

A. PURPOSE. To assign responsibility for the recommendation and approval of Departmental Awards

B. BOARD OF AWARDS

1. Membership

a. The Board shall consist of ten (10) members, which includes nine (9) sworn personnel and one (1) civilian employee. Sworn members will consist of the Board Chair and one employee from each of the following areas:

- (1) Patrol Day A
- (2) Patrol Day B
- (3) Patrol Night A
- (4) Patrol Night B
- (5) Community Policing Specialists
- (6) Special Response Team (SRT)
- (7) Support Services Division
- (8) Investigative Division

b. The Chair shall be selected by vote of Board members and shall serve a term of four (4) years. The Chair shall be a non-voting member (unless in the case of a tie); provide clarification of award determinations; and coordinate all meetings through the Office of the Chief of Police; and provide direction and leadership at all meetings.

c. Other members shall serve terms of three (3) years, unless replaced due to transfer.

d. As openings occur on the Board of Awards, the Area or Unit Commander shall submit a list of three (3) candidates to the Office of the Chief of Police for consideration and selection by the Chief of Police.

e. The Office of the Chief of Police shall have the responsibility to:

- (1) Solicit nominations when openings occur;
- (2) Track the length of tenure for each member;
- (3) Organize and schedule meetings;

- (4) Keep notes from the meetings and maintain a central file for decisions on awards;
- (5) Provide clerical services to the Board;
- (6) Arrange for any award ceremonies, plaques, ribbons, or certificates for the award recipients;
- (7) Assign subcommittees as needed; and
- (8) Provide any other support for the Board that may be necessary.

C. Specific Responsibilities of the Board of Awards

1. Review and submit to the Chief of Police its recommendations of all Department requests for awards or citations that meet established criteria. Recommendations for awards will be submitted to the Chief of Police for review and approval immediately following a meeting of the Board.
2. Submit recommendations to the Chief of Police for approval of the Police Officer of the Year and Civilian Employee of the Year.
3. Hold meetings once a quarter, in the months of January, April, July, and October.

D. SELECTION OF POLICE OFFICERS OF THE YEAR AND CIVILIAN EMPLOYEE OF THE YEAR

1. During mid-December of each year, all sworn and civilian employees will be asked to recommend employees for Police Officer of the Year and Civilian Employee of the Year. Employees are encouraged to recommend personnel, whether or not the employee is in their specific Area or Unit. Recommendations are to be forwarded to the nominated employee's Area or Unit Commander for consideration.
2. Area and Unit Commanders will submit their nomination for Police Officer of the Year and Civilian Employee of the Year to the Office of the Chief of Police.
3. Each submission for consideration shall include information on the nominee's accomplishments for the year being considered and any historical accomplishments, along with personal and family history. Copies of police reports, official letters of commendation, or letters

from community members, along with other relevant information about the nominee, should be submitted to assist the Board in its selection process. Determination for these awards will include consideration of all of the above mentioned information, including the written narrative and the person's involvement in the community while off-duty.

4. The Board of Awards will forward its recommendations for Police Officers of the Year (one representing Operations and one representing Administrative and Investigative Services) and Civilian Employee of the Year to the Chief of Police for approval.
5. The Police Officers of the Year shall be honored at the Annual Awards Ceremony and will receive a citation bar and plaque.
6. The Civilian Employee of the Year shall be honored at the Annual Awards Ceremony and will receive a plaque.

E. SUBMISSION REQUIREMENTS FOR DEPARTMENTAL AWARDS AND COMMENDATIONS

1. Requests for Awards and Commendations

- a. All employees are encouraged to recognize exemplary acts performed by Department personnel.
- b. When a request for an award meets the criteria outlined in Section F., a *Request for Award or Citation* form (see Appendix A) will be completed by the requesting employee. The form is found in Empower Records Management system on the main page under the heading of "Legal Resources...And Local Resources", in the tab of "Request for Award." The completed form will then be forwarded to the nominee's Area or Unit Commander, for the Commander's review and recommendation, after which time it will be submitted to the Office of the Chief of Police.
- c. The *Request for Award or Citation* form must be accompanied by supporting documents, including the incident report.
- d. An employee may submit themselves for an award that meets the criteria outlined in Section F.

2. Service Area or Unit Commander Review of Requests

- a. Commanders shall review all *Request for Award or Citation* forms to ensure that the requests are complete and accompanied by supporting documents.
- b. Commanders shall complete the section titled “Finding and Recommendation of Unit Commander” and submit the request with their recommendations to the Board of Awards in a timely manner.

F. DEPARTMENT AWARDS – BOARD OF AWARDS

1. *Memorial Award of Honor*. Granted to a deceased employee who met his or her death while engaged in direct performance of duty. The award is a tribute to the employee’s courage and dedication. This award is presented to the family in the form of a medal.
2. *Police Medal*. The highest award obtainable by any living member of the Grand Rapids Police Department. It is granted only in exceptional cases where an officer who risks his or her life in doing so performs extraordinary hazardous duty. The act must be of such an extraordinary nature that the peril confronting the officer was far above and beyond the normal call of duty experience. This award is presented at the Annual Awards Ceremony in the form of a medal and citation bar.
3. *Distinguished Service Medal*. Granted for service rendered in the line of duty when an officer, due to his or her diligence and perseverance, shows meritorious conduct involving courage and risk to his or her personal safety. This award is presented at the Annual Awards Ceremony in the form of a medal and citation bar.
4. *Combat Star*. Granted to any employee who is seriously injured while in the performance of police duty. This award is limited to those cases resulting from an attack by an assailant, from personal combat, or in the performance of hazardous duty. This award is presented at the Annual Awards Ceremony in the form of a medal and citation bar.
5. *Lifesaving Medal*. Granted to any employee for the saving of a human life. “Saving of a human life” is the 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 or abdominal thrusts, stopping the free flow of blood, or the performing of a specific physical act without which death would be imminent. This award is presented at the Annual Awards Ceremony in the form of a medal and citation bar.

6. *Police Officers of the Year.* Granted to the person selected as Police Officer of the Year, one representing Operations, and one representing Administrative and Investigative assignments by the Board of Awards for the preceding calendar year. This award is presented at the Annual Awards Ceremony in the form of a citation bar and plaque. In addition, the recipients will receive upgraded parking privileges for one year.
7. *Civilian Employee of the Year.* Granted to the person selected as the Civilian Employee of the Year by the Board of Awards for the preceding calendar year. This award is presented at the Annual Awards Ceremony in the form of a plaque. In addition, the recipient will receive upgraded parking privileges for one year.
8. *Award of Merit.* Granted to any employee for the accomplishment resulting in improved administration or operations of the Grand Rapids Police Department or Law Enforcement. This award is presented at the Annual Awards Ceremony in the form of a citation bar and plaque.
9. *Commendation Award.* Granted for service rendered in the line of duty when an officer performs his or her duties in an exemplary manner. His or her actions must be outstanding service, in which a serious crime is prevented, life and property protected, or criminals apprehended. This action need not involve exposure to a hazardous condition. This award is presented at the Annual Awards Ceremony in the form of a citation bar.
10. *Team Performance.* Granted for service rendered in the line of duty to a group of officers who identified problems and by working together, made a noticeable impact in resolving those problems, thus significantly improving the quality of life for the residents. The act must be beyond what is normally expected of police officers acting in the same capacity. This award is presented in the form of a citation bar.
11. *Achievement Award.* Granted for service rendered in the line of duty when an officer performs an extraordinary task that involves problem solving, initiative, thoroughness, and determination. This award is presented in the form of a citation bar.
12. *Meritorious Unit Citation.* Granted to each employee who performed with a Unit for a period of at least six months. The Unit must display exceptional professionalism, skill, or performance. This award is presented in the form of a citation bar with the Unit Commander receiving a plaque at the Annual Awards Ceremony.

13. *Certificate of Recognition.* Granted for services rendered when an employee performs a difficult task or displays exceptional professionalism in the course of his or her employment with the Grand Rapids Police Department. This award is presented in the form of a certificate.
14. *Letter of Recognition.* Granted to any employee for service rendered which does not come within the scope of the other classifications, but is of such nature that recognition should be granted. This award shall be presented in the form of a letter signed by the Chief of Police.
15. *Grand Rapids Police Department Exceptional Civilian Service Award.* Granted to a private citizen or business in recognition of exceptional support to law enforcement and contributions to the community. This award is presented at the Annual Awards Ceremony in the form of a plaque.

G. DEPARTMENT AWARDS – CHIEF OF POLICE

1. Letter of Commendation from the Chief of Police
 - a. A request for a Letter of Commendation may be requested by any employee for performance that should be recognized but does not meet the criteria outlined in Section F.
 - b. The request will be completed in the form of a memorandum and submitted to the Office of the Chief of Police.
2. *Chief's Citation.* Granted at the sole discretion of the Chief of Police to sworn officers, civilian employees of the Police Department, citizens, or an organization whom the Chief of Police deems worthy. The Chief's Citation is presented on the formal Chief's Citation letterhead and accompanying folder. The recipient of this Citation may also be invited to attend the Annual Awards Ceremony.

H. UNIFORM PLACEMENT OF AWARDS

1. Citation bars shall be worn on the uniform shirt only, in sequence of highest honor, from the employee's left to right (highest honor closest to the heart). Only three (3) citation bars may be placed in a tier. The highest awards shall be on the uppermost tier when more than one tier of bars is displayed. The tiers or bars shall be centered on the right uniform pocket with the top tier located one-quarter (1/4) inch below the top of the right pocket flap directly below employee's nametag.

2. A small gold star on the original citation bar will signify identical awards with a maximum of 4 stars to signify 5 awards. A silver star will signify six or more identical awards.
3. Non-uniformed civilian personnel will not receive a citation bar if receiving an award that is presented in such form.

Appendix A

Grand Rapids Police Department
Request for Award or Citation

Date of Request _____ Date of Incident _____
Incident Number _____

To: Chief of Police
Board of Awards

It is requested that a departmental award/citation be awarded to the following individual for outstanding or extraordinary acts of duty performed, as described in the attached supporting documentation.

Name of Employee

Nominated for

Please provide a brief summary of the incident and reasons for the request. Should an award be granted, this information will be written on the notification letter to the employee from the Chief of Police.

Submitting Officer's Signature and Badge Number

Appendix A

Request for Award or Citation (continued)

Finding and Recommendation of Unit Commander

Unit Commander's Signature and Rank

Date

Decision of the Board of Awards

- Memorial Award of Honor
- Police Medal
- Distinguished Service Medal
- Combat Star
- Lifesaving Medal
- Police Officer of the Year (Operations)
- Police Officer of the Year (Administration/Investigations)
- Civilian Employee of the Year
- Certificate of Recognition
- Letter of Recognition
- Award of Merit
- Commendation Award
- Team Performance
- Achievement Award
- Meritorious Unit Citation

Remarks:

Board of Awards Chairperson

Date

Approved Denied

Chief of Police

Date