

 ROCKFORD POLICE DEPARTMENT GENERAL ORDER - NUMBER 30.01 -		DISTRIBUTION ALL PERSONNEL	PAGE 1 OF 7
ORDER TITLE PERSONNEL AWARDS PROGRAM	SERIES NO. 30	SERIES TITLE / SUBJECT PERSONNEL PROCESS	
TOPICS / REFERENCE Awards, Distinguished Service, Exceptional Service, Lifesaving, Medal, Valor		APPENDICES NONE	
EFFECTIVE / ORIGINAL ISSUE DATE December 22, 2003	REISSUE / EFFECTIVE DATE April 06, 2010	EXPIRATION DATE This order remains in effect until revised or rescinded	
CALEA (5th Edition Standards) 26.1.2			

POLICY

It is the policy of the Rockford Police Department to honor employees, groups, and other entities that have made an outstanding contribution to the law enforcement effort of the Rockford Police Department. The Awards Program will recognize exceptional effort and other significant contributions having a major impact upon the operation and functioning of the Rockford Police Department.

PURPOSE

The purpose of this General Order is to establish criteria and procedural guidelines to recognize, commend and cite exemplary performance as outlined in this Order.

These guidelines are not meant to be all-inclusive, since each incident must be dealt with on an individual basis, but are intended as broad guidelines to assist the employees and supervisors involved.

This Order is comprised of the following numbered sections:

- I. DEFINITIONS**
- II. AWARDS PROGRAM BOARD**
- III. AWARD NOMINATION**
- IV. EMPLOYEE AWARDS**
- V. CITIZEN AND ENTITY RECOGNITION**
- VI. OTHER AWARDS AND HONORS**
- VII. PRESENTATION OF MEDALS AND AWARDS**
- VIII. DISPLAY OF AWARDS**
- IX. EFFECTIVE DATE**
- X. REVIEWS, REVISIONS AND CANCELLATIONS**

I. DEFINITIONS

- A. **Combat:** A physical confrontation with single or multiple suspects. This may or may not involve defense against the use of weapons or gunfire in justified shooting situations.
- B. **Courage:** A quality that enables an individual to overcome great personal risk or danger to self without giving way to fear.
- C. **Exceptional Bravery:** An act or series of acts that are indicative of exceptional courage and action, unusual in normal circumstances.
- D. **Saving a Life:** An action that if not performed, would beyond doubt have resulted in the loss of life of a person.

II. AWARDS PROGRAM BOARD

- A. This Order establishes the Awards Program Board, which shall be charged with the responsibility to award, commend and cite exemplary performance through the establishment of criteria and procedures as outlined in this Order.
- B. The Awards Program Board shall consist of the following members:
 - 1. Chief of Police or his designee,
 - 2. Deputy Chief of Administrative Services Bureau,
 - 3. One Lieutenant,
 - 4. Training and Personnel Sergeant,
 - 5. One Investigator,
 - 6. One Officer,
 - 7. One sworn employee selected by the Police Benevolent and Protective Association (P. B. & P. A.), and;
 - 8. One non-sworn employee selected by the American Federation of State, County, and Municipal Employees (AFSCME/-PSB Employee).
- C. The Chief of Police will select the officer Board Members.
- D. Membership on the Awards Program Board will be for a term of two years with the exception of the Chief of Police, Deputy Chief of the Administrative Services Bureau and the Training and Personnel Sergeant.
- E. Terms of office will commence on January 1st.
- F. The Chief of Police shall call for the initial meeting of the Awards Program Board. Following the initial meeting, the Awards Program Board shall meet as scheduled by the Board.
- G. Awards Program Board Officers: The Awards Program Board shall consist of two officers from its members; a Chairperson responsible for presiding over meetings of the Board, and a Secretary responsible for recording Board business and receiving nominations for awards.
 - 1. Chairperson: The Deputy Chief of the Administrative Services Bureau will serve as the Awards Program Board Chairperson.

2. Secretary
 - a. The Deputy Chief of the Administrative Services Bureau will appoint the Awards Program Board Secretary.
 - b. A Secretary will be selected at the first Awards Program Board meeting.
 - c. The Secretary's term of office shall be for one year. The Secretary may be re-appointed annually.
 - d. In the event the Secretary cannot fulfill the term of office, the Chairperson will appoint a new Secretary from the remaining members of the Board.

H. The Board will be required to have a quorum present (to include the Chairperson) to conduct official business.

I. The Board shall review and discuss all facts and determine the category of award.

J. The Board shall confirm or deny the presentation of each award by majority vote.

K. The names of those selected to receive awards and the category of the award to be received shall be made known to employees, groups and entities in an official letter from the Awards Program Board Chairperson and the Chief of Police.

L. Limitations on members of the Awards Program Board:

1. If a member of the Board is nominated for an award, he or she shall be excused for the particular process of determining the award and may return to serve out their remaining term following a final decision on the award.
2. In cases where numerous Board members have been nominated for an award who's absence from the Board will impede the work of the Board due to not having a quorum, the Chief of Police will appoint interim members to fill a quorum for the particular process of determining those awards. Those excused members may then return following a final decision on the awards for which they were nominated.

III. AWARD NOMINATION

A. Any employee of the Rockford Police Department or citizen having personal knowledge or is made aware of an act which may merit an award may formally nominate an employee.

B. Recommendations by employees must be submitted in an Officer's Report or a Civilian Report, clearly reporting facts concerning the employee's conduct. Statements of eyewitnesses, excerpts of official records, sketches, maps, diagrams, photographs and the like shall be attached to support or amplify stated facts.

C. Recommendations from citizens must be submitted in writing, clearly reporting facts concerning the employee's conduct.

1. Any City of Rockford employee can assist a citizen with writing a recommendation.

- D. The Officer's Report, Civilian Employee's Report or citizen recommendation shall be forwarded to the Awards Program Board Secretary.
- E. Nominations should be submitted within 90 days of the act or acts for which the nomination is being made.
- F. The Board will submit in writing the facts and basis for all awards for sworn, non-sworn, and citizen recommendations to the Chief of Police.
- G. For annual awards, the Award Program Board may, at its discretion, solicit nominations from employees for these awards.

IV. EMPLOYEE AWARDS

- A. Awards to be conferred by the Awards Program Board are as follows.
 - 1. **Medal of Valor:** Awarded to sworn personnel who perform an act of EXCEPTIONAL BRAVERY with an awareness of the imminent possibility that such act could result in great bodily harm or death to themselves, or who had an extremely hazardous situation suddenly thrust upon them and their response reflected EXCEPTIONAL BRAVERY. (Merely being the victim of a violent or life threatening situation or responding to such a situation in an adequate, but expected fashion, does not meet the criteria.) EXCEPTIONAL BRAVERY does not include accidents or reckless behavior by an officer. Generally, the Award of Valor will be conferred as a result of combat.
 - 2. **Distinguished Service Medal:** Awarded to sworn personnel for an act of courage and dedication, but which is performed under conditions described as less hazardous than those constituting valorous action. The employee is in actual performance of a police service on or off-duty involving significant risk to personal safety.
 - 3. **Medal of Lifesaving:** Awarded to sworn personnel for an act that results in the saving or preservation of human life or lives who otherwise would have died without the involvement of the employee providing first aid, medical assistance, or physical intervention.
 - 4. **Exceptional Service Medal:** Awarded for outstanding performance that has reflected credit upon an employee and the Rockford Police Department. The outstanding performance may be in the form of an unusual apprehension, investigation, extraordinary display of valor, successful completion of a difficult task(s), or an unusual service to the Department or community.
 - a. Sworn and non-sworn employees are eligible for this award.
 - b. The Exceptional Service Medal may be awarded annually.
 - 5. **Letter of Commendation:** A commendation issued to any employee of any bureau, division, unit or section of the Rockford Police Department to acknowledge exceptional performance of duties. A Letter of Commendation shall be issued as soon as practical after the incident.

6. **Seniority Pin:** Awarded to sworn personnel upon completion of ten years of service, with a new Seniority Pin (to replace the previous Seniority Pin) being awarded for each additional five years of service thereafter.
- B. Plaque Awards:** The design of the plaque awards shall be selected by majority vote of the Awards Program Board, with final approval by the Chief of Police.
- C. Wearing of Awards**
1. All employees are encouraged to display their respective award(s).
 2. The placement of awards on uniforms or civilian clothing, order of placement and limitations and display shall be published as part of or amended to Department general orders regarding the wearing of uniforms and/or civilian clothing.

V. CITIZEN AND ENTITY RECOGNITION

- A.** Any Department employee may nominate a citizen or entity for Department recognition to the Awards Board Secretary. Citizen and entity awards include the following:
1. **Citizen Citation for Valor:** A plaque awarded to a private citizen for assistance rendered to the police which involved extreme risk of life to the citizen.
 2. **Citizen Citation for Distinguished Service:** A plaque awarded to a private citizen for an act which involves significant risk of life to the citizen less hazardous than that which would constitute valorous action.
 3. **Citizen Citation for Lifesaving:** A plaque awarded to a private citizen for an act that involved the saving or preservation of human life or lives who otherwise would have died without the involvement of the citizen providing first aid, medical assistance or physical intervention.
 4. **Citizen/Entity Service Above Excellence:** A plaque awarded to a private citizen or entity that has made an outstanding contribution to the professionalism of the Rockford Police Department.
 - a. For this award there may be one or more recipients.
 - b. This award does not have to be awarded annually.
 5. **Citizen Commendation:** A letter of commendation is awarded to a private citizen for significant assistance rendered to the Rockford Police Department in achieving its mission. The act involved in this assistance would be considered to be less than what is required for a distinguished or lifesaving award.
- B.** The nominating procedure for citizen awards shall follow the same format as for employee nominations.

VI. OTHER AWARDS AND HONORS

- A.** Awards are presented annually by various community organizations to officers of any rank and to various units of the Rockford Police Department. In cases where these organizations request that the Department select an officer or unit as recipient of the award the selection will be made by the Awards Program Board using the guidelines of the requesting organization.
- B.** The Awards Program Board will consider officers from all ranks and those officers who have received awards under the program as outlined in this Order.
- C.** The Awards Program Board will make their decision and notify the community organization of the selected officers in the same manner as outlined in this order.

VII. PRESENTATION OF MEDALS AND AWARDS

- A.** All medals and awards shall be accompanied by written documentation that details the actions of the individual or entity resulting in the award. The original of such documentation shall be given to the recipient along with any awards presented and a copy of the documentation shall be permanently placed in the employee's personnel file.
- B.** All presentations shall be conducted at an Honors Ceremony or one of the following alternate events:
 - a. Police Memorial Week,
 - b. Promotion ceremonies,
 - c. Swearing-in ceremonies,
 - d. Any other significant functions of the Department and community.
- C.** The Awards Chairperson and the Chief of Police will make the presentation of medals and awards.

VIII. DISPLAY OF AWARDS

- A.** Awards will be displayed in a trophy case, located in the Public Safety Building, 2nd floor hallway.
- B.** Sworn personnel will have their name inscribed on a permanent plate located in the trophy case.

IX. EFFECTIVE DATE

- A.** The Department's policy on the Personnel Awards Program became effective on December 22, 2003.

X. REVIEWS, REVISIONS AND CANCELLATIONS

- A.** This General Order will be reviewed each **April** by the **Deputy Chief of the Administrative Services Bureau** and, when necessary, revised or cancelled in accordance with the procedures for reviewing written directives established in General Order **10.01 – Written Directives**.
- B.** This order is a revision of and supercedes General Order **30.01 – Personnel Award Program** issued December 22, 2003.

- C. Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to the **Deputy Chief of the Administrative Services Bureau**

BY ORDER OF

Chet Epperson
Chief of Police