

Subject: Commendations and Awards	Date Issued:	Number:
References:	Revised: 4/2009	Number of Pages: 5

I. PURPOSE

The purpose of this policy is to establish guidelines for the recognition of excellence by sworn members of the Sherman Police Department in the performance of their duties.

II. POLICY

The Sherman Police Department recognizes the special contributions made by its sworn members. In some instances, the actions of members far exceed normal expectations and/or requirements. Consequently, this Commendations and Awards Policy should provide formal recognition to those individuals whose dedication and performance are above and beyond what is expected of them and whose actions or deeds have greatly contributed to the mission, goals, and objectives of the Sherman Police Department.

III. AWARDS COMMITTEE

A. The Awards Committee shall be comprised of members of the Sherman Police Department and will represent a cross section of the organizational structure. This committee will meet on an "as needed" basis as determined by the Chairperson. The committee will be organized as follows:

1. Chairperson – Chief of Police
2. Co-Chairperson – Mayor (Village President)
3. Awards Committee Member
 - a. Four Members Appointed by the Mayor (Village President)
 - (1) Law Enforcement (Active or Retired)
 - (2) Citizen of Sherman
 - (3) Citizen of Sherman
 - (4) Village Board Trustee
 - b. Maximum term of three years

B. Requirements

1. Five members in attendance at an Awards Committee meeting will constitute a quorum. A quorum will include the Awards Committee Chairperson.
2. A member of the Awards Committee nominated for an award cannot vote on their nomination. In the event a committee member is nominated for an award that requires a full vote of the Awards Committee, his/her vote will be cast by an alternate designated representative.

C. Recommendations

1. Any member of the Department may make an awards recommendation to the Awards Committee for actions of an officer or civilian employee of the department or for citizens of the community who engage in exceptional performance or service.
2. This recommendation shall include the necessary data to include police reports, memorandums and pertinent information relative to the incident to assist the Awards Committee in making an adequate evaluation (All Awards Committee Members are subject to privacy and confidentiality Waiver requirements).
3. All recommendations/requests shall be detailed in the Nomination for Departmental Awards form outlining the incident and forwarded to the Awards Committee Chairperson.

IV. AWARD CATEGORIES

The awards process provides for the following recognition listed in order of prominence: Valor Commendation, Bravery Commendation, Lifesaving Commendation, Purple Heart, Distinguished Achievement, Meritorious Service, Education, Military Service, Letters of Appreciation/Commendation (Mayor/Chief of Police).

A. Valor Commendation

The Valor Commendation will be awarded to persons who forsake their own personal safety, enduring life threatening risk(s) to themselves to rescue another person from a life threatening situation.

Additional criteria for eligibility.

1. The situation was potentially life threatening to both the rescuer and the Rescued.
2. The member used proper judgment, discretion, professionalism and did not precipitate the necessity for the act.
3. Plaque presented at a special ceremony by the Mayor
4. Ribbon and medallion presented to the officer.

B. Bravery Commendation

The Bravery Commendation will be awarded to persons who face and work through hazardous personal safety conditions to themselves for the successful and professional completion of a police task.

Additional criteria for eligibility.

1. The situation was potentially life threatening to the rescuer.
2. The person used proper judgment, discretion, professionalism and did not precipitate the necessity for the act.
3. The act was not foolhardy.
4. Plaque presented at a special ceremony by the Mayor.
5. Ribbon and medallion presented to the officer.

C. Lifesaving Commendation

The Lifesaving Commendation will be awarded to persons who apply lifesaving techniques to another resulting in saving or sustaining a human life.

Additional criteria for eligibility:

1. The situation was potentially life threatening to the person rescued.
2. The rescuer used proper judgment, discretion professionalism and did not precipitate the necessity for the rescue act.
3. The rescue technique was not foolhardy.
4. Presented at a special ceremony by the Mayor.
5. Ribbon presented to the officer.

D. Purple Heart

The Purple Heart award will be given to persons who have been injured or killed in the performance of a law enforcement act which was met with deadly force resistance.

Additional criteria for eligibility:

1. The situation was life threatening to the personal safety of the officer/citizen who completed the police task and received injury in the process.
2. The person used proper judgment, discretion, and professionalism and did not precipitate the necessity for the act.
3. The act was not foolhardy.
4. Presented at a special ceremony by the Chief of Police.
5. Ribbon presented to the officer.

E. Distinguished Achievement

The Distinguished Achievement award will be given to persons who perform outstanding police work above the expected norm or routine of police or community service in a manner which has brought special credit to the Department or the Village of Sherman.

Additional criteria for eligibility:

1. The task was beyond routine and exceeded normal expectation.
2. The person used proper judgment, discretion, professionalism and public attention was given to the Department or the Village of Sherman.
3. The act was not entirely self serving
4. Presented at a special ceremony by the Chief of Police.
5. Ribbon presented to the officer

F. Meritorious Service Award

The Meritorious Service Award will be given to persons who have:

- Made an outstanding contribution to the efficiency, effectiveness or professionalism of the department.
- Who have consistently performed their duties with outstanding skill diligence, productivity responsibility perseverance?
- Demonstrated exceptional ability which notably contributed to enhancing the image of the Department or the Village of Sherman.

Additional criteria for eligibility:

1. The task was beyond routine and exceeded normal expectations.
2. The person consistently used proper judgment, discretion, professionalism and public attention was given to the Department and the Village of Sherman.
4. Presented at a special ceremony by the Chief of Police.
5. Ribbon presented to the officer.

G. Letters of Commendation or Appreciation

The letters of Commendation or Appreciation will be presented to persons who fail to meet the criteria of another award but still deserve recognition by the Chief of Police by way of formal letter for work above and beyond the call of duty.

H. Education

The Education Commendation will be given to sworn officers who have graduated with a Bachelor's Degree or higher.

I. Military Service Commendation

The Military Service Commendation will be given to sworn officers who have received an Honorable Discharge from a Regular/Reserve or National Guard Component of the Armed Forces.

J. Probation Completion

Completion of Probationary Period for probationary officers (one year).

V. PRESENTATION OF AWARDS AND RECOGNITION PINS

A. All Departmental awards and recognition pins will be conferred upon the recipient immediately following the approval for the award.

B. During the awards ceremony, the awards presenter will recognize the award recipient by stating the individual(s), name(s), the award being presented and a brief description of the action for which the award is being given.

C. Awards will be presented by the Mayor, Chief of Police or their designee.

DESCRIPTION OF AWARDS

A. Valor Commendation – Two green stripes with a light brown center with “VALOR” imprinted on the brown portion of the ribbon bar. Citizens of the community who receive the Valor commendation will be issued a plaque but not a commendation bar.

B. Bravery Commendation – Two white stripes with blue center with “BRAVERY” imprinted on the blue portion of the ribbon bar. Citizens of the community who receive the Bravery Commendation will be issued a plaque but not a commendation bar.

C. Life Saving Commendation – Red & Blue Stripes with “LIFE SAVING” imprinted on the ribbon bar. Citizens of the community who receive the Life Saving Commendation will be issued a plaque but not the commendation bar.

D. Purple Heart – A white background with a Purple Heart in the center of the ribbon bar. Citizens of the community who receive the Purple Heart will be issued a plaque, but not the commendation bar.

E. Distinguished Achievement – Two blue stripes with a white center with “HONOR” imprinted in the red portion of the ribbon bar. Citizens of the community who receive the Distinguished Achievement Commendation will receive a plaque but not the commendation bar.

- F. Meritorious Service – Two green stripes with a white center with “MERIT” imprinted in the red section of the ribbon bar. Citizens of the community who receive the Meritorious Service will receive a plaque, but not the commendation bar.
- G. Letters of Commendation or Appreciation – For letters of commendation, a letter in citation format, signed by both the Chief of Police and Mayor, will be presented in a formal setting and affixed to a formal presentation folder. Letters of appreciation will be presented at the monthly police training meeting and will be signed by the Chief of Police.
- H. Education Commendation – Three blue stripes with a white background . For sworn officers only.
- I. Military Service Commendation – Five separate ribbon bars for each branch of service. Green with “ARMY” imprinted on the ribbon bar for all regular, reserve, Army National Guard personnel, sky blue with “USAF” for all regular, reserve, Air Guard personnel, blue with “NAVY” for all regular/reserve Navy personnel red with “USMC” for regular/reserve Marine Corp personnel and blue with USCG imprinted on the ribbon bar for all Coast Guard personnel.
- J. Completion of Probationary Period – American Flag ribbon bar. For sworn officers only.

WEARING OF COMMENDATION/RIBBON BARS, MILITARY WARFARE SPECIALTY PINS, SPECIAL QUALIFICATION PINS AND WEAPONS QUALIFICATIONS

- A. Employees in police uniform are directed to wear their ribbon/commendation bars, Police Special Qualification Pins and Weapons Qualifications. Military warfare specialty pins are optional. Ribbon/commendation bars and weapons qualifications will only be worn on Class “A” & full dress uniforms only. Police special qualification and Military warfare specialty pins will be worn on Class “A”, Full Dress and may be worn on Class “B” uniforms.
- B. The ribbon/commendation bars will be centered in a single row directly over the left shirt pocket under the badge. No more than three ribbon/commendation bars will be worn in a single row.
- C. When the number of ribbon/commendation bars exceeds three, the bars will be displayed in sets of two bars, one over the other. In the case of odd numbers, the ribbon/commendation bars will be displayed as two sets of two bars, one over the other, with the single bar centered over the remaining four.

VALOR		BRAVERY	
HONOR	MERIT	LIFE SAVING	
EDUCATION	NAVY	PROBATION	

- D. Ribbon/commendation bars will be worn in order of precedence from left to right and top down. Worn directly above the left shirt pocket line, centered below badge.
- E. Employees who have earned the same award more than once will be issued a star, to be placed on the ribbon/commendation bar indicating number of times this award has been received. Employees will not wear duplicate ribbon/commendation bars.
- F. The following qualifications/certifications shall be approved by the Chief of Police. Upon approval shall be worn immediately as prescribed below.
- G. Weapons Qualification pin will be worn on the left shirt pocket flap directly below the ribbon/commendation bars.
- H. Police Specialty Pins and Military Warfare Qualification Pins will be worn in the following manner.
1. Name Tag will be placed directly above the right shirt pocket.
 2. Only two Police Specialty Pins or a combination of one Police Specialty Pin and Military Warfare Qualification pin will be worn.
 3. The pins will be placed as follows on the Class "A" and Full Dress Uniform. The Police Specialty Pin will be placed directly above the name tag. If a Military Warfare Specialty Pin is worn it will always be placed centered on the right shirt flap. Otherwise the officer may choose which specialty pin will be placed above the name tag and the second on the shirt flap.
 4. The pins will be placed as follows on the class "B" uniform. Wearing of pins is optional, with the exception of the Field Training Officer (FTO) and School Resource Officer (SRO). These two qualifications are mandatory when the FTO is training a probationary officer and when the SRO is assigned the duties as a School Liaison Officer/Resource Officer. The pins will be placed in the same manner as specified above. If wearing a second specialty pin or military warfare specialty pine, it will be placed on the left shirt pocket. There will be only two specialty pins worn at a time.

5. Examples of Police Qualification Pins are as follows:

- a. Field Training Officer (FTO)
- b. School Resource Officer (SRO)
- c. Instructor
- d. Firearms Instructor
- e. Police Negotiator (Hostage/Crisis Negotiator)
- f. K-9 Unit (Officer)
- g. Elderly Services Officer (ESO)
- h. Master Firearms Instructor
- i. Truck Enforcement Officer
- j. Paramedic

6. Weapons Qualifications

- a. Handgun Marksman
- b. Handgun Sharpshooter
- c. Handgun Expert

7. Service Stripes

- a. Worn on left sleeve of long sleeve shirt or Full Dress Blouse (jacket) – a royal blue stripe with yellow gold outline.
- b. Three inches from sleeve cuff line.
- c. One Service Stripe for each 4 years of service on the Sherman Police Department.

BY ORDER OF:

CHIEF OF POLICE

NOMINATION FOR DEPARTMENTAL AWARD

SHERMAN POLICE DEPARTMENT

Name of Nominee: _____

Type of Award for which Employee is being nominated:

<input type="checkbox"/> Valor Commendation	<input type="checkbox"/> Bravery Commendation	<input type="checkbox"/> Lifesaving Commendation
<input type="checkbox"/> Purple Heart	<input type="checkbox"/> Distinguished Achievement	<input type="checkbox"/> Meritorious Service
<input type="checkbox"/> Letter of Commendation	<input type="checkbox"/> Letter of Appreciation	

Describe in detail why this individual is being recommended for this award. Please remember to include criteria described in the Commendations and Awards Policy when making this nomination. Include reports or other supporting documents.

Submitted by:	Date: / /
----------------------	---------------------

Initial Review:

<input type="checkbox"/> Shift Supervisor	<input type="checkbox"/> Chief of Police	<input type="checkbox"/> Awards Committee
-------------------------------------------	------------------------------------------	-------------------------------------------

Committee Recommendation:

<input type="checkbox"/> Approve	<input type="checkbox"/> Deny	<input type="checkbox"/> Other
----------------------------------	-------------------------------	--------------------------------

Award:

<input type="checkbox"/> Valor Commendation	<input type="checkbox"/> Bravery Commendation	<input type="checkbox"/> Lifesaving Commendation
<input type="checkbox"/> Purple Heart	<input type="checkbox"/> Distinguished Achievement	<input type="checkbox"/> Meritorious Service
<input type="checkbox"/> Letter of Commendation	<input type="checkbox"/> Letter of Appreciation	

Authorization Signature(s):

Chief of Police/Chairman:
Mayor/Co-Chairman: