



COLUMBIA HEIGHTS POLICE DEPARTMENT POLICY MANUAL

| | |
|---|-----------------------------------|
| TITLE: RECOGNITION PROGRAMS | GENERAL ORDER NUMBER: 401 |
| REFERENCES: Formal and Peer Recognition Program Nomination & Nomination Review Forms | EFFECTIVE DATE: 06/01/2016 |
| REVIEW DATE: 01/01/2019 | DISTRIBUTION: A |

The purpose of this General Order is to establish procedures applicable to the nomination and recommendation of two award groups; the formal recognition awards group and the peer recognition awards group.

It is the policy of the Columbia Heights Police Department to acknowledge all employees for acts of heroism, outstanding service, or exemplary job performance that is beyond the normal performance level required of that employee. The Department also recognizes citizens who provide a significant and valuable service to the Department.

401:1 Types of Recognition Awards

401:1A Medal of Honor

The *Medal of Honor* may be awarded to an employee of the Department for an act of outstanding bravery or heroism. Such an act would be characterized as courageous and bold while facing great personal injury or death. The *Medal of Honor* shall consist of a medal with a blue neck-ribbon, certificate of recognition, and a blue uniform bar.

401:1B Medal of Valor

The *Medal of Valor* may be awarded to an employee of the Department for exemplary acts. Such an act would be characterized as heroic while facing considerable risk of serious personal injury. The *Medal of Valor* shall consist of a medal with a red neck-ribbon, certificate of recognition, and a red uniform bar.

401:1C Medal of Commendation

The *Medal of Commendation* may be awarded to an employee of the Department for an outstanding act or service that brings

credit to the department and is highly recognized by other employees or citizens. The act is characterized by obvious self-sacrifice while facing fear, danger or adversity (physical or moral). The *Medal of Commendation* shall consist of a medal with green neck-ribbon, certificate of recognition, and a green uniform bar.

401:1D Award of Merit

The *Award of Merit* may be awarded to an employee of the department for an act of excellent self-initiated work, highly creditable, unusual accomplishment or for continuing long term excellence and devotion to the department. It can involve a significant accomplishment in a particular incident, investigation, or several acts of achievement that result in improved operations, outstanding community service or substantial savings in organizational costs. It is awarded for performance excellence that exemplifies professionalism and is distinguished by a special effort or a personal quality needed to accomplish the particular task(s). The *Award of Merit* shall consist of a certificate of recognition, and a

light blue uniform bar for sworn personnel, or a lapel pin for non-sworn personnel.

401:1E Citizens' Award of Valor

The *Citizens' Award of Valor* may be awarded to any citizen for exemplary and heroic acts while facing great danger. The *Citizens' Award of Valor* shall consist of a medal with red neck-ribbon, and a certificate of recognition.

401:1F Citizens' Award of Commendation

The *Citizens' Award of Commendation* may be awarded to any citizen or community organization in recognition of an outstanding act or service to the department or assistance in law enforcement efforts. The act may include actions that expose them to personal danger. The *Citizens' Award of Commendation* may be awarded to a citizen by the Chief and shall consist of a certificate of recognition.

401:1G Citizenship Award

The *Citizenship Award* may be awarded to any employee of the department for promoting positive morale through actions of good spirit. Such an award would be characterized by fostering a community spirit that cultivates social and business connections; modeling charitable acts that demonstrate doing what's right for another person or group-legally or morally; sharing valuable resources that benefits others by placing others welfare ahead of one's own. The *Citizenship Award* shall consist of a certificate of recognition.

401:1H Community Partnership Award

The Community Partnership Award may be awarded to any citizen, business or community group in recognition for their continued partnership with the police department for advancing it's mission and/or strategic plan.

401:1I Mentor Award

The *Mentor Award* may be awarded to any employee of the department for leading others through partnerships. Such an award would be characterized by positively

influencing others in working towards organizational objectives and/or change initiatives; investing time and effort into coaching and mentoring others; serving as a role model to others through positive interactions. The *Mentor Award* shall consist of a certificate of recognition.

401:1J Innovation Award

The *Innovation Award* may be awarded to any employee of the department for creative problem solving. Such an award would be characterized by having developed innovative solutions to internal or external challenges; approaching problems as opportunities for growth and learning; seeking opportunities to assist others in finding creative solutions. The *Innovation Award* shall consist of a certificate of recognition.

401:1K Above and Beyond Award

The *Above and Beyond Award* may be awarded to any employee of the department for modeling superior service. Such an award would be characterized by having provided a unique level of service that enhances the external reputation of the police department: assisting others within the organization with projects outside of one's assigned duties; willingly handles increased workloads as need that far exceed job requirements. The *Above and Beyond Award* shall consist of a certificate of recognition.

401:2 Nomination Submission Process

401:21 Nomination Forms

All nominations shall be completed using the two-part form:

- Formal Recognition Program form

401:22 Submission Process

Any department employee, including an Awards Committee member, may initiate the nomination process. The completed nomination, along with any supporting documentation, shall be submitted to the

Captain for further processing. The Captain shall review the nomination packet for completeness before distributing the nomination packet to each member of the Awards Committee.

resubmitted once more to the committee if new information arises for the award.

401:3 Nomination Review Process

401:31 Review of Award Nominations

Each Awards Committee member shall independently grade the nomination packet received from the Captain. Each award nomination category has several factors in which committee members will grade by the contribution strength they feel is merited. If four of the five Awards Committee members approve the nomination, the award shall be approved for any peer recognition program award category and recommended for approval for any formal recognition program award category. The Chair of the committee shall notify the Captain of its findings.

401:32 Insufficient Nomination Information

If a majority of committee members feel additional information is needed, the nomination may be returned to its originator for further documentation, or the committee may seek that information on its own.

401:33 Final Approval of Denial of Awards

With the exception of any peer recognition program award, all committee findings shall be submitted to the Captain who will in turn forward to the Chief for final approval. Final approval or denial of any formal recognition program award shall be made by the Chief within thirty (30) days of the Awards Committee recommendation, and pending any extenuating circumstances that prohibit a final decision within that time frame.

401:34 Recommendations Denied

In the event that a recommendation is denied, the originating person shall receive a written notice stating the reason(s) for the denial. A denied recommendation may be

401:4 Awards Committee

401:41 Awards Committee Membership

The Awards Committee membership shall consist of five department employees, excluding the Chief and Captain. The Captain shall serve as the Awards Committee chair and shall not serve as a voting committee member. The Awards Committee membership shall consist of:

- Sergeant; Captain (permanent position)
- Two (2) employees – 2 year rotation
- Three (3) employees – 3 year rotation

Committee membership shall be drawn by lottery from a pool of employees who have not yet served as an Awards Committee member.

401:42 Committee Meetings

The Awards Committee shall only meet as needed and/or at the direction of the Captain or Chief.

401:43 Committee Member Compensation

All Awards Committee members shall be compensated for their attendance at committee meetings in accordance with applicable labor agreements and city policies.

401:5 Presentation of Awards

401:51 Presentation

All awards and certificates of recognition shall be presented at the annual awards ceremony to include any applicable medals, ribbons or uniform bars.

401:52 Written Narrative

The committee chairperson or designee shall be responsible for compiling a written

narrative to accompany each formal award describing the nature of the incident(s) for which the recognition is being given.

The sergeant stripes with rockers can be displayed on their department issued long sleeve shirts and jackets.

401:6 Display of Awards

BY ORDER OF:
Scott Nadeau, Chief of Police

401:61 Display of Medals and Ribbons

All medals and ribbons shall only be used for the purposes of display, and shall not be worn on the uniform outside of the award ceremony or at the discretion of the Chief.

[Back to Top](#)

401:62 Display of Uniform Bars

All uniform bars shall be centered and displayed above a breast pocket flap. Uniform bars representing different classes of awards shall be displayed with the senior award to the wearer's right.

401:63 Display of Service Stripes

Officers may display one service stripe for every three years of full time employment as a licensed peace officer. The stripes are to be displayed on their left lower sleeve. The service stripes can be displayed on their department issued long sleeve shirts and jackets.

Veteran sergeants wear stripes with curved rockers; each rocker represents five years as a sergeant. A star in between the three up stripes and the three down rockers will represent 20 years or more as a sergeant.

[Nomination – attachment A](#)
[Nomination Review – attachment B](#)