



Ripon Police Department Written Directive System



Department Order: # 1030-01

Effective Date: TBA

Index as: Awards of Recognition System

Internal Review: Annual

AWARDS OF RECOGNITION SYSTEM

I. PURPOSE AND SCOPE:

The purpose and objective of this policy is to establish department-wide guidelines in recognizing members of the City of Ripon Police Department that distinguish themselves by performing a service or services over and above what is normally expected in similar circumstances. The Department also wants to recognize citizens who assist others, including members of the City of Ripon Police Department, over and above what is normally expected of them. It is further the purpose of this policy to establish an Awards Committee to further enhance and give credibility to this important City and Department recognition of its members and citizens.

II. PROCEDURE

Awards Committee:

- A. The Awards Committee shall have the authority to review all recommendations, determine appropriate award classifications, and oversee the issuance of all department awards.
- B. The Awards Committee shall be comprised of six (6) department members as follows:
 - 1. Two (2) Sergeants to serve as Chairpersons of the Committee;
 - 2. One (1) F.T.O. (Field Training Officer);

3. One (1) CSO, (Community Service Officer);
4. One (1) Dispatcher
5. One (1) VIP

- C. The Chief of Police will choose members to serve on the Awards Committee based on those that show an interest, feedback from immediate supervisors, the employee's job performance, and the employee's ability to be unbiased and fair. When an opening is created on the Committee, any member of the department from the respective category who is interested in filling the opening shall submit a letter of interest to the Chief of Police.
- D. Appointment terms for Committee members shall be two (2) years, except for Chairpersons' terms shall be permanent. Upon completion of a term, members may resubmit for another term, if they so desire.
- E. The committee will coordinate activities related to the presentation of awards and the awards ceremony.

Award Nomination:

- A. Any individual who has personal knowledge of an act, achievement, or service and believes that such conduct may qualify for a formal recognition may initiate recommendations for awards. The acts may have occurred within the city limits or while on assignment as an employee.
- B. Off-duty acts occurring outside of the city limits will be forwarded to the appropriate jurisdiction for consideration. If that agency doesn't have an awards program our agency will submit a nomination for award from our agency.
- C. Any member who, while off duty, conducts themselves in such a manner that, if on duty, would make them eligible for a commendation, may be considered.
- D. The department will not consider self-recognition.

An Awards Recommendation Form shall be completed by the person recommending the award which outlines the details of the case, witnesses involved, and the commendable actions of the individual or unit.

1. Completed *Award Recommendation Forms* should be submitted to the individual's immediate supervisor.

2. Supervisors who receive *Award Recommendation Forms* shall present them to the Awards Committee, as a whole, for review and consideration.
3. A shift supervisor may complete a Letter of Commendation in which no Awards Committee approval is necessary for shift acknowledgements.

Nomination Review Procedures:

- A. Because prompt recognition is essential for the integrity of this program, the Awards Committee will meet on an “as needed basis” with final decisions on nominations completed within 10 working days of the submittal of the nomination.
- B. The Awards Committee may interview the nominated sworn or non-sworn individual’s direct supervisor(s) for input and verification of the events/actions leading to the recommendation.
- C. The Awards Committee should further question the submitter of the recommendation or conduct any other interview/investigation to ensure that the appropriate award is recommended to **all** deserving department individuals regarding the actions involved. This may ensure that deserving individuals have not been overlooked for their part in the actions.
- D. A **majority vote** is required to award a commendation with Chairpersons of the Awards Committee also voting. If there is a tie, the Chief of Police will be the tiebreaker.
- E. If a member of the Awards Committee is nominated for a commendation, he/she will not vote or be present during the committee’s review of the nomination.
- F. After careful consideration, the Awards Committee will:
 1. Approve the award recommended, or
 2. Approve a lesser decoration, or
 3. Approve a higher award, or
 4. Disapprove the award.
- G. The Awards Committee will forward their decision for each commendation recommendation to the Administrative Lieutenant his/her approval. Once the Administrative Lieutenant has approved the recommendation he/she will then forward the recommendation to the Chief of Police for his final approval. The Chief of Police has the *Final Word* on **ALL** recommendations.

- H. The Chairpersons will have overall responsibility for the preparation of the certificate narratives read on behalf of each recipient at the annual awards ceremony. The Chief of Police will oversee the preparation of the certificate.

Recipient Notification:

- A. A *copy* of the completed certificate will be given to the employee by the Chief of Police within 10 days of nomination at a shift briefing. Other Department members will also be made aware of the honor via a Department-wide email.
- B. The employee will be made aware that the *official* award will be presented at the annual awards ceremony to take place in December of each year.
- C. Once approved, shift acknowledgements will be presented as soon as possible at the recipient's next shift briefing.

III. AWARD TITLE AND DESCRIPTION:

- A. Commendations will be one of the following classifications:

MEDAL OF HONOR: (Active / Posthumous) (Medal, Ribbon/Bar and Citation)

The ***Medal of Honor*** is the highest recognition of achievement presented by the Ripon Police Department. The Medal of Honor shall be awarded to department personnel who distinguish themselves with extraordinary acts of bravery or heroism above and beyond that normally expected in the line of duty. Personnel must have displayed extreme courage by placing their own safety in immediate peril in the pursuit of their duties. *If a member uses poor judgment or procedures which created the necessity for his/her action, they will not be eligible for this award.*

MEDAL OF VALOR: (Medal, Ribbon/Bar and Citation)

The ***Medal of Valor*** is awarded to a Ripon Police Department member who, intelligently and in the line of police duty, performs an act of gallantry and valor above and beyond the call of duty, at imminent personal hazard to life and with knowledge of the risk.

PURPLE HEART: (Medal, Ribbon/Bar and Citation)

The ***Purple Heart Medal*** is awarded to Ripon Police Department employees who sustained serious injury in the line of duty. Employees must have been actively engaged in a police activity at the time of the injury and it must be a sufficient

gravity to require professional medical treatment. This award is intended to recognize employees who are injured as a result of felonious assaults or injuries resulting from shootings, fires, explosion, etc. This award may be conferred if injury was averted by wearing body armor.

LIFE SAVING AWARD: (Medal, Ribbon/Bar and Citation)

The ***Lifesaving Medal*** is awarded to a Ripon Police Department member (sworn, non-sworn) in appreciation for prompt and unselfish act of rendering aid and assistance to another human being that resulted in saving a life.

CHIEF'S AWARD: (Ribbon/Bar and Citation)

The ***Chief's Award*** is presented to any member of the Ripon Police Department or citizen that has supported the agency and or distinguished themselves by exceptional service in the performance of a duty of great or unusual responsibility, wherein they have displayed unusual initiative, marked ability, keen observation, and exceptional energy. (Chief's recommendation only)

UNIT CITATION: (Ribbon/Bar and Citation)

The ***Unit Citation*** ribbon/bar is awarded to two or more members (sworn, non-sworn, and volunteer) who perform an act or a series of acts over a period of time which demonstrate a high degree of teamwork and professionalism and which result in the attainment of departmental goals, thus increasing the department's effectiveness and efficiency. This award may be presented alone or in addition to any other award. If it results from a particular incident, only those personnel actually working at the time are eligible; if it results from a series of acts over a period of time, all personnel assigned to the unit are eligible, i.e.: City, County, State or National Awards.

COMMUNICATIONS AWARD: (Ribbon/Bar and Citation)

The ***Communications Award*** is presented to a Ripon Police Department dispatcher whose actions had important bearing on the outcome of an emergency incident, usually associated with, but not limited to, an incident saving a life of an officer or citizen.

COMMUNITY SERVICE: (Ribbon/Bar and Citation)

The ***Community Service Medal*** is awarded to a member of the Ripon Police Department who, while on or off duty, through an act or series of acts, provides a great service to the community, or brings public acclaim to the employee, the department, or the police profession.

GOOD CONDUCT: (Ribbon/Bar and Citation)

The **Good Conduct Ribbon** is awarded to any member of the Ripon Police Department which has (5) five years of “Good Service” without any reprimands, time off, demotion or reduction of pay.

CERTIFICATE OF COMMENDATION: (Citation Only)

Letters of Commendation are given by a Supervisor to members of the Ripon Police Department who have shown excellence in areas of performance not to the level of any other award within the department for a “job well done.”

SHOOTING AWARDS: (Handgun, Patrol Rifle, Shotgun) (Medal, Ribbon/Bar)

Shooting Medals are awarded to any Ripon Police Department member who has obtained the qualifying scores for each weapon as set forth by the Ripon Firearms Instruction Team (FIT).

HONOR GUARD: (County, State, National) (Ribbon/Bars Only)

Citation Bar with “**Honor Guard**” to be worn at events for County and State Memorial Attendance. (Only for Honor Guard Team Members)

Citation Bar with “**NLEOMF**” to be worn at events for National Memorial Attendance. (For any member of the department that has attended the National Law Enforcement Memorial).

(NOTE: Other Awards may be added at a later date)

CITIZENS AWARD:

Citizen Awards or Certificate of Appreciation – Upon the recommendation of an employee, the Chief may issue an Award or a Certificate of Appreciation to any deserving individual for a deed which is worthy of either an Award of Certificate of Recognition. The Award or Certificate of Appreciation will be given to the citizen during any awards ceremony or Ripon City Council meeting as determined by the Chief of Police.

AWARDS FROM OUTSIDE AGENCIES:

A. ***Awards Received at Past Employment*** – We recognize that employees hired into our service from other agencies may have earned awards from those agencies. Awards an employee may have received from other agencies will be compared to Police Department awards for similarity of criterion and his/her actions which lead to the receipt such an award. The employee will then wear the comparable Police Department award to stay consistent with uniform standards.

B. *Awards Received from Other Agencies* – Employees honored by other Departments, whether on-duty or off-duty, will be recognized by this agency. If the award is one of the statewide-recognized awards, the employee will be encouraged to wear the ribbon on his/her uniform. If the award is not recognized, the award will be compared to Police Department awards for similarity of criterion and his/her actions which lead to the receipt such an award. The employee will then be given the comparable award to stay consistent with uniform standards.

IV. DISPLAY OF AWARD RIBBONS:

Upon receiving a commendation ribbon, officers are authorized to wear the award on their uniform centered approximately ¼ inch above their nameplate on their right side.

If officers have received more than one commendation ribbon, they are to be worn with a multiple ribbon holder and in order from right (the officer's right) to left, starting with the most honored medal. Three (3) ribbon/bar awards across per holder will be used.

All ribbon/bar awards may be worn on the Class "A" uniform. Only the highest (3) awards may be worn on the Class "B" uniform, and the single highest award may be worn on the Class "C" BDU uniform.

V. AWARD PRESENTATION AND CEREMONY:

- A. The official presentation of all awards, with the exception of shift acknowledgements and Citizen Certificates of Appreciation shall be presented at an annual awards ceremony. The awards ceremony may be in conjunction with another department event or scheduled separately.
- B. The Awards Committee will be responsible for setting the agenda for this event.
- C. Invitations will be sent to all honorees a minimum of six (6) weeks in advance of the event.
- D. *Posthumous Presentation* will follow the following hierarchy:
 - 1. Spouse;
 - 2. Children over 16 years of age;
 - 3. Surviving Mother and/or Father;
 - 4. Oldest surviving sibling;
 - 5. Close personal friend/or significant other.

VI. AWARD DESCRIPTIONS:

1. Commendation Medals

a. Manufacturer – Blackington (various metals all with State seal)

2. *Commendation Bars*

a. Manufacturer – Blackington (1¼” x 3/8” in size)

b. Finish – enameled finish with gold metal border

3. *Commendation Ribbons*

a. Manufacturer – Blackington (1¼” x 3/8” in size)

b. Cloth covered (no gold or silver border)

4. *Cab Slide Holder*

a. Manufacturer – Blackington (1¼” x 3/8” in size)

b. Metal slide holder can be ordered stacked from 1-15 bars.

5. To ensure consistency, the department will provide Award Medals for the Major Awards (Medal of Honor, Valor, Purple Heart, and Lifesaving). The awarded employee will be advised of the ribbon/bar award and they will have the option of using yearly uniform allowance for the purchase of the ribbon/bar. They may present the Award Citation letter to the Awards Committee and the Committee will be responsible for ordering the award ribbon/bar for the officer. The Awards Committee will issue multiple ribbon holders to those officers who have received more than one commendation ribbon.

VII. Revocation of Awards:

After an award has been presented, the Awards Committee may revoke it if new information is received that wasn't originally available at the time of the nomination review process.

VIII. Disclaimer:

The Commendations and Awards Policy developed by this Department is for internal use only, and does not enlarge an officer's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety and care in an evidentiary sense with respect to third party claims. Violations of the Commendations and Awards Policy can only be the basis of a complaint by this department, and then only in a non-judicial administrative setting.

By the order of:

Signature of Agency Authority/Title