

	SECTION:	ADMINISTRATION	ADM-142
	CHAPTER:	PERSONNEL	
	DIRECTIVE:	AWARDS	

142.1 SUMMARY

The Department formally recognizes its employees, employees from other law enforcement agencies, citizens, and organizations for exemplary behavior or performance. Department employees are also eligible for City awards. This directive describes the guidelines, nomination and selection procedures for certain Department awards.

142.2. DEPARTMENT AWARDS - DEFINITIONS

- **Medal of Valor** – Awarded to an employee who performed a conspicuous act of gallantry, integrity, and heroism at the risk of life above and beyond the call of duty or, posthumously, to an employee who dies in the line of duty performing an act of valor. The act itself must have involved risk of life, and the employee must have been aware of the great danger prior to performing the act. **(Accompanied by medal and ribbon)**
- **Distinguished Service Award** – Awarded to an employee who distinguishes themselves by performing a courageous act involving risk of imminent personal injury for the purpose of saving or protecting human life; or, in the course of an extended investigation demanding continuous exposure to grave personal hazard, and willingly accepts such risk in the service of the department. **(Accompanied by medal and ribbon)**
- **Purple Heart** –Awarded when an employee sustains death or serious bodily injury as a result of performing an official police action. The selection committee may consider injuries from other, non-intentional events such as fires, explosions, collisions, etc., as valid justification. The serious bodily injury must not have been caused through the employee’s own negligence or unreasonable disregard for common safety practices, rules, regulations or policies of the department. **(Accompanied by medal and ribbon)**

**142.3 DEPARTMENT
AWARDS -
DEFINITIONS
(CON'T)**

- **Life Saving Award** – Awarded to an employee for saving or sustaining a human life. Evidence supporting the award must show that the victim was in a life-threatening situation and that the employee's actions saved or sustained the victim's life. If the victim's life was not ultimately saved, evidence must show that the employee did everything possible to sustain the victim's life. Note: the employee must not have caused or contributed to the life-threatening incident.
(Accompanied by medal and ribbon)
- **Award of Excellence** – Awarded to an employee who has developed a means of significantly increasing the agency's administrative or operational efficiency or effectiveness; or who has developed a problem solving approach to the delivery of law enforcement services with an attention to those factors that contribute to deteriorating conditions in neighborhoods and community decay or to those issues which give rise to crime in the community; or who performs an act or a series of acts over a period of time which demonstrates a high degree of professional excellence.
(Accompanied by plaque and ribbon)
- **Gregory Assenmacher Community Service Award** – Awarded to an employee who has consistently devoted his/her time and commitment to the community by serving on various Department and Community programs or events. The award is also to formally recognize an employee who has served as an ambassador for the Department demonstrating professionalism, compassion and extraordinary continuing service.**(Accompanied by medal and ribbon)**
- **Public Service Medal** – Awarded to an employee(s) from other law enforcement agencies, or other public/citizen organizations, or a citizen(s) who gives their life in service to the community, or distinguishes themselves by performing courageous acts above and beyond the call of civic duty, and involving risk or imminent danger to their life. Furthermore, such acts must have been performed for the purpose of saving or protecting human life. A citizen must perform an act so outstanding that it clearly distinguishes their courage from other forms of recognized bravery.
(Accompanied by medal and ribbon, presented in shadowbox.)

**DEPARTMENT AWARDS –
DEFINITIONS (con't)**

- **Chief's Commendation** - Awarded to an employee under any of the following criteria:
 - a. To an employee who maintains his/her composure when confronted with a highly volatile situation and continues to perform well in accordance with acceptable standards of conduct.
 - b. For an act giving evidence of selfless conduct by an employee during a time of crisis or emergency.
 - c. For a notable performance during an event or situation in which the employee demonstrates commitment and professionalism.
 - d. To an employee who has been recognized by a Federal, State, or Municipal government entity, or by a civic organization for outstanding service or achievement that has reflected great credit upon the individual and the Grand Junction Police Department.
 - e. Chief's Commendations may be awarded at the discretion of the Chief of Police based upon a recommendation from any source. Chief's Commendations are not required to go through the same formal review process as for medals, although the Chief of Police may, at his/her discretion, submit them to the Awards Review Board for review.

- **Divisional commendation** - Awarded to an employee for criteria similar to that listed under Chief's Commendation, however the impact of the action or performance is more divisional in scope, making it more appropriate for the recognition to come from that level. As an example, a Divisional Commendation might be presented to an individual who is transferring out of a unit after an extended period of time in which they have demonstrated outstanding overall performance.

- **Unit Citation** - Awarded to a department unit, team, or entity under any of the following criteria:
 - a. In recognition of outstanding performance or achievement conducted in a collaborative effort. Such achievement may have occurred in one particularly noteworthy incident, or may have occurred over a lengthy period of consistent excellence.

**DEPARTMENT AWARDS –
DEFINITIONS (con't)**

b. Outstanding service or achievement that has reflected great credit upon the unit and the Grand Junction Police Department. Such achievement may have been recognized by a Federal, State, or Municipal government entity, or by a civic organization.

- **Citizen Service Award** – Awarded to a member of the community who aided Police Department personnel or rendered meritorious service to the community law enforcement effort. **Accompanied by plaque.**
- **Community Service Commendation** - Awarded to an individual member or to members acting as a team or rendering an extraordinary and continuing service to the community in an off-duty capacity and without risk to personal safety".
- **Letter, Certificate or Plaque of Appreciation** – Awarded to an organization or citizen outside of the Department for performance of an act or initiative of civil responsibility or for noteworthy high-quality assistance to the Department.

**142.4 NOMINATING
EMPLOYEES FOR
AWARDS**

WRITTEN NOMINATION REQUIRED – Any employee may recommend a commendation to an employee, citizens, other law enforcement agencies, or organizations for exemplary performance or behavior. Nominations will be in the form of a written Department memo to include a description of the events surrounding the nomination and supporting the recommendation, which can be referenced in the presentation of the award. The written nomination will be accompanied by an Action Memo (attached) that the Awards Board will use in their deliberation process, and will remain confidential.

Nominations will be forwarded directly to the Chair of the Awards Review Board.

**142.5 REVIEWING AWARD
NOMINATIONS**

The Chief of Police (or designed Commander serving as Chair) will be responsible for appointing the “Awards Review Board” at his/her sole discretion. The Board will consist of :

- One Command Staff member.
- One Sergeant.
- Three line level sworn personnel.
- One Civilian Supervisor
- Three Civilian personnel.

Members of the Board will serve for a period of no less than 12 months. The Board will determine how often it should conduct meetings and will evaluate and act upon nominations in a timely fashion.

142.6 APPROVING AWARDS

Once a nomination is received, the Chair of the Awards Review Board will convene a meeting of the Awards Board. The Awards Board will initiate the review process, to include interviews with personnel involved in the incident surrounding the nomination. The Board will provide a recommendation to the Chief of Police if the award should be given as nominated, if a different award is more appropriate, or if no award will be given.

Nominations involving shootings that are currently being reviewed by the Professional Standards Unit will not be considered for awards until the PSU investigation is complete. The Board may consider PSU findings before making a decision on an award.

Once the Board has reached a decision on a nomination, a written recommendation will be forwarded to the Chief of Police. The Chief will review the recommendation and will have final approval responsibility.

If a recommendation for an award of greater or lesser importance/level (or no award) is recommended, the written recommendation will include an explanation for the decision.

Should the Chief agree with the Board's findings, he/she will then disseminate the information to the Professional Standards Unit for tracking purposes, and to the Chief's Administrative Assistant to order the award, if appropriate. The Chief or his designee will make the appropriate notifications to include notification to the employee who submitted the nomination.

Employees will be eligible to receive the same award for more than one incident or event. If a ribbon has been previously awarded, an oak leaf or star will be awarded which may be placed on the ribbon.

142.7 PRESENTING AWARDS

Awards may be presented bi-annually as part of the Department's Award Ceremony, or at the discretion of the Chief of Police. Any awards presented will be accompanied with a written description of the event on Department issued Letter Head. Friends and family of the award recipients will be encouraged to attend the ceremony.

142.8 WEARING AWARDS

Sworn personnel will be limited to wearing/displaying up to two ribbons, in addition to their name plate, including a specialized unit pin as described in the Department's Uniform Directive. When in Class A uniform, all awards may be displayed. Information regarding any employee's recognitions and awards may also be placed on the Department's "Wall of Honor."

**142.9 CONSIDERATION OF
OTHER AWARDS**

CITY AWARDS – See **City of Grand Junction Personnel Policy Manual – Employee Recognition – Chapter 5 – Section 5.200** for eligibility and nomination procedures. Also see the “**Commendations**” (**ADM-143**) directive.

All Department employees are eligible for City programs that award City employees.

These include:

- City Employee of the Month.
- City Employee of the Year.
- Departmental Employee of the Month.
- Service Award Program.
- Safe Driving Award.
- Safety Award Program.
- Employee Recognition Program.

**142.10 RECORD
MANAGEMENT**

Once reviewed and approved by the Chief of Police, all nominations, written recommendations, and associated documentation (including those nominations where no action was recommended) will be forwarded to the Chief’s Administrative Assistant for final processing and ordering of awards if applicable.

Once completed, the documentation will then be forwarded to the Professional Standards Unit for entry into the PSU database. PSU will be responsible for dissemination of copies to the commended employee, Chain of Command, the employee’s personnel file, and to the City Human Resources Department. Nominations where no action was recommended will be retained and kept in a separate file.

