

---

## 3.0 EMPLOYEE RECOGNITION

---

### 3.01 PURPOSE

- A. Awards have been established to publicly recognize and reward extraordinary, exceptionally meritorious, or conspicuously outstanding acts of valor and other acts or services which are above and beyond what is normally expected.
- B. The Department will also officially recognize private persons or Town employees who perform meritorious acts in aiding or attempting to aid individuals or members of the Department.

### 3.02 HONORS BOARD COMPOSITION

- A. The Honors Board shall be established and consist of not more than six (6) members from within the Department. A member will be designated by the Chief of Police to chair the board, which shall be comprised of the following:
  - 1. A Sergeant
  - 2. A Corporal
  - 3. A Police Officer
  - 4. A non-sworn employee

### 3.03 AWARD AND COMMENDATION SUBMITTAL

- A. Any member of the Department may recommend qualified persons for an award. The recommendation is to be in writing and, if available, should be supported by witness statements, videos, audio recordings, and/or other supporting evidence.
- B. The recommendation must include, in detail, the circumstances and actions surround the act and shall be submitted directly to the Honors Board chair.

### 3.04 CLASSIFICATION OF AWARDS

- A. **Medal of Valor** shall consist of a medal, uniform bar, and certificate presented to any member for the Department that:
  - 1. Exhibited extraordinary bravery far above and beyond that expected in the line of duty, where failure to take such action would not justify censure, where substantial risk to life existed and the Department member was able to perceive the risk, and where the objective is of sufficient importance to justify the risk. If the member is prevented from accomplishing the objective by incurring an injury or death, the act shall be treated as if the member had, in fact, completed the objective.
  - 2. Sustained serious bodily injury or death while saving or attempting to save the life of another person or while preventing or attempting to prevent injury or death to another person.
- B. **Blue Diamond** shall consist of a medal, uniform bar, and certificate presented to any member of the Department sustaining serious bodily injury or fatal wounds as the result of an assault.
- C. **Medal of Bravery** shall consist of a medal, uniform bar, and certificate presented to any member of the Department for an act of extraordinary bravery.

- D. **Medal of Merit** shall consist of a medal, uniform bar, and certificate presented to any member of the Department for an act of outstanding performance or service requiring extreme tenacity of purpose and devotion to duty.
- E. **Lifesaving Award** shall consist of a medal, uniform bar, and certificate presented to any member who renders medical care 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's life.
- F. **Letter of Commendation (LoC)**
  - 1. The LoC is the basic award of the Police Department and must be awarded before higher awards can be made. These LoCs are to recognize work of an employee that goes above and beyond but does not necessarily meet the level required for a higher award.
  - 2. The LoC is issued in conjunction with all higher awards given by the Honors Board. In such cases, it reiterates the reasons for the award and is signed by the Chief of Police. The original will be given to the member. A copy to the Chief of Police, the member's immediate supervisor, and personnel director to be included in the member's personnel file.
  - 3. All LoCs issued by the Board which recognizes a member's efforts will be displayed on the department's bulletin board for a period of one (1) month.
  - 4. LoCs can be recommended by anyone, including the public, for any employee of the Police Department.
  - 5. The following criteria must be met for a Loc:
    - a. Actions that are exemplary or exceptional; or,
    - b. Performance of duties in a manner that demonstrates professionalism, devotion of duty, and dedication to the department's mission; or,
    - c. Exemplary conduct during a field incident or operation; or,
    - d. Outstanding administrative work; or,
    - e. Extraordinary or above and beyond the normal handling of a criminal investigation.
- G. **Letter of Commendation Pin and Medal**
  - 1. After a member accrues ten (10) LoCs, a "Bronze" Letter of Commendation Pin will be awarded.
  - 2. After a member accrues fifteen (15) LoCs, a "Silver" Letter of Commendation Pin will be awarded.
  - 3. After a member accrues twenty (20) LoCs, a "Gold" Letter of Commendation Pin will be awarded.
  - 4. After a member accrues twenty-five (25) LoCs, a Letters of Commendation Medal will be awarded.
- H. **Multiple Medals**, if a member has received two (2) or more of the same medal, a separate medal shall be issued for each award, which is to be centered on the original uniform bar.
- I. **Employee of the Quarter/Year** shall be presented to a member who contributed extraordinary service, who went above and beyond the call of duty, or who has shown

consistent excellent performance. The award will be presented at a departmental meeting and will consist of a personalized item of recognition. In addition, the employee's name will be added to the Employee of the Quarter or Employee of the Year plaque, respectively, which is to be displayed in the Department.

- J. **Master Shooter Award** shall consist of a uniform pin awarded to a member of the Department who shoots ten (10) consecutive perfect scores with the issued handgun.
- K. **Expert Shooter Award** shall consist of a uniform pin awarded to a member of the Department who shoots five (5) consecutive scores of 90% or better with the issued handgun.
- L. **Chief's Special Award**
  - 1. The Chief of Police may, at their sole discretion, bestow special awards to Department members or community members.
  - 2. For Department members, the award shall consist of a certificate and uniform bar.
  - 3. For community members, the award shall consist of a plaque.
  - 4. This award may be presented in three categories:
    - a. **EXCELLENCE** may be given to a person who has demonstrated outstanding dedication to duty or community service.
    - b. **INNOVATION** may be given to a person who has demonstrated a level of originality and success in problem solving as it relates to Department operation or community quality-of-life issues.
    - c. **INTEGRITY** may be given to a person who demonstrates through specific, articulable actions an outstanding level of moral courage in resolving a police-related issue.

### 3.05 SELECTION PROCESS

- A. The system established for the review and selection for the Valor, Bravery, Merit, Chief's Special, Employee of the Quarter/Year, Community Partnership, Community Service Awards and Departmental Commendations shall be as follows:
  - 1. The Honors Board chair shall gather the names of individuals who are to be considered for awards and commendations by the Honors Board. Appropriate documentation attesting to the incident or circumstances will accompany the names of the nominated individuals.
  - 2. The Honors Board chair will forward the packages consisting of names and associated documentation to each Board Member or review prior to a scheduled meeting.
  - 3. The Honors Board chair will convene the Board at least once a quarter to review and vote on nominations and make recommendations to the Chief of Police.
  - 4. The voting on a nominee shall be by simple majority, with each board member having a single vote. All members of the Board must be present to make a recommendation to the Chief of Police for final approval. All voting and discussion by the Board shall remain confidential.