

WATERTOWN POLICE DEPARTMENT GENERAL ORDER



JOANNA W. VITEK
CHIEF OF POLICE

Effective Date: June 1, 2009	Rescinds: Amends: February 27, 2006	Number: A-195
Subject: Awards and Commendations		Re-evaluation Date: June 2009
Distribution: ALL PERSONNEL	Related CALEA Standards:	

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Definitions
4. Procedures
5. Awards Committee
6. Classification of Awards
7. Other

1. PURPOSE

The purpose of this policy is to establish criteria to recognize exceptional performance and to commemorate dedicated service by agency personnel, in order to maintain consistency in granting awards and enhance employee effectiveness. It is also the purpose of this policy to provide a method to recognize outstanding contributions by non-agency law enforcement personnel and members of the community, so that good will and the spirit of teamwork may be fostered and maintained.

2. POLICY

It is the policy of the Watertown Police Department to recognize agency personnel, non-agency law enforcement personnel and citizens who demonstrate dedication, courage or superior initiative in the performance of their duties or while providing exceptional service to the agency and/or community.

3. DEFINITIONS

None applicable.

4. PROCEDURES

A. Nomination for Award

1. Nomination for awards and commendations may be initiated by any citizen or employee of the Department.
2. It is the responsibility of the supervisors to recognize the professional endeavors undertaken by employees of the Department.
3. Nominations must be in the form of a department memorandum and must describe in detail the circumstances and events of the incident.
4. Nominations must be submitted via Chain of Command to the Awards Committee within two weeks of the occurrence.
5. A copy of the memorandum must also be forwarded directly to the chairperson of the Awards Committee.

B. Presentation of Awards

1. The following awards will be delivered to the respective Captain for presentation to the employee at a roll call.
 - a. Letter of Appreciation
 - b. Job Well Done
2. Formal awards presentations will be scheduled on an annual basis, or as the Chief designates, to include the following awards:
 - a. Wound Bar
 - b. Education Achievement Award
 - c. Community Service Award

- d. Military Service Bar
 - e. Officer of the Year
 - f. Support Staff Employee of the Year
 - g. Volunteer of the Year
 - h. Civilian Service Award
 - i. Commendable Service Bar
 - j. Merit Bar
 - k. Life Saving Bar
 - l. Medal of Valor
 - m. Five and Ten Years Service Pins
 - n. Fifteen, Twenty and Twenty-five Year Service Pins
 - o. Fifteen, Twenty and Twenty-five Year Service Plaques
3. Family and friends of recipients are encouraged to attend award presentations.
 4. All awards will be recorded in the recipient's personnel file.
- C. Display of Awards
1. Ribbon bars will be worn in rows of 2. The order will be from the outside in and top to bottom in order of their importance or distinction ending with the name plate. If an officer has more than one bar the most distinguished bar will be on the outside.
 2. Order of importance or distinction
 - a. Years of Service
 - b. Medal of Valor - Green side toward center of chest.
 - c. Life Saving Bar - White side toward center of chest.
 - d. Wound Bar
 - e. Commendable Service Bar
 - f. Merit Bar - White side toward center of chest.
 - g. Officer/Communications/Employee of the Year.
 - h. Military Service Bar - Red side toward center of chest.
 - i. Community Service Bar
 - j. Education Bar - White side toward center of chest.
 - k. FTO Bar
 - l. Support staff
 - m. Name plate
 - n. Tactical team and any other special team/unit bars will be displayed on top of the ribbon bars.
- D. Appeal Process
- Supervisors who consider the award determined by the Committee to be inadequate will immediately contact the Committee to discuss his/her recommendation in detail.
- E. Retirement Award Guidelines
1. Plaques must be coordinated through the Chief's Office.
 2. A memorandum stating all pertinent information (dates, correct names, rank, etc.) and a material requisition requesting a plaque must be submitted via Chain of Command to the Chief.
 3. Plaques will only be ordered by the Chief or designee unless otherwise authorized by competent authority.
 4. The following provisions apply to retirement awards:
 - a. Twenty (25) Years and over:
 - Plaque with mounted badge, rank insignia, City or State seal
 - Receive next rank
 - Retired identification card, retired ID badge, and leather carrying case
 - b. Twenty (20) Years to Twenty-five (25) Years:
 - Plaque with mounted badge
 - Retired identification card with leather carrying case
 - c. Fifteen (15) to Twenty (20) Years of Service:
 - Plaque with engraved Watertown Police Department Badge
 - Retired ID card
- F. Reserve Service Award Guidelines
1. Reserve officers are eligible for the same awards as other department employees, and must meet the same criteria.

G. Replacement of Ribbon Bars

1. The following procedures will be utilized in the event a ribbon bar needs replacement:
 - a. If a ribbon bar is damaged while on duty and needs replacement, the damaged bar must be forwarded to the Awards Committee Chairperson, along with a memorandum detailing the incident causing the damage.
 - b. Upon review of the memorandum, the ribbon bar will then be replaced.
2. If a ribbon bar is not damaged on duty and needs replacement for some other reason (i.e. unable to find), a memorandum must be forwarded to the chairperson detailing the reason for replacement. It will be the responsibility of the employee to bear the cost of replacement.

5. **AWARDS COMMITTEE**

- A. The Awards Committee will be composed of a chairperson and (5) employees as follows:
 1. One civilian employee
 2. Three sworn employees
 3. One Sergeant and/or Captain
- B. Tenure will be one year from month of appointment. Members may be re-appointed, with chain of command endorsement. Members will be appointed annually by the Chief or he/she may delegate that authority to persons of his/her choosing.
- C. The Awards Committee will determine the type of award to be presented, subject to the approval of the Chief.
- D. The Awards Committee will meet annually, or any other times deemed necessary.

6. **CLASSIFICATION OF AWARDS**

- A. **Letter of Appreciation** (sworn and civilian) - A Letter of Appreciation/Job Well Done may be awarded to any employee or group of employees who gain recognition for efficient and/or courteous performance of duty.
 1. This award will be in letter form on Department letterhead, over the signature of the Chief and/or Assistant Chief. It will be presented to the recipient by their respective Captain at roll call.
- B. **Community Service Award** (sworn and civilian) - This award signifies that the recipient has made a significant contribution to the community through voluntary civic involvement bringing credit to himself/herself and to the Department.
 1. The bar will be metal, outlined in silver or gold, white in color.
- C. **Civilian Service Award** - This award signifies that the civilian recipient has placed himself/herself at risk to render extraordinary assistance to law enforcement in apprehending a criminal or saving a life. The recipient will be presented with a Letter of Appreciation and a plaque.
- D. **Volunteer Award** - This award signifies that the civilian recipient has made a significant contribution to the Department by volunteering for within the Department. The recipient will be presented with a Letter of Appreciation and a plaque.
- E. **Military Service Bar** - A Military Service Bar may be awarded in recognition for service to their country while serving in the National Guard, Military Reserves, or while on active duty in any branch of the military services.
 1. The criteria would require one hundred eighty-five (185) days on active duty or any time period of service during combat. The recipient is required to submit proper documentation, form DD-214, and a copy of their honorable discharge certificate.
 2. The bar will be metal, outlined in silver or gold, with red, white and blue colors, equally divided by gold stripes.
- F. **Educational Achievement Bar** (sworn and civilian) - This award signifies that the recipient has earned a degree from an accredited college or university.
 1. The bar will be metal, outlined in silver or gold, with blue and white colors, equally divided by a silver or gold stripe.
 2. A Graduate degree is signified by two gold stars, a Bachelor's degree by one gold star, and an Associate's degree has no star.
- G. **Commendable Service Bar** (sworn and civilian) - This award signifies that the recipient has performed a commendable act that is unusual in nature and demonstrates initiative and accomplishment.
 1. The bar will be metal, outlined in silver or gold, and blue in color.
- H. **Merit Bar** (sworn and civilian) - This award signifies that the recipient displayed unusual thoroughness, determination, and/or initiative while carrying out his/her duties.

1. The bar will be metal, outlined in silver or gold, with green and white colors, equally divided by a silver or gold stripe. The center panel of the bar will contain the word **MERIT**.
 - I. **Wound Bar** - This award signifies that the recipient has suffered a significant injury while confronting a violent adversary.
 1. The bar will be metal, outlined in silver or gold, red in color with four equally spaced white vertical stripes divided by a silver or gold stripe.
 - J. **Life Saving Bar** - This award signifies that the recipient has, through prompt and alert action, saved the life of another.
 1. The bar will be metal, outlined in silver or gold, with white and red color, divided by a silver or gold stripe.
 - K. **Medal of Valor** - This award signifies that the recipient displayed exceptional service to the community while risking his/her life in performing a hazardous duty.
 1. The actual Medal of Valor is a medallion designed around the South Dakota State Seal, made from metal, and is attached to a white, blue and red ribbon. This is presentation in a blue, felt-covered presentation box.
 2. A bar is also presented and is metal, outlined in silver or gold, with red, white and blue color, divided by a silver or gold stripe. The center panel of the bar will contain the word **VALOR**.
 3. The recipient also receives a plaque.
 - L. **Support Staff Employee of the Year** - the Awards Committee will make nominations to Command Staff personnel who will make a recommendation for selection to the Chief of Police. The selected person will be someone who has exemplified the highest ideals of the Department during the previous year.
 1. The recipient will receive a plaque and have his/her name placed upon a plaque to be displayed in a permanent location within the Department, as designated by the Chief.
 2. A bar will be metal, outlined in silver with three blue and two white in color alternating bars, equally divided by a silver stripe.
 - M. **Officer of the Year** - the Awards Committee will make nominations to Command Staff personnel who will make a recommendation for selection to the Chief of Police. The selected person will be someone who has exemplified the highest ideals of the Department during the previous year.
 1. The recipient will receive a plaque and have his/her name placed upon a plaque to be displayed in a permanent location within the Department, as designated by the Chief.
 2. A bar will be metal, outlined in silver or gold with three green and two white in color alternating bars equally divided by a silver or gold stripe.
 - N. **Commendation Bars Specifications**
 1. All commendation bars will 1 3/8" long and 5/16" wide metal with colored enamel panels.
 - O. **Years of Service Bars**
 1. Each uniformed member of the department will receive a commendation bar denoting that respective employee's tenure with the Police Department. All officers reaching their 5th year anniversary with the Department will receive a bar with a single star and a green panel. 10-year anniversary bars will have two (2) stars and a red panel. Each officer reaching their 15th anniversary will receive a bar with three (3) stars and a brown panel. 20-year anniversary bars will contain four (4) stars with a blue panel. 25-year anniversary bars will have five (5) stars with a blue background.
7. **OTHER**
- A. Employees who were the recipient of an award (i.e. officer of the year) prior to the implementation of this general order may petition the Awards Committee requesting the issuance of the relative ribbon bar. Additionally, employees who received ribbon bars while employed by other law enforcement agencies may petition the Awards Committee requesting permission to wear the service award earned while serving other law enforcement agencies. Petitions must be in the form of a department memorandum and must describe in detail the circumstances and events surrounding the issuance of the award/ribbon bar.

JOANNA W. VITEK
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