

MEDINA POLICE DEPARTMENT GENERAL ORDER

ORDER NO: 2016-001 *Updated 2019* **SUBJECT:** Awards and Commendations

EFFECTIVE DATE: 23 September 2019 **RESCINDS ORDER NO:** 2016-001

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: Award Nomination, Selection, and Presentation

A. Award Nomination

1. 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.
2. Any civilian witnessing an exemplary act by an employee of the Medina Police Department may initiate a request for departmental recognition by citing the circumstances of the incident on a Recognition/Award Nomination Form (Appendix A).
3. For the purposes of the Civilian Awards/Recognition, any person, including Police Officers, who witness or became aware of an exemplary act by a Civilian, within the Village of Medina, may initiate a request for Departmental recognition by citing the circumstances of the incident on a Recognition/Award Nomination Form. (Appendix A)

4. Recognition of awards and commendations can be done in conjunction with the annual employee evaluations. Events documented in evaluations may be used in lieu of nominations from departmental peers or civilians.
5. 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/or make recommendations on the merits of the award nomination.

** Any nominating Officer, Supervisor receiving the nomination, and members of the nomination committee will keep all nomination, recommendations, findings and decisions strictly confidential. **

B. Award Selection

1. 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 he/she shall appoint one (1) member to the committee. The Medina Police Benevolent Association shall also appoint one (1) member. An alternate will also be selected by both the Chief and the Union for handling award nominations of a committee member .
2. The Awards Committee shall:
 - a. Convene at least one meeting each year,
 - b. Review all recommendations for departmental awards, and
 - 1) endorse the recommendation as submitted, or
 - 2) choose another appropriate award or form of recognition to be presented, or
 - 3) request additional documentation or information including conducting interviews with involved parties.
 - 4) determine that no award will be presented.
 - c. Select the award recipients.
 - d. Keep ALL award recipients, nominations, discussions and deliberations confidential. Failure to do so may result in removal from the Committee.
3. If an employee is selected for an award or letter of commendation, the recognition and summary of circumstances shall be placed in the employee's personnel file. If the awards committee determines that no award will be presented pursuant to a nomination, the nomination may be placed in the employee's personnel file at the discretion of the Chief.

C. Award Presentation

1. Notification

After the Awards Committee has finalized its decisions, personnel selected to receive an award shall receive notification by the Chief of Police that they are going to receive an award. This notification shall include the date, time and location of the ceremony.

2. Presentation

- a. Awards will be formally presented to the recipients on an annual basis. No recipient shall be obligated to attend an award ceremony.
- b. The date and location of this ceremony shall be at the discretion of the Chief. This ceremony may be in the formal setting, or an appropriate alternative location, such as a Village Board Meeting.

III. DEPARTMENTAL AWARDS

* Departmental award descriptions/specifications are outlined in Appendix B *

A. Medals: These awards are evidenced by a hanging medal, a uniform ribbon and a framed certificate. The hanging medal will be for display purposes only, and the ribbon will be worn on the uniform.

1. Medal of Valor:

- a. The Medal of Valor is the Police Department's highest honor may be awarded to a member of the Medina Police Department who clearly distinguishes themselves conspicuously by gallantry and bravery at the risk of great danger, shows courage in a situation involving the risk of imminent danger to his/her life, with the knowledge of the risk, the Officer goes above and beyond the call of duty.
- b. As the Department's highest honor, with authorization from the Chief of Police, the Medal of Valor will be awarded posthumously to any Officer who dies in the line of duty.

2. Medal of Merit:

The Medal of Merit is awarded to any member of the Medina Police Department who, while actively employed as a Medina Police Officer, heroically reflect on the highest traditions of law enforcement service and the profession they represent.

3. Police Combat Cross

The Combat Cross is awarded to Officers who have successfully and intelligently performed an act of extraordinary heroism while engaged in personal combat with an armed adversary under circumstances of imminent personal hazard to life.

B. Achievement Award Bars: These awards are evidenced by a Uniform Bar/Ribbon and framed certificate. They will be worn in order of importance listed below.

1. Departmental Achievement Award:

Awarded to a member of the Medina Police Department who has consistently conducted themselves in a professional manner, to include such traits as courtesy, dependability, cooperation, fairness, general knowledge, integrity, loyalty, teamwork and work ethic. In doing so have promoted a positive image of themselves and the Medina Police Department. Must have 10 years of service to the Medina Police Department to be eligible for this award.

2. Lifesaving Award:

Awarded to a member of the Medina Police Department who saves a Human life while exceeding the normal call of duty including;

- a. Rescuing a person that is in imminent danger.
- b. Renders medical first aid of a distinguished or unusually creditable nature to a person whose life is in immediate jeopardy.

3. Exceptional Duty Award:

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

- a. Performs highly creditable acts of police service over an extended period of time, or
- b. Dignifies themselves with a single act that is exemplary

4. Officer of the Year Award:

An annual award, presented to an member of the Medina Police Department who exhibits diligence and uncommon perseverance, where the Officer's own initiative and performance is above expectations, and who shows outstanding dedication to the Department and their colleagues. The recipient of this award is decided on by fellow Officers and Departmental leadership.

5. 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 service. The officer needs to go above and beyond the call of duty to assist civilian members of the community. Community Policing, public outreach, 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. Conduct and activities performed while off duty will be taken into consideration for this award.

6. 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.

7. Years of Service:

This award is presented to Officers who have provided 5 or more years of service to the Medina Police Department. This award will be given in 5 year increments (5, 10, 15, 20, 25, 30, etc).

8. Expert Marksmanship Award:

This award will be presented to Officers who devotes time and energy to attain the highest level of firearms proficiency.

- a. Qualification for these awards shall be based upon annual performance of all weapon systems during approved in-service shooting programs. The shooter must pass all qualifications on the first attempts, and have an average qualifying score of 90% or above.
- b. The firearms training unit will be responsible for determining who is eligible for this award, and providing notification to the Chief of Police of the award recipients.
- c. This award will likely be presented during a departmental range exercise, additional "Expert" bars will not be handed out annually.

* Officers who have received the same award multiple times, will be presented the award each time it is received. If possible, the bar will show that the recipient has received the award multiple times.

C. Specialized Positional Bars: These bars are authorized for wear by Officers who currently hold or have previously held specialized positions within the Department, and have left these positions in good standing. These positions require additional knowledge, experience and training. These positional bars are not determined by the Awards committee, Officers authorized to wear individual positional bars shall be determined by the Chief of Police.

Positional bars may be authorized for Officers who have acted in the following capacities.

1. Tactical team, Field Training Officer, Crisis Intervention Team, Drug Recognition Expert, K-9 Officer, School Resource Officer, Instructor, Breath Test Operator.

D. Letter of Commendation:

Letters of Commendation may be issued by the Chief of Police, at any time, for instances wherein a member of the department should be recognized for an individual act or performance of duty. These letters may also be written to recognize actions in combination with the awards program. The awards committee may recommend a letter of commendation be written in response to an award nomination. These letters should be provided to the Officer, and placed in their personnel file.

E. Civilian Awards/Recognition: Civilian awards may be provided to any citizen or group of citizens for a large range of criteria including those outlined in the above awards.

Additional recognition criteria include:

1. Outstanding service as a civilian police employee,
2. Civilian rendering assistance/aid to law enforcement,
3. Acts of Valor or Lifesaving efforts
4. Acts of Merit and or Integrity.

Nominations for these awards may be considered by the awards committee and/or the Chief of Police, and may be presented at a Village Board meeting or other appropriate venue.

IV. DISPLAY OF AWARDS

a. While wearing a *duty uniform*, the awards will be worn on the outer most layer, not to include jackets, and in a slide commendation holder.

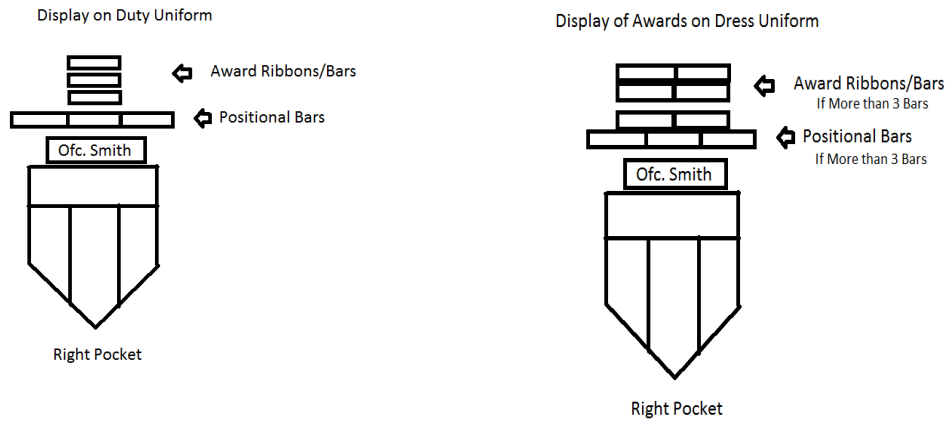
1. Positional Bars will be worn horizontally on the right side of the chest, approximately ¼ inch above the Officer's name plate.
2. Achievement Award Bars will be worn vertically on the right side of chest, approximately ¼ inch above and centered over the Positional bars and name plate.
3. No more than 3 Positional Bars and 3 Achievement Awards Bars will be worn on the *duty uniform* at one time.

4. Wearing of Departmental awards while in the duty uniform is not mandatory

b. While wearing a *dress uniform* (long sleeve with tie, or jacket, no vest), awards will be worn on the outer most layer and in a slide commendation holder.

1. No more than 6 Positional Bars will be worn at one time.
 - a. Positional Bars will be worn horizontally on the right side of the chest, approximately ¼ inch above the Officer's name plate.

2. Achievement Award Bars will be worn vertically on the right side of chest, approximately ¼ inch above and centered over the Positional bars and name plate.
 3. While wearing these awards in the *dress uniform*, if space is needed for additional awards, the name plate may be moved onto the pocket of the duty uniform shirt/jacket.
- c. All awards and positional bars will be worn horizontal in rows of 3, after a row is completed, additional awards will be centered above the first row, with the highest honors being on top, and closer to center of the body.
 - d. Any other awards, pins or credentials will not be worn on the uniform without the approval of the Management.



VI. SPECIAL CONSIDERATIONS

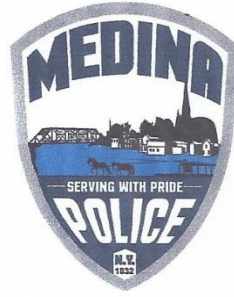
Nothing contained in this policy shall prevent the Chief of Police, under extraordinary circumstances, from granting immediate Departmental recognition to an employee who has performed an act consistent with the standards contained herein. Further, nothing contained in this policy shall mandate or limit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

By Order Of:

Chad D. Kenward
Chief of Police

Appendix "A" Award Nomination Form

Chad Kenward
Chief



Todd Draper
Lieutenant

VILLAGE OF MEDINA POLICE DEPARTMENT

AWARD NOMINATION FORM

Date Submitted:
Date of incident/CR#:
Officer(s) being nominated:
Nominating Officer:

Award being recommended:

Medal of Valor Medal of Merit Combat Cross Lifesaving
 Exceptional Duty Departmental Achievement Public Service Case Investigation

Witnesses/Officers present:

Circumstances outlining extraordinary conduct:

Submitting Officer Signature: _____

Supervisor Receiving Nomination: _____

Supervisor's Comments/Recommendations (if applicable)

APPENDIX “B”

SPECIFICATIONS – MEDALS AND BARS

MEDALS

New York State Seal

Medal of Valor – Medal: A4117 HI-GLO, Ribbon: RC-3, Bar: A10808 DR4-6/White/DR6-63
(with stars on the outsides like A3705-G)



Medal of Merit – Medal: A1119 HI-GLO, Ribbon: RC-51, Bar: A10811 White/DR5-33/White
(with stars on the outsides like A3705-G)



Combat Cross – Medal: A2617 HI-GLO, Ribbon: RC-13, Bar: A10802-LS “Combat”
DR7-5/DR7-5/DR7-5
(with stars on the outsides like A3705-G)



AWARDS

Department Achievement – A 8709, Colors: DR4-6/NC/DR6-63/NC/DR4-6

Lifesaving Award – A10886, Colors: DR6-5 (1,3, Image), #2 White

Exceptional Duty – A 7141, Colors: DR3-3/DR6-73

Officer of the Year – A12013, Colors: DR6-63

Public Service Award – A10794, Colors: Black (1,3,4,7,9) DR3-4 (2,4,6,8)

Case Investigation – A7142, Colors: DR7-4, White, DR7-4

Expert Shooter – A11772-d, Colors: DR9-2

Years of Service – 7142-g (5yr) DR4-6, DR6-63, DR4-6

7142-m (10yr) 2 ea.

7142-p (15yr) 2 each


7142-q (20 yr)

7142-r (25 yr)

7142-s (30 yr)



POSITIONAL BARS

SRO A12021	
K-9 A12225	
DRE A12224	
SWAT A11177-D	
FTO A11177-C	
Inst. A11177-H	
CIT A7140-LS "CIT"	
BTO A7140-LS "BTO"	

All Bars should be 1 3/8" x 3/8" with No fastener attachment (see slide bars below)

Slide Bar Holders

Single	SB-1-B
Double Horizontal	SB-2-B
Double Vertical	SB-2-BSP "Vertical"
Triple Horizontal	SB-3-B
Triple Vertical	SB-3-BSP "Vertical"

All of the above items can be found at: <https://commendationbars.com/commbars/>