

BLOOMINGTON POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

DEPARTMENT RECOGNITION AND AWARDS

Reviewed by: Asst. Chief Greg Scott	Effective Date: March 15, 1999
Authorized by: Chief Daniel Donath	Revision Date: June 26, 2020

PURPOSE

The purpose of this SOP is to outline the procedure for making nominations for employee recognition, categories of awards, citizen awards, and wearing of medals.

POLICY

The Department will recognize and reward exceptional performance by its members and citizens who promote the Department's mission. It is the responsibility of all command and supervisory personnel to actively recognize exceptional performance.

NOMINATION

1. Nominations for recognition may be made:
 - a. by all personnel and ranks of the Department and will be forwarded via Blue Team through the chain of command, using the Award Nomination template contained within the summary section of the Blue Team entry,
 - b. for services performed by employees which involve exceptional courage or performance or, was beyond the call of duty and beyond standard or required training protocols, or
 - c. for citizens of the community who engage in exceptional performance or service.
2. No person actively soliciting recognition or submitting his/her name for consideration is eligible for consideration.

AWARDS COMMITTEE

1. The Awards Committee shall consist of the Assistant Chiefs and all Command Staff supervisors.
2. An Assistant Chief will chair the Awards Committee and is responsible for:
 - a. Supervising Awards Committee meetings.
 - b. The Awards Committee will generally meet following the monthly command staff meeting.
 - c. Processing and recording receipt of awards in employee personnel files,
 - d. Forwarding copies of all Award Committee recommendations and decisions to the Chief of Police for final review and approval.
3. Committee members will review each nomination and then vote based upon the criteria for recognition.

4. A quorum of four committee members is required for a meeting.
5. Majority rule will apply when voting on nominations.
6. Nominations for recognition where the performance was routine or expected need not be acknowledged with recognition. Members of the Awards Committee may decide to take no action.

AWARDS 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, Unit Citation, Exemplary Performance Citation, Education Commendation, Military Service Commendation, and Letter of Commendation.

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. The act was beyond standard or routine training protocols.
4. The act was not foolhardy.

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 beyond standard or routine training protocols.
4. The act was not foolhardy.

Lifesaving Commendation

The Lifesaving Commendation may be awarded to persons for a direct action in saving a human life that involved exceptional courage or performance, involved prolonged lifesaving efforts, or went beyond the call of duty and beyond standard or required training protocols. The Awards Committee may consider such things as the duration of lifesaving efforts such as CPR or, whether the officer was alone or assisted, whether the scene was chaotic or contained a significant biohazard, and the length of time before EMS or Fire arrived.

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 act was beyond standard or routine training protocols.
4. The rescue technique was not foolhardy.

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, professionalism, and did not precipitate the necessity for the act.
3. The act was not foolhardy.

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 City of Bloomington.

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 City of Bloomington.
3. The act was not entirely self-serving.

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; or
- Who have consistently performed their duties with outstanding skill, diligence, productivity, responsibility, perseverance; or
- Demonstrated exceptional ability which notably contributed to enhancing the image of the Department or the City of Bloomington.

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 or the City of Bloomington.
3. The act was not entirely self-serving.

Unit Citation

The Unit Citation award will be given to all persons within a unit who have:

- Exhibited exceptional professional skill and conduct during a coordinated action, investigation, or service, and
- Displayed consistent excellence in teamwork in carrying out the unit's mission.

Additional criteria for eligibility:

1. The task was beyond routine and exceeded normal expectations.

2. The unit used proper judgment, discretion, professionalism, and public attention was given to the Department or the City of Bloomington.
3. The act was not entirely self-serving.
4. Each member's contribution shall be specified on the nomination form.

Exemplary Performance Citation

The Exemplary Performance Citation will be given to those persons who as a group (team) have responded to an incident. Those awarded this citation will be those responders who demonstrated exceptional police work at a specific incident and:

- Exhibited exceptional professional skill and conduct during a coordinated action, investigation, or service, and
- Displayed consistent excellence in teamwork in carrying out the teams incident mission.
- This is not intended to apply to individuals but officers responding in a professional coordinated manner during an incident.

Additional criteria for eligibility:

1. The task was beyond routine and exceeded normal expectations.
2. The assigned team used proper judgment, discretion, professionalism, and public attention was given to the Department or the City of Bloomington.
3. The act(s) were not entirely self-serving.
4. Each member's contribution shall be specified on the nomination form.

Education Commendation

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

Military Service Commendation

The Military Service Commendation will be given to sworn officers who have received an Honorable Discharge or after serving six or more years in the National Guard or Reserves.

Letter of Commendation

The Letter of Commendation 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.

PRESENTATION OF AWARDS AND RECOGNITION PINS

All Departmental awards and recognition pins will be conferred upon the recipient at shift briefing on the employee's shift during the next month immediately following the approval for the award whenever practicable.

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.

Awards will be presented by the Chief of Police or an Assistant Chief of Police.

DESCRIPTION OF AWARDS

Valor Commendation - a navy blue bar with six one-eighth inch gold stars evenly spaced across the middle horizontally. Citizens of the community who receive the Valor Commendation will be issued a plaque but not a commendation bar.

Bravery Commendation - a light blue bar with a quarter-inch raised gold star in the center. Citizens of the community who receive the Bravery Commendation will be issued a plaque but not the commendation bar.

Life Saving Commendation - a red and white bar divided into thirds, with the center third being white. Citizens of the community who receive the Life Saving Commendation will be issued a plaque but not the commendation bar.

Purple Heart - a yellow bar with a quarter-inch purple heart in the center. Citizens of the community who receive the Purple Heart will be issued a plaque but not the commendation bar.

Distinguished Achievement – a red, white, and blue bar with a quarter-inch white section at each end and one-eighth inch navy blue vertical stripes bordering a red middle section. Citizens of the community who receive the Distinguished Achievement Commendation will receive a plaque but not the commendation bar.

Meritorious Service - a white and blue bar with the left half being white. Citizens of the community who receive the Meritorious Service award will receive a plaque but not the commendation bar.

Unit Citation - a blue, red, and white bar with the outer sections being blue, and one-eighth inch red vertical stripes bordering a white middle section. The plaque will give the reason for honoring the recipient each time this award is bestowed.

Exemplary Performance Citation – a green and white bar divided evenly into three sections, with the two outer sections being green. The plaque will give the reason for honoring the recipients each time this is awarded.

Education Commendation - a white and blue bar with four white sections of the same size separated by three one-eighth inch navy blue vertical stripes.

Military Service Commendation - a red, white, and blue bar with red outer sections, and the middle third consisting of a one-eighth inch navy blue vertical stripe between two one-eighth inch white vertical stripes.

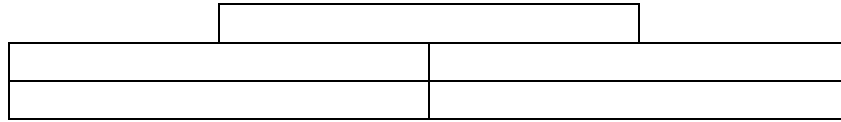
Letter of Commendation - an unfolded letter suitable for framing, naming the recipient and reason for honoring the recipient, will be issued to officers and civilians each time the Letter of Commendation award is received.

WEARING OF COMMENDATION BARS AND RECOGNITION RIBBONS

Employees in police uniform are directed to wear their commendation bars and recognition pins on the uniform shirt.

The commendation bar or recognition pin(s) will be centered in a single row over the right front shirt pocket, one quarter of an inch above the officer's nameplate. No more than three commendation bars and recognition pins will be worn in a single row.

When the number of 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 commendation bars will be displayed as two sets of two bars, one over the other, with the single bar centered over the remaining four.



Commendation bars and recognition pins will be worn in order of prominence from left to right, top down.

Employees who have earned the same award more than once will be issued a number, to be placed on the award commendation bar, indicating the number of times this award has been received. Employees will not wear duplicate commendation bars and recognition pins.