

Awards and Commendations

1030.1 PURPOSE AND SCOPE

Special recognition may be in order whenever an employee performs his/her duties in an exemplary manner. This procedure provides general guidelines for the commending of exceptional employee performance.

It shall be the policy of the Union City Police Department to recognize and reward the outstanding performance of its employees. The selection of employees for these awards and commendations shall be based upon either a specific act, or outstanding performance provided to the public.

Additionally, the department honors those citizens of the community who substantially assist the department in an extraordinary manner beyond their normal civic responsibilities.

1030.2 MEDALS

Medals will be awarded to qualifying sworn or civilian employees for conspicuous acts of bravery, or for meritorious performance that is well beyond the employee's job requirements.

- (a) **The Medal of Valor** - May be awarded to any employee who has demonstrated extreme courage and heroic bravery during the course of duty. The employee was exposed to grave danger with full and unquestionable knowledge of the danger involved, or where a reasonable person would assume their life was in immediate danger, and their objective was of sufficient importance to justify the risk involved but failing to act would not justify censure. In addition, the recipient must have either accomplished the task or have been prevented from doing so by incurring a disabling injury or death.
- (b) **Distinguished Service Medal** - May be awarded to any employee who is distinguished by conspicuous bravery in the performance of duties under unusual, complicated, or hazardous conditions, and where the employee uses excellent judgment in accomplishing the mission, including sustaining human life.
- (c) **Lifesaving Medal** - May be awarded to any individual who, while serving in an official capacity with their law enforcement agency, performs a distinct and successful lifesaving of another human being. The award shall be for personally performing urgently required "hands on" action(s) in the life-saving effort. The award is dependent upon the individual's successful recovery and discharge from the hospital.

1030.2.1 NOMINATION

Nominations for medals should be submitted on an intradepartmental memorandum to the commanding officer of the nominee's unit, and should include documentation of the incident (including report number, if applicable). More than one person may be nominated on the memorandum. If the nomination comes from an outside source, it should have sufficient information to satisfy the requirements set forth within this policy. Nominations should not specify or recommend the specific medal to be awarded, but rather should clearly articulate the

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circumstances of the event so the chief of police and/or his or her designees can determine the appropriate award.

1030.2.2 AWARD PROCESS

Medals will be awarded at the discretion of the Chief of Police, who may designate staff to research, classify and make recommendations on any nomination.

1030.2.3 WEARING OF MEDALS

Medals and ribbons shall be worn in compliance with the Uniform Regulations Policy 1046.4 - Insignia and Patches.

1030.3 OTHER AWARDS

- (a) **Certificate of Recognition** - May be given to an individual or unit for performing an act of exceptional service to the community. Any employee may nominate any other employee or unit. Nominations will be forwarded through the chain of command, and approved awards should be entered into the employee's personnel file.
- (b) **Commendations** – A written commendation may be made by any supervisor regarding any other employee of the Department, Any employee may recommend a commendation to the supervisor of the employee subject to commendation. Commendations should be made for (1) superior handling of a difficult situation, (2) courageous determination or outstanding performance, and/or (3) any action or performance that is above and beyond the typical duties of an employee.
 - 1. The “Outstanding Work Performance” form should be used to document the commendation of the employee, and should contain the following: (1) Employee name, and assignment, (2) a brief account of the commendable action. Nominations will be forwarded through the chain of command, and approved awards should be entered into the employee's personnel file.
- (c) **Employees of the Quarter** - Are awarded for the exemplary conduct of an employee during a three month period. Awards will be given to one sworn employee, one non-sworn employee, and one volunteer for each three month cycle. Employees can be nominated by any other employee, and winners will be selected by a vote of the leadership team. A copy of the Employee of the Quarter commendation shall be forwarded to the employee's personnel file.
- (d) **Officer of the Year** - Will be awarded to any one sworn employee for meritorious work over the course of the calendar year. Employees that may be nominated by any other employee, and recipients will be determined by the police association.
- (e) **Good Citizen Award** - May be awarded to any citizen who demonstrates bravery while assisting an officer and/or another member of this community; or who performs an act under emergency conditions that directly results in sustaining a human life. Any department employee may make nominations, which will be forwarded to the Chief of Police through the chain of command. This award may be in the form of a letter, certificate or plaque.

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1030.4 AWARD COMMEMORATION

Wall plaques are permanently displayed within the Department with the names of officers awarded the Police Medal of Valor, Distinguished Service Medal and Lifesaving Medal. The news media will be advised as to the recipients of these awards.

1030.5 AWARD AND COMMENDATIONS CEREMONY

Recognition of those receiving medals and/or Officer of the Year awards throughout the calendar year should be made during a regularly scheduled City Council meeting. During the meeting, a Council Resolution should be presented to the recipient(s) detailing the reason for the recognition. Family members and friends of the recipients(s) and representatives of the City should be invited to attend.

1030.6 OUTSIDE AGENCY AWARDS

From time to time, lateral employees who have been awarded medals or ribbons by their prior law enforcement employers may join this department. These employees may wear awards from their former agencies, provided that (1) this department issues an equivalent medal, and (2) the circumstances surrounding the award meet the criteria described above. These employees should be prepared to furnish the Chief of Police with documentation or other description of the actions that resulted in the award from their former agency. Whether or not a lateral employee will be allowed wear his/her award(s) will be at the sole discretion of the Chief of Police.

Lateral employees may have engaged in actions with their previous agencies that would have met the criteria to receive a medal from this agency, but no such medal was awarded by the previous agency. In such cases, a citation or other documentation or description of the action may be furnished to the Chief of Police who may designate staff to research, classify and make recommendations on any such nomination.

1030.7 REVISIONS

Revised: December 7, 2017

Revised: August 12, 2020