


POLICY 101.0	ACHIEVEMENTS AND AWARDS	
	REVISED: 6/97, 01/01, 01/05, 07/06, 08/10, 03/14, 02/17	RELATED POLICIES: 101.1, 117.1
	CFA STANDARDS: 11.02	REVIEWED: AS NEEDED

A. POLICY

It is the policy of the Fort Lauderdale Police Department to recognize achievements by employees of the Department.

B. PURPOSE

The purpose of this policy is to establish uniformity and consistency in the issuance of awards and assure proper recognition of Department employees.

C. AWARDS COMMITTEE MEMBERSHIP

Members of the Sworn Members Awards Committee shall be comprised of police officers, sergeants and a maximum of two lieutenants. It is the intention of this policy to recruit volunteers from all divisions of the Department in order to provide diverse representation. The Chairman of the Committee will be elected by the Committee and confirmed by the Chief of Police.

Members of the Non-Sworn Members Awards Committee shall be comprised of only non-sworn Department employees and should mirror the sworn Committee’s intention of recruiting a diverse group of volunteers Department-wide. The Chairman of the Committee will be elected by the Committee and confirmed by the Chief of Police.

Prospective members are nominated by current Committee members or Department employees and are confirmed by, and serve at, the discretion of the Chief of Police. Members shall serve a term of at least one year and may subsequently be re-appointed at the discretion of the Chief of Police. Each Committee shall, at its first called meeting of each year, elect a Chairman and submit their selection to the Chief of Police for confirmation.

D. COMMITTEE MEETINGS

1. Both the Sworn Committee and Non-Sworn Committee, hereafter referred to collectively as the “Committee(s)”, shall meet once a month on a date to be decided by the Chairman of the given Committee. The Committees shall also meet upon direction of the Chief of Police.
2. The Committee Chairman shall be responsible for maintaining requests for meritorious awards forwarded to him/her or to the Chief’s Office, verifying the activities as described, and making a synopsis presentation for the Committee’s deliberations.
3. The author of any commendation before the Committee shall be extended an invitation to the meeting to address the Committee and answer any Committee members’ questions. The author’s attendance is not mandatory, and overtime is not approved. They shall leave the meeting prior to the votes being cast.
4. A quorum of members must be present at any meeting to review and make awards. No proxy votes will be used, nor can any member vote in the absence of a member. Members will have one vote each to select award recipients.

5. Upon completion of voting, the Chairman shall confirm the consensus and coordinate with the recording secretary to complete the appropriate award letters, memos and certificates. Such documents will be presented to the Chief of Police for his approval and signature no later than the 15th of each month.

E. NOMINATION AND REPORT OF MERITORIOUS SERVICE

1. As a matter of Department policy, it shall be the responsibility of supervisors and command staff to ensure that members of their respective units are properly recognized for commendable work. It will then be necessary for that supervisor/command staff member to track the nomination and assure it is properly addressed within thirty (30) days of the nomination being submitted. Additionally, any member of the Department may, and is, encouraged to nominate a peer or any Department employee for what they believe to be meritorious work. In all cases, the nominator should contact the Awards Committee Chairperson to assure the nomination was received. All nominations shall be submitted in writing, without unnecessary delay, absent extenuating circumstances.
2. Department employees wishing to recommend a sworn or civilian employee or an employee from another agency for consideration by the Awards Committee may submit a written memo and/or other appropriate documents (Offense Reports, positive counseling slips, etc.). Items for consideration may be forwarded via interoffice mail to the Awards Committee or to the Office of the Chief of Police. Items for consideration will be retained on file by the Awards Committees for duration of one (1) year.
3. One memo may be submitted containing the names of all the nominees for a single incident. However, the submitter should write a thorough narrative section explaining the incident and document the specific actions of each nominee. Attachments/additional narrative pages may be included.
4. To be considered for an award in a given month, submissions must be received by the Committee no later than the first day of the month.
5. A separate written recommendation for a specific award may accompany a submission to the Committee.
6. Letters from citizens may be considered by the Committees should the circumstance warrant award. In such case, the Chairman shall contact the citizen to obtain further information.

F. AWARD DECISIONS

1. The Committees shall review and evaluate each request and make its award based upon the merits of the case.
2. The majority of the votes of the Committee shall control the decision.
3. An Information Bulletin will be issued to reflect the awards given.
4. Any recognition for any employee's action that resulted in great bodily harm or death shall be held in abeyance until any criminal investigation into the incident has been concluded.
5. If there is a disagreement to the issuance of an award the Chief of Police maintains the authority to amend the decisions of the Committee.

G. AWARDS AND CITATIONS

Awards are listed in order of ranking, with highest rank listed first.

1. Medal of Honor

The highest award that a police officer may receive shall be known as the "Medal of Honor." This award may be for outstanding performance in which he/she clearly involved himself/herself in a situation where there was a present and immediate danger of death or officer who enters a burning building or vehicle to save a life; or other perilous situations where the danger is real and present, and not just a situation in which there exists a potential for danger. This honor is issued by the Chief of Police with staff concurrence and will be awarded posthumously (refer to Policy 207.6 Line of Duty Deaths) for all Line of Duty deaths. (Decoration Ribbon "Ribbon Drape" style blue in color, with gold colored medal attached. Service Bar - navy blue with 5 yellow, five-pointed stars set in a gold frame, certificate of commendation.)

2. Medal of Valor

This honor may be awarded for those acts where a police officer faces potential death or serious injury which did not necessarily culminate in the actual physical presentment of such danger. This award shall be predicated upon the circumstances as they were faced by the officer at the time and the frame of mind in which the officer went into the action, regardless of what the situation might have been when viewed in retrospect. Therefore, such an award might be considered for officers who deal with tumultuous situations where the physical danger is present, but may not actually be exhibited; or where the officer faces hazardous situations. Examples of such action include: entering burning buildings or vehicles, dealing with a barricaded gunman who has not used the weapon, etc., which, in retrospect, the occurrence may not have the same degree of actual danger as when the officer faced the situation, and took his initial action. This honor is issued by the Chief of Police with staff concurrence. (Decoration Ribbon – "Ribbon Drape" style red, white and blue in color with gold colored medal attached. Service bar – white/narrow blue/field of red with 3 yellow stars/narrow blue/white set in a gold frame, certificate of commendation.)

3. Officer of the Year/Non-Sworn Employee of the Year

The officer/non-sworn employee will be selected from the twelve officers/non-sworn employees of the month of the preceding year and will be chosen by the Awards Committees. (Service Bar for uniformed employees – navy blue/narrow white/navy blue/narrow white/navy blue and set in a gold frame, certificate of commendation and trophy.) One number is added for each additional award.

4. Officer of the Month/Non-Sworn Employee of the Month

This award may be given to a police officer for service rendered in the line of duty when an officer, because of their diligence and perseverance, performs a difficult task in order to prevent crime, protect life and property, or apprehend criminals. This also includes exceptional actions and professional service to the Department, which may tend to further the Department's progress. This award will be considered for performance over and above the normal course of duty in such instances as the arrest of individuals through exceptional, diligent, or uncommon perseverance in police work. It shall be awarded for those instances where the officer's own initiative played an important part in the action, i.e., burglary discovered on patrol would be treated differently than an officer responding to a dispatched complaint. Non-sworn employees will demonstrate similar characteristics

in the civilian realm, with their performance being over and above the normal course of duty. (Service Bar for uniformed employees – light blue/narrow white/navy blue/narrow white/light blue and set in a gold frame.) (One number is added for each additional award, certificate of commendation.)

5. Officer of the Month /Honorable Mention

The Honorable Mention award shall be presented to the sworn employee/employees who display similar characteristics as that of the Officer of the Month, (certificate of commendation)

6. Chief's Citation

The Chief's Citation is awarded for outstanding service to the Department by sworn, reserve and civilian employees. This award is originated and approved by the Chief of Police who shall determine when this citation will be awarded. (Service Bar-red/narrow white/blue/narrow white/red, certificate of commendation.)

7. Lifesaving Award

This award is presented to an officer for the saving of a human life. Intended for all officers directly responsible for the saving of a human life in instances involving fire rescues, potential drowning instances, medical emergency, vehicle accidents, miscellaneous rescues, and suicide prevention, where the sole meritorious action of the officer was the lifesaving act itself. (Service Bar – red/white/red, one number is added for each additional award, certificate of commendation.)

8. Duty Citation

Duty Citations may be awarded to police officers whose service and conduct in the line of duty indicates unusual thoroughness, conscientiousness, determination, and initiative in the performance of difficult or trying assignments. These acts should have been directed to, or instrumental in, protecting the life or property of citizens, thereby furthering the image of the Department or increasing its effectiveness. (Service Bar - yellow/green. One number is added for each additional award, certificate of commendation.)

9. Professional Service Award

This award is designed to acknowledge an officer's or non-sworn employee's outstanding contributions to law enforcement, the Department and/or the community through innovative work or the success of difficult law enforcement programs or investigations, special projects or tasks, with such contributions being made at the highest degree of professional excellence. Additionally, the employee's actions during the service were above and beyond regular, expected duty and/or the service required considerable effort, devotion of time and/or volunteer hours to complete. The award may also be for actions of a nature which bring unusual credit to or benefit the Department and its employees. The Professional Service Award is not awarded for recognition of dangerous or courageous performance of duty. This award will hold the same ranking as a Duty Citation. (Service Bar - red/blue/red, certificate of commendation.) One number is added for each additional award.

10. Unit Citation

This award may be presented to a Departmental unit whose performance of duty has been indicative of a high degree of initiative, determination, and cooperative effort in the fulfillment of difficult or important assignments. These acts should be in the

furtherance of protecting life and/or property, or increasing the effectiveness and prestige of the Department. The award may be considered in those instances where several members of a given unit, or units, participate in an operation, and where it is difficult to isolate the specific acts of each individual in contributing to its successful culmination. For the purpose of this citation, "Unit" shall be considered as any identifiable element of the Department, i.e., Bureau, Division, Unit, or Squad. The award shall be presented in the name of the unit and list the names of participating unit members. In addition, each recipient shall receive a properly executed copy of such award. (Service Bar – blue/gray, certificate of commendation.) One number is added for each additional award.

11. Civilian Citation

This award shall be presented to non-sworn individuals, i.e., citizens, employees, etc., whose actions result in the apprehension of criminals, lifesaving, or assisting the Department in combating crime. Civilian Citations may be processed by either the Sworn Awards Committee or the Non-Sworn Awards Committee. (Service Bar for Non-Sworn Uniform Personnel only - blue/narrow red/white/narrow red/blue, certificate of commendation.) One number is added for each additional award.

12. Certificate of Commendation

This award may be given by the Award Committees, upon confirmation by the Chief of Police in those instances where exceptional performance by an officer, non-sworn employee or civilian community member has been brought to the attention of the Committees. It may include all types of performance considered above normal, or those instances indicative of exceptional ability in the handling of a police problem or community issue. It may include such items as suggestions for improving the Department or, in the case of a Department member, notable action that is above normal routine and expectations of an employee. Examples of such award include an employee nomination for commendation by a civilian for excellent service or a homeowner's association member who works closely with the Department to improve their neighborhood (Certificate.)

13. Department Seniority Award

This award shall be presented to employees indicating years of service to the Department, starting after the fifth year of service. (Service Bar – white/narrow blue/field of white with a yellow badge with a number indicating years of service in five (5) year increments/narrow blue/white.)

H. AWARDS BY ANOTHER DEPARTMENT

Those employees who have been given awards by another Department may wear the service bar awarded by that Department upon approval of the Chief of Police. If no service bar was awarded at the time of the commended action, application (accompanied by supporting documentation) may be made to this Department's Awards Committees to wear the appropriate designation from this Department. Should the type and/or color of service bar of another Department conflict with our awards, the insignia of this Department shall be the one that is worn. (SEE POLICY 117.1 FOR FURTHER INFORMATION.)

I. RECOGNITION OF MULTIPLE AWARDS

Select awards have specific procedures for a recipient receiving the award multiple times, which is listed in that award's description previously noted. The following award categories will receive numbers, as listed, on the award's service bar to reflect the employee's achievements.

Officer of the Year/Employee of the Year

Officer of the Month/Employee of the Month

Chief's Citation

Lifesaving Award

Duty Citation

Professional Service Award

Unit Citation

Civilian Citation

All numbers will be centered on the bar.

J. RESERVE/OTHER AGENCY OFFICERS

Fort Lauderdale Police Department Reserves and sworn police officers from other agencies are eligible for the same awards as sworn officers of this Department.

K. AWARD SERVICE BAR UNIFORM PLACEMENT

A service bar for wearing with the uniform will be presented to all sworn officers upon initial award. When worn with award service bars from other jurisdictions, the Fort Lauderdale service bar shall be placed in a superior position. Awards from this Department will be worn in ranking order of importance, with highest rank award worn at top and lowest closest to the employee's name bar. (SEE POLICY 117.1 FOR FURTHER INFORMATION.)

L. RECIPIENT RECOGNITION & AWARD RECORD KEEPING

1. Award recipients will receive commendation letters, service bars, medals or certificates as specified in each award category. A copy of the written commendation and any additional awards applicable will be presented to the recipient at an appropriate time and place. Appropriate ceremonies shall be instituted for presenting certain awards. The Awards Committee Chairperson shall assist in coordinating award presentations and assure the award recipient receives specified awards in a timely fashion.
2. Duplicate copies of Officer of the Year, Officer of the Month, Employee of the Month, and Employee of the Year shall be posted in the Department's front lobby for public viewing and within the station outside of public view. The Officer and Employee of the Year may have his/her picture posted within the station outside of public view with the approval of the employee and at the discretion of the Chief of Police (dependent on current or future assignments).
3. A copy of certificates of award or letters of commendation, outlining the acts associated with the issuance of such citations, shall be made a part of the employee's service record. Citizen letters and award commendation letters/certificates shall be forwarded to the Personnel Office to become a part of the recipient's permanent file. Personnel staff shall place a copy of any written commendation in the receiving employee's personnel file within thirty (30) days of award or, in the case of citizen letters, within thirty (30) days of receiving such letter.

4. The Awards Committees shall assist any external organization which chooses to recognize a FLPD employee with an award after approval by the Chief of Police.