

MEDINA POLICE DEPARTMENT GENERAL ORDER

ORDER NO: 2016-001

SUBJECT: Awards and Commendations

EFFECTIVE DATE: 01 January 2016

RESCINDS ORDER NO:

DISTRIBUTION: All Department Personnel

PURPOSE: To provide an equitable, consistent method of documenting and acknowledging commendable performance and reward outstanding acts of police service.

I. **POLICY:** A basic responsibility of good supervision is the recognition and reporting of outstanding acts or exceptional performance by departmental personnel. All personnel, regardless of rank, are urged to report outstanding or heroic actions of which they have knowledge.

II. PROCEDURE

- A. Any employee of the Medina Police Department witnessing an exemplary act by another department employee may initiate a request for departmental recognition by citing the circumstances of the incident on a Recognition/Award Nomination Form (Appendix A). The form should include a description of the incident, the names and addresses of any witnesses which might be helpful if a further investigation is necessary, the reasons for which the recognition or award is being recommended, and in the case of a sworn member, the manner of the recognition or award for which the employee is being recommended.
- B. All recognition/award nominations shall be forwarded through the chain of command to the Chief of Police. Each supervisor through whom the form passes, may comment on the incident and merits of the award nomination.
- C. All recommendations shall be reviewed by the Awards Committee, which Shall consist of three (3) members. The Chief of Police shall be one (1) member and shall appoint one (1) member to the committee. The Medina Police Benevolent Association shall appoint one (1) member.

The Awards Committee shall:

1. convene at least one meeting each year,
2. review all recommendations for departmental awards, and
 - a) endorse the recommendation as submitted, or
 - b) chose another appropriate award or form of recognition to be presented, or
 - c) request additional documentation be submitted and/or the appearance before the committee of the recommender, or
 - d) determine that no award will be presented.
3. select the award recipients.

III. DEPARTMENTAL AWARDS

A. Medal of Valor

The Medal of Valor may be awarded to a member of the Medina Police Department who intelligently and in the line of police duty gives his/her life, or distinguishes himself/herself by the performance of an act of courage involving the risk of imminent danger to his/her life, with the knowledge of the risk, above and beyond the call of duty. Such an act must have been performed for the purpose of saving or protecting human life.

B. Life Saving Award

The Life Saving Award may be presented to a member of the Medina Police Department who, in the performance of his/her duty, renders medical first aid of a distinguished or unusually creditable nature to a person whose life is in immediate jeopardy, and does so in a manner that most certainly sustained the person and enabled such person to be delivered alive to a medical facility. The recommendation for this award must include a statement from the attending physician attesting to the fact that such person was in immediate jeopardy, that the medical first aid rendered did sustain such person, and that the person would likely have died without the said medical attention.

C. Public Service Award

The Public Service Award may be presented to a member of the Medina Police Department who continually strives towards excellence in community policing. The officer needs to go above and beyond the call of duty to assist civilian members of the community. Drug Abuse Resistance Education, crime prevention, and other public service based programs will be the main focus of this award. The officer will need to prove his/her desire to establish and maintain an excellent relationship with people within the community.

D. Exceptional Duty Award

The Exceptional Duty Award may be presented to a member of the Medina Police Department who performs:

1. highly creditable acts of police service over a period of time, or
2. an intelligent act materially contributing to a valuable accomplishment, or
3. submission of a device or method designed to increase efficiency in an administrative or tactical procedure and subsequently adopted by the Department, or
4. outstanding pro-active police work.

E. Case Investigation Award

The Case Investigation Award may be presented to a member of the Medina Police Department who displays intelligence and perseverance in conducting a criminal investigation. The officer need not initiate the investigation, however they will need to be a vital contributor to the criminal investigation. The officer will need to show a strong desire towards the investigative process and the initiative to complete a criminal investigation.

F. Marksmanship Awards

Members of the Medina Police Department who qualify with their approved firearms as Expert or Sharpshooter shall be awarded a Marksmanship Award Bar in recognition of their ability. Qualifications for these awards shall be based upon three (3) consecutive in-service shooting programs or three (3) approved courses of fire during recruit training. The qualifying average score must be:

1. Expert – 95 and above
2. Sharpshooter – 90 to 95

F. Letter of Commendation

A Letter of Commendation may be issued by the Chief of Police for instances wherein a member of the department should be recognized for an individual act or performance of duty. These letters may be written to recognize actions that are commendable but may not reach the criteria for another award and may be presented at any time.

IV. AWARD PRESENTATION

A. Notification

After the Awards Committee meeting, personnel selected to receive the Medal of Valor, Lifesaving Award, Public Service Award, Exceptional Duty Award, and/or the Case Investigation Award shall receive a letter from the Chief of Police notifying them of their selection.

B. Presentation

Awards will be formally presented to the recipients in the month of May in each year.

C. Marksmanship Award Presentation

1. The Firearms Training Unit shall determine personnel eligible for Marksmanship Awards after each in-service training session. The Firearms Training Unit will forward the appropriate awards to the Chief of Police, who will present the awards personally.
2. Recruit officers who are eligible will receive Marksmanship Awards during or subsequent to their graduation ceremonies.

V. SPECIFICATIONS – MEDALS AND BARS

A. Medal of Valor

A purple bar bearing a gold letter “V” in the center.

B. Lifesaving Award

A blue bar with two vertical white enamel inlays and a gold letter “L” in the center.

C. Public Service Award

A red bar with two vertical white enamel inlays and a gold letter “S” in the center.

D. Exceptional Duty Award

A red bar with two vertical white enamel inlays and a center blue enamel inlay with a gold letter “E” in the center.

E. Case Investigation Award

F. Marksmanship Awards

1. Expert – A blue bar with gold outline and lettering bearing the word “EXPERT”.
2. Sharpshooter – A blue bar with silver outline and lettering bearing the word “SHARPSHOOTER”.

VI. SPECIAL CONSIDERATIONS

Nothing contained in this policy shall prevent the Chief of Police, under extraordinary circumstances, from granting immediate Departmental recognition to an employee who has performed an act consistent with the standards contained herein. Further, nothing contained in this policy shall mandate or limit a number of awards that are presented in any award category.

By Order Of:

Chad D. Kenward
Chief of Police