, the citation ribbons would be displayed in this order from the officers left to right.

A. In the instance an officer is awarded the same award on more than one occasion, that officer is authorized to wear a bronze star device on that award citation ribbon for every subsequent award, up to three (3). If the officer receives four or more subsequent awards of the same type, that officer is authorized to replace the three bronze stars with one (1) silver star, up to three (3).

#### **9. UNIFORM WEAR**

- A. Only citation ribbons authorized for wear by the Department are to be displayed on uniform.
- B. Citation ribbons shall be authorized for wear only on the Department Class A and B uniform.
- C. Designated award ribbons, approved by the Chief of Police, may be worn above the pocket seam on the right side with the name tag above. All ribbons and name tag will be stacked. No more than one row of three can be worn on the Class B uniform.  
Class A uniform can display all ribbons.

**By order of**

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**Darrell Basco  
Chief of Police**

# PINEVILLE POLICE DEPARTMENT

## GENERAL ORDER

### SECTION 5: UNIFORMS, EQUIPMENT, AND GROOMING

#### SUBJECT: 503 Departmental Commendations

EFFECTIVE: 09/07/2018

## ATTACHMENTS

### Commendations and Awards Worksheet

(Attachment A)

<u>AWARD</u>	<u>CITATION BAR</u>	<u>CERTIFICATE</u>	<u>PLAQUE</u>	<u>LETTER</u>
Letter of Commendation				X
Chief's Citation		X		
Specialized Unit Medal	X			
Medal of Merit	X	X		
Exceptional Duty Award	X	X		
Officer of the Year Award	X	X	X	
Lifesaving Award	X	X		
Distinguished Service Medal	X	X		
Wounded in Action Medal	X	X		
Medal of Valor	X	X		
Medal of Honor	X (with medal)	X		



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## GENERAL ORDER

### SECTION 5: UNIFORMS, EQUIPMENT, AND GROOMING

#### SUBJECT: 503 Departmental Commendations

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### Commendations and Awards

#### (Attachment B)

<b>Recommendation for Award</b>			
Pineville Police Department			
Recommended Award: _____			
Date:		Received by:	
Recommender:	Assignment:	Badge Number:	Contact Number:
Award Nominee:	Assignment:	Badge Number:	Contact Number:
Date of Occurrence:	Nominee's Supervisor on Date of Occurrence:	Incident Case/CFS Number:	
Witnesses to Incident:	Assignment:	Contact Numbers:	
1) _____	_____	_____	
2) _____	_____	_____	
3) _____	_____	_____	
4) _____	_____	_____	

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**Narrative** (List specific details to support award):

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EFFECTIVE: 09/07/2018

**Circle Yes or No:**

*Did the act result in improved morale, operations, or department performance?*

Yes or No

*Was the nominee's behavior above what is expected by normal standards?*

Yes or No

*Did the nominee face extreme danger or display bravery above and beyond the call of duty?*

Yes or No

*Was the nominee injured as a result of the act?*

Yes or No

*Was the nominee's behavior lifesaving?*

Yes or No

**(Attach additional pages if needed)**

\_\_\_\_\_  
Signature of Recommender

\_\_\_\_\_  
Date

**Board of Awards Comments and Recommendations:**

**Approve   Disapprove   Upgrade   Downgrade   (Circle One)**

\_\_\_\_\_  
Darrell Basco, Chief

\_\_\_\_\_  
Date