

DEPARTMENT GENERAL ORDER 04-30

OFFICE of the CHIEF OF POLICE
REPLACES: General Order 03-32
SOP 300.07.00 - 300.07.04

DATE: October 26, 2004

COMMENDATIONS - EMPLOYEE RECOGNITION PROGRAM

I. PURPOSE.

To establish a commendations program whereby department employees are publicly recognized for a wide variety of individual performances and accomplishments.

II. GENERAL.

In order to recognize superior achievement, individual dedication, and organizational loyalty, various law enforcement and departmental awards have been adopted and are listed as follows, in descending order of importance:

1. Citation for Valor
2. Chief's Commendation
3. Commander's Letter of Recognition
4. Letter of Appreciation.
5. "Kudos from the Chief"
6. Longevity or Seniority Award
7. FBI National Academy Award

Each of these will generally consist of some form of written recognition of an employee's accomplishments, and with the exception of numbers 3-4-5, will also include a breast bar as a tangible symbol of the employee's accomplishments. Once issued, each of the above awards, again with the exceptions of numbers 5-6, will be placed in the employee's personnel file to become a part of their permanent record.

III. REVIEW COMMITTEE.

A review committee will be established within the department to hear and evaluate petitions for recognition. The committee will consist of the Commanders of both the Field Operations and Investigative and Support Bureaus, and three other officers selected from the ranks.

Meeting as often as necessary, the review committee will examine the merits of each specific request and determine the level of award to be recommended to the Chief of Police. Each member of the committee shall possess an equal vote. Award requests must garner the support of a simple majority of the committee in order to be submitted to the Chief of Police for his review. In those instances where a submitted request does not meet the established criteria for a Chief's Commendation, a lesser form of recognition may be awarded.

The Chief of Police will generally adopt the recommendation of the review committee, but shall have full authority to override the committee's recommendations based on a thorough review of the facts.

IV. CITATION FOR VALOR.

A formal certificate issued by the Chief of Police during a Board of Aldermen session. This is the highest form of recognition that the department can bestow upon an employee and may only result from an act of personal valor. More specifically, to be eligible for such an award, an employee must perform an independently documented act of heroism in the face of personal injury or risk of life.

This award will be represented by a **red breast bar** positioned at the center of the top seam of the left breast pocket.

V. CHIEF'S COMMENDATION.

A formal certificate of commendation issued by the Chief of Police. This is the second highest form of recognition that the department can bestow upon an employee. As such, certain preconditions must be satisfied before this type of award may be considered. They are:

1. A self-initiated felony arrest of exceptional merit.
2. Respond to a call for service and perform in a manner above and beyond that which would ordinarily be required or expected.
3. The completion of an assignment or series of assignments that reflect a substantial organizational improvement; a major cost savings; or that greatly enhances the public and/or professional status of the police department through some specific project or action.

In addition to the certificate of commendation, the employee will be awarded a **green breast bar** to wear on their uniform. The total number of commendations an employee receives during their career will be reflected in one or more stars located on the face of the breast bar. The recognition bar itself shall be centered along the top seam of the left breast pocket.

VI. COMMANDER'S LETTER OF RECOGNITION.

An official letter of recognition issued by the appropriate bureau commander or acting bureau commander for those instances of exemplary employee performance that do not fully meet the established criteria for a Chief's Commendation.

VII. LETTER OF APPRECIATION.

An official letter tendered by the Chief of Police, or command rank officer for those instances wherein an employee's performance and/or achievement in a routine setting is deemed worthy of special recognition.

VIII. "KUDOS FROM THE CHIEF".

Electronic recognition of minor, yet positive contributions to the department by both sworn and non-sworn employees, that are deemed to have merit by the Chief of Police. This form of official appreciation shall generally be posted at the beginning of each week, and regularly updated thereafter.

IX. LONGEVITY AWARDS.

Employees who successfully complete five (5) years continuous service with the police department shall be awarded a **blue breast bar** with a single star to symbolize their length of service. Every five years thereafter, an additional star will be added to the breast bar up to a maximum of six stars signifying thirty years of service. No additional stars will be added beyond thirty years service. The longevity breast bar will be worn centered along the top seam of the right breast pocket.

Officers and uniformed civilian employees will have silver stars on their breast bars, while those for sergeants and above will be adorned with gold stars.

X. F.B.I. NATIONAL ACADEMY AWARDS.

Employees who successfully complete a ten week course of instruction at the F.B.I. National Academy shall be authorized to wear a National Academy **multi-color breast bar** denoting their accomplishment. These award bars will be worn on the left breast, centered on the top seam of the uniform shirt pocket.

XI. WEARING OF AWARDS.

Department employees shall be required to wear longevity awards as a normal part of their uniform accoutrements. All other award bars shall be worn during formal occasions such as funerals, memorial services, etc. Otherwise, the wear or display of the award bars will be optional.

BY ORDER OF:

THOMAS J. BYRNE
Chief of Police

TJB:dld

CALEA Reference: 26.1.2