The Chief of Police, Assistant Chiefs or their designees are authorized to issue special orders for specific circumstances or events which are self-canceling due to an included expiration date.

Special orders may also be issued to introduce time sensitive new policies or procedures or revisions to existing policies or procedures until such time the addition or revision can be approved by the City Manager and added to the Policy and Procedure Manual. This use of a special orders should be reserved for additions or revisions of policy and or procedures which require immediate attention and the immediacy does not allow for the normal approval process as outlined in Chapter 19-22 of the Code of Ordinances prior to implementation. City Manager approval is required before any special order becomes accepted as Policy.

<table>
<thead>
<tr>
<th>General Information</th>
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<tbody>
<tr>
<td>Policy Number: 1030</td>
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<tr>
<td>Date Issued: 04/23/2020</td>
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<tr>
<td>Type of Revision: ☒ Policy Revision</td>
</tr>
<tr>
<td>Purpose of Revision: This special order replaces section 1030.7 EMPLOYEE OF THE YEAR AWARDS. This important function is now being handled completely by the Columbia Police Foundation and the policy will be revised to reflect that change.</td>
</tr>
</tbody>
</table>

From the office of the Chief of Police the following Special Order has been issued...

See attached Special Order 20-1030-1. Section 1030.7 in blue font is the changed content. This special order will remain in effect until the policy revision is approved by the City Manager and placed into the policy and procedure manual.

[Signature] 4/23/2020

Updated: 07/01/2019
1030 COMPLIMENTS, COMMENDATIONS AND AWARDS FOR EXCEPTIONAL PERFORMANCE

1030.1 PURPOSE AND SCOPE (26.1.2)

The primary purpose of this policy is to:

A. Establish procedures to register compliments or commendations to recognize the department, employees or citizens who have performed exceptionally and/or received compliments from members of the department or public.

B. Describe the various award ribbons, employee of the year categories, and the criteria for receiving recognition in each.

C. Describe other forms of recognition for department employees who are members of specialty units within the department or who have achieved advanced certifications enhancing their service to the department and community.

1030.2 POLICY

The Department appreciates the need to recognize employees who have excelled in their positions and brought good credit to the department and recognize citizens who have performed a meritorious act. The Department acknowledges the need for employees to be informed of this recognition and the duty of supervisors to recognize when exceptional work is being performed by their subordinates.

Individuals from the public may make compliments/recommendations for commendation on any employee, in any form, including in writing, by email, in person, or by telephone. If the compliment is made by email or telephone, the receiving employee will document the compliment using the Citizen Compliment Form which will be housed in the PowerDMS system or document management system in use at the time.

Any employee may make a compliment/recommendation for commendation on any other employee through the chain of command using the appropriate Commendation Incident Report Form also housed in PowerDMS.

Recommendations for a citizen's meritorious or commendable acts may be made by any member of this department.

1030.3 AVAILABILITY OF COMPLIMENT/COMMENDATION FORMS (26.2.4)

1030.3.1 CITIZEN COMPLIMENT FORMS

Citizen Compliment Forms are to be used any time a citizen wishes to compliment a Columbia Police Department employee. Citizen Compliment Forms will be maintained in a clearly visible location in the
public lobby of the Police Headquarters building, any precinct building, and on the Columbia Police Department website. Forms may also be available at the Columbia City Hall building. Citizen Compliment Forms in languages other than English may also be provided, as determined necessary or practicable. The Citizen Compliment Form will be housed in the PowerDMS system or document management system in use at the time, and available to all employees to fill out for a citizen who is making a compliment via telephone or by email.

1030.3.2 COMPLIMENT/COMMENDATION INCIDENT REPORT FORM (26.2.4)

Compliment/Commendation Incident Report Forms are to be used any time a Columbia Police Department employee wishes to submit a compliment or recommendation for commendation on another employee or citizen. The Compliment/Commendation Incident Report Form will be housed in the PowerDMS system or document management system in use at the time.

The Compliment/Commendation Incident Report Form shall contain the following information:

A. Employee name, bureau and assignment at the date and time of the commendation.
B. A brief account of the commendable action with report numbers, as appropriate.
C. Signature of the recommending supervisor or employee.

Completed report forms shall be forwarded to the employee’s supervisor for review and approval through the appropriate chain of command.

Compliment/Commendation Incident Report Forms shall be routed according to recommended award as follows:

A. Medal of Valor shall go to the Chief of Police.
B. Purple Heart shall go to the Chief of Police.
C. Meritorious Service Ribbon shall go to the Chief of Police.
D. Life Saving Award Shall go to the Chief of Police.
E. Distinguished Service Ribbon shall go to the Bureau Commander.
F. Commendable Performance Ribbons shall go to the Bureau Commander.

1030.4 PROCEDURE: ACCEPTING COMPLIMENTS/COMMENDATIONS (26.2.4)

Compliments/recommendations for commendation received from any source shall be submitted, on the appropriate form, to the employee’s immediate supervisor for review. Compliments/recommendations for commendation involving multiple employees will be sent to all involved employee’s supervisors.

Supervisors shall have the duty to review received compliments on their subordinates and determine if the related performance meets the criteria for Meritorious or Commendable actions detailed in section 1030.5 of this policy. If so, the supervisor shall have the duty to submit the appropriate form for recognition.
Supervisors shall maintain documentation of compliments/recommendations for commendation and exceptional performance for subordinates in the employee’s evaluation file. Supervisors shall provide subordinates a copy of the compliment/recommendation for commendation form received and enter the compliment/recommendation for commendation into Blue Team.

Supervisor presentations of compliments and approved commendations to employees should be done in the presence of coworkers, when possible, as a way to promote and exemplify outstanding work.

1030.5 MERITORIOUS OR COMMENDABLE ACTIONS

1030.5.1 MERITORIOUS OR COMMENDABLE ACTS BY EMPLOYEES

A meritorious or commendable act by an employee of this department may include, but is not limited to, the following:

A. Superior handling of a difficult situation.
B. Conspicuous bravery or outstanding performance.
C. Any action or performance that is above and beyond the typical duties of an employee.

1030.5.2 MERITORIOUS ACTS BY CITIZENS DOCUMENTATION

Meritorious acts performed by citizens and documented by members of this department should be documented on a Compliment/commendation incident report under the same process for employees, with areas for inapplicable information left blank. Adequate information to identify the persons performing the meritorious act should be included on the form.

1030.6 AWARD RIBBONS

Awards may be bestowed upon employees and members of the public. Those recognized will receive an award ribbon to display while wearing the Class A or Class B uniform. Multiple ribbons for the same award will be designated by the appropriate ribbon with the associated numeral attached to the ribbon. The various award ribbons and their respective criteria are as follows:

A. Medal of Valor
   1. Awarded for exceptional bravery at great risk of life or serious bodily injury, where recipient demonstrated exceptional courage by performing a course of action in an extremely dangerous situation.

B. Purple Heart
   1. Awarded for being wounded in action. Injury must require immediate medical attention and be of a severe nature more than normal injuries sustained in some difficult arrest situations. Injury must occur during performance of duty. Limited to injuries sustained as follows: wounded by
COLUMBIA POLICE DEPARTMENT
Special Order

COMPLIMENTS, COMMENDATIONS AND AWARDS FOR EXCEPTIONAL PERFORMANCE

firearm; wounded as result of assault by knife or other sharp instrument; physical assault that results in the person sustaining severe injury (such as broken bones, open wounds, or injuries that prevent return to duty for a period of time) or being hospitalized for more than mere observation as a direct result of the injuries sustained; second degree burns or worse from fire, explosion or chemical burn; serious injury resulting in broken bones and/or hospitalization as a result of a motor vehicle accident or an assault on the person with a motor vehicle; contracting a life threatening disease in the performance of one’s duties; death or disability that reduces the ability to perform the physical aspects of the job and occurs as a result of any job-related injury. This award may not be given if the injury is the result of the person’s negligence.

2. This is the only award that may be given in conjunction with another award.

C. Meritorious Service Ribbon

1. Awarded for persons who engage in a heroic or meritorious deed involving a degree of danger or bravery below the level of the criteria for Medal of Valor but greatly exceeds standard expectations of persons in the same assignment.

D. Distinguished Service Ribbon

1. Awarded for consistent unselfish and significant contributions to the Department by those whose superior performance and attention to duty has placed them well above other Department members; -or-

2. For outstanding contributions to law enforcement in general and to those who have contributed to a high degree to the success of a difficult Department project over any period of time; -or-

3. For performance in administration, organization or investigation, to include policies, procedures, programs, investigations or any non-field related performance that clearly exceeds standard expectations of employees in the same assignment and substantially benefits the City, Department or a unit, or significantly improves safety, efficiency or effectiveness of any unit; -or-

4. For outstanding performance of duties under complicated or hazardous conditions which greatly exceed standard expectations of employees in the same assignment over any period of time.

E. Life-Saving Ribbon

1. Awarded for saving of a human life. "Saving of life" is removal of a person from a place or situation where death would be imminent if the victim were not immediately removed, or the administration of CPR, Heimlich maneuver, stopping the free flow of blood, or performing a specific physical act without which death would be imminent. The act must constitute more than mere delay of resulting death. The victim must survive the threat to life.
F. Commendable Performance Ribbon

1. Awarded for displaying highly professional conduct or performance above expectations of persons in the same assignment.

2. The ribbons may be awarded for former letters of favorable occurrence received prior to the implementation of Commendable Performance Ribbons.

1030.7 COLUMBIA POLICE FOUNDATION EMPLOYEE OF THE YEAR AWARDS

Outstanding Columbia Police Department employee performance by an individual will be recognized on an annual basis in the following categories:

A. Rookie of the year
B. Civilian of the year
C. Supervisor of the year
D. Molly Thomas Bowden Officer of the year

Nominations may be submitted to the Columbia Police Foundation by any employee during the annual submission period. All nominations will be approved by the Chief of Police.

The Selection Committee will consist of the citizen members of the Columbia Police Foundation board. The Columbia Police Department employee members of the board will not be part of the Selection Committee, therefore, allowing these members to be eligible for the awards.

1030.7.1 NOMINATION CRITERIA

A. Rookie of the Year

1. Eligibility

All sworn Police Officers with less than 18 months of service as of December 31 of the preceding year.

2. Basis for nomination

a. Shows integrity in all actions.
b. Shows honesty in all actions.
c. Shows respect to others in all actions.
d. Demonstrates our Columbia Policing philosophy in all actions.
e. Gives back to our community.
f. Performs above what is expected of a rookie police officer.

B. Civilian of the Year

1. Eligibility
All civilian employees with at least 12 months of service as of December 31 of the preceding year.

2. Basis for nomination
   a. Shows integrity in all actions.
   b. Shows honesty in all actions.
   c. Shows respect to others in all actions.
   d. Is a model employee.

C. Supervisor of the Year
   1. Eligibility

   All sworn Police Officers with assigned supervisory responsibilities who have completed the qualification period as of December 31 of the preceding year.

   2. Basis for nomination
      a. Shows integrity in all actions.
      b. Shows honesty in all actions.
      c. Shows respect to others in all actions.
      d. Demonstrates our Columbia Policing philosophy in all actions.
      e. Gives back to our community.
      f. Demonstrates exceptional leadership.

D. Molly Thomas Bowden Officer of the Year
   1. Eligibility

   All sworn Police Officers with at least 18 months of service (non-supervisory) as of December 31 of the preceding year.

   2. Basis for nomination
      a. Shows integrity in all actions.
      b. Shows honesty in all actions.
      c. Shows respect to others in all actions.
      d. Demonstrates our Columbia Policing philosophy in all actions.
      e. Gives back to our community.
      f. Is a model police officer.

1030.8 OTHER RECOGNITIONS

1030.8.1 SPECIALTY UNIT PINS
Department issued specialty unit pins are issued to officers who are current members of the specific specialty unit, or to officers who have previously served a minimum of five years with the unit and retired from the unit in good standing. A list of the specialty units having department issued specialty unit pins are as follows:

A. Special Weapons and Tactics.
B. K-9 Unit.
C. Crisis Negotiation Team.
D. Crisis Intervention Team.
E. Traffic/Accident Team/Unit.
F. Honor Guard.
G. Mounted Patrol Unit.

1030.8.2 CERTIFICATION RIBBONS

Employees who have achieved specialized certifications to enhance their service to the department and community are recognized by certification ribbons designating their area of expertise. A list of certifications having department issued certification ribbons are as follows:

A. EOD certified
B. Department Instructor
C. Bicycle certified
D. EMT/Paramedic certified
E. Accident Reconstructionist
F. Drug Recognition Expert
G. School Resource Officer
H. Master Shooter
I. FBI Academy
J. Southern Police Institute
K. Northwestern University S&C
L. Senior Management Institute of Police
M. LGBTQ
N. Military Service