

Employee Awards Program

218.1 PURPOSE AND SCOPE

The program is designed to recognize and reward the outstanding performance of all employees. Recognition may be in order when an employee performs their duties in an exceptional manner. The selection process shall be based upon either a specific act, or outstanding performance provided to the public. The Confidential Operations Assistant (COA) to the Police Captains is responsible for overseeing this program.

218.2 EMPLOYEE AWARDS PROGRAM

The following award programs are recognized by the Department:

- (a) MADD Award
- (b) 10851 Award
- (c) Officer of the Year Award
- (d) The Medals of Honor:
 - 1. Medal of Valor
 - 2. Distinguished Service Medal
 - 3. Lifesaving Medal

MADD Award

This award has been created by the organization known as Mothers Against Drunk Driving (MADD). This organization recognizes and honors Law Enforcement Officers in their continuous efforts in DUI Enforcement.

- (a) This program is managed by the Traffic Sergeant.
- (b) This is an Annual Award.
- (c) The Traffic Sergeant will notify the Captains COA when a new MADD Award is being awarded to one of our police officers.
- (d) Upon receiving notification, the COA will update the department's DUI award plaque:
 - 1. [REDACTED] take a new name plate to get engraved with the date and officer's name.
 - 2. [REDACTED] take the completed name plate, along with the MADD Award Plaque and request the new name plate be mounted to the award plaque.
- (e) Once the award plaque has been updated, the Captains COA will return the award plaque to its original location on the wall outside the Lieutenants office.

10851 Award

This award was developed by the California Highway Patrol (CHP) to recognize the superior efforts made by CHP and allied law enforcement personnel that meet specific criteria toward reducing stolen vehicle crimes.

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- (a) This program is managed by the Traffic Sergeant.
- (b) These awards are given throughout the year when an officer meets the specified criteria.
- (c) The Traffic Sergeant will notify the Captains COA when a new 10851 Award is being awarded to one of our police officers.
- (d) Upon receiving notification, the COA will update the department's 10851 award plaque:
 - 1. [REDACTED] take a new name plate to get engraved with the date and officer's name.
 - 2. [REDACTED] take the completed name plate along with the 10851 Award Plaque and request the new name plate be mounted to the award plaque.
- (e) Once the award plaque has been updated, the Captains COA will return the award plaque to its original location on the wall outside the Lieutenants office.

Officer of the Year Award

This award is sponsored by the [REDACTED] A national organization that believes in providing hope and a positive vision to bring out the best in people, communities, and ourselves. In an effort to promote good government and patriotism, they are the proud sponsor of our Officer of the Year Award.

- (a) This program is managed by the Captains' COA and the UCPOA Secretary.
- (b) An award breakfast takes place on the [REDACTED] of each calendar year. This breakfast is sponsored by the [REDACTED].
- (c) The Captains' COA is responsible for all communication with the [REDACTED].
- (d) The UCPOA Secretary is responsible for all communication within the department, such as: sending email notifications and overseeing the voting process.
- (e) After the voting has been completed and a winner has been determined, the Captains' COA will notify the [REDACTED] and they will order the employee award plaque.
- (f) The [REDACTED] will deliver the employee award plaque to the PD a few weeks before the scheduled breakfast and it will be presented to the employee at the breakfast.
- (g) In addition, the Captains' COA is responsible for updating the Officer of the Year Award plaque located outside the sergeants office.
- (h) The COA must complete the following steps to update the Officer of the Year award:
 - 1. Request a copy of the department photo of the winning officer from the P&T Supervisor.
 - 2. Print a 5x7 colored copy photo of the officer, in-house or at Office Depot.
 - 3. [REDACTED] – take a new gold name plate and request that they engrave the name and year of the winning officer.

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4. [REDACTED] once the name plate is completed by [REDACTED] the COA will take the name plate and the award plaque to [REDACTED] for mounting.
5. Once [REDACTED] is completed with adding the new nameplate, the COA will return the award plaque to the wall located outside the sergeants office.

Medal of Honor Awards

- (a) This program is managed by the UCPD Awards Committee.
- (b) The Medal of Honor Awards consist of the following:
 1. Medal of Valor
 2. Distinguished Service Medal
 3. Lifesaving Medal
- (c) The UCPD Awards Committee will forward any acts of heroism that are being considered for any of the Medal of Honor Awards to the police captains for review.
- (d) Once reviewed by the police captains, if a Medal of Honor is granted, the police captain will notify the Captains COA.
- (e) The Captains COA will be responsible for ordering the Medal of Honor Ribbons and keeping inventory (**Note**: the medals will be housed in the office of the COA to the Chief).
- (f) The Captains COA will then ensure that the specific Honor Award Plaque is updated.
- (g) The COA will take a new name plate to [REDACTED] and request that they engrave the name of the officer who received the award and the year that it is being awarded.
- (h) Once [REDACTED] has completed engraving the new name plate, the Captains COA will take the name plate and the award plaque to [REDACTED] for mounting.
- (i) Once completed by [REDACTED] the Captains COA will return the award plaque to its original location, located on the wall outside of the PSU Office.
- (j) Lastly, the Captains COA will need to update the Medal of Honor Tracking spreadsheet located on the [REDACTED] at [REDACTED]

218.3 REVISIONS

Adopted Procedure: August 31, 2021

Revised: January 13, 2022