

	POLICY & PROCEDURE	SERIES # 512	PAGE 1 OF 14
	AWARDS PROGRAM		EFFECTIVE DATE 11/28/2018
			OVERSIGHT Support Services
	DISTRIBUTION ALL MANUALS	AMENDS/SUPERSEDES/CANCELS P&P 512 dated 10/05/15.	

I. PURPOSE:

The purpose of this policy is to establish fair and uniform procedures for the administration of various awards programs within the Division.

II. POLICY:

It shall be the policy of the Hampton Police Division to recognize outstanding members/employees of the Division, and citizens, who have made a substantial contribution to the Police Division and the community it serves.

This recognition may come in the form of nomination or selection for one of various awards authorized by, or presented by the Division. Some of those awards may include: The Employee Awards Program; The Police-Citizen Awards Program; The Police – Civic Awards Program; and the Employee Achievement Award Program.

III. DEFINITION:

A. Employee Awards Program

Employee recognition builds pride in an organization, as well as individual employees. This Division recognizes that most of its employees consistently perform their duties in an exemplary manner; however, there are some who exert themselves above and beyond the norm. It is beneficial to both employee and employer to provide these individuals with tangible recognition.

B. Police - Citizen Awards Program

The Police-Citizen Awards Program is designed to recognize those individuals who have made a substantial contribution to this Police Division. An Honor Board will review all awards nominations.

APPROVED:
CHIEF OF POLICE



C. Police – Civic Awards

These awards are presented by Civic Organizations sponsoring law enforcement recognition programs such as Detective/Investigator of the Year; Officer of the Year; Rookie of the Year; Unit of the Year; etc. These programs will receive full support from the Division and are awarded on a yearly basis.

D. Employee Achievement Award Program

The Hampton Police Division Employee Achievement Award Program will comply with the guidance provided in Chapter VI, Section 1 of the City of Hampton Personnel Policy Manual.

IV. PROCEDURE:

A. Employee Awards Program

1. Responsibility

The Support Services Branch Commander shall be responsible for the administration of all aspects of this award program. He/She will ensure that the following procedures are followed:

2. Quarterly Awards

a. Detective/Investigator of the Quarter

To be eligible to receive this award, a police officer must:

- (1) Hold the rank of Sergeant or below
- (2) Be assigned to the Investigative Services Branch of the Police Division.
- (3) Not have received a written reprimand, suspension, or demotion during the twelve months immediately preceding the nomination.
- (4) Received an Achieved (3) or better Performance Evaluation on their last evaluation.
- (5) Have no sustained active Professional Standards Investigations with disciplinary actions pending (the Chief of Police will have final approval on any active cases pending a disposition).
- (6) Not have received this award in the previous thirty-six (36) months.

b. Police Officer of the Quarter

To be eligible to receive this award, a police officer must:

- (1) Hold the rank of Sergeant or below.
- (2) Not have received a written reprimand, suspension, or demotion during the twelve months immediately preceding the nomination.
- (3) Have no sustained active Professional Standards Investigations with disciplinary actions pending (the Chief of Police will have final approval on any active cases pending a disposition).
- (4) Received an Achieved (3) or better Performance Evaluation on their last evaluation.
- (5) Not have received this award in the previous thirty-six (36) months.

c. Civilian Employee of the Quarter

To be eligible to receive this award, an employee must:

- (1) Be employed in either a “C” or “M” Job Classification.
- (2) Not have received a written reprimand, suspension, or demotion during the twelve months immediately preceding the nomination.
- (3) Have no sustained active Professional Standards Investigations with disciplinary actions pending (the Chief of Police will have final approval on any active cases pending a disposition).
- (4) Have received an Achieved (3) or better Performance Evaluation on their last evaluation.
- (5) Not have received this award in the previous thirty-six (36) months.

3. Nominations

- a. Members may be recommended for the award by supervisor nomination.
- b. All nominations will be submitted in writing to the Support Services Branch before December 15th for the first quarter, March 15th for the second quarter, June 15th for the third quarter, and September 15th for the fourth quarter award period.

January	-	March	1st Quarter
April	-	June	2nd Quarter
July	-	September	3rd Quarter
October	-	December	4th Quarter

- c. Nominations should specify accomplishments/achievements, events, circumstances, demeanor, or other reasons why an officer and/or employee is deserving of this award.
- d. Nominations are restricted to one nomination per supervisor.
- e. Supervisory personnel must review the nominated member's "Supervisors Record of Employee" and determine if the employee or officer meets all above requirements prior to submitting a recommendation.

4. Selection Process

- a. The Support Services Branch Commander's Office will receive all written nominations.
- b. The Support Services Branch Commander will convene the selection board after receiving the nominations. This board will consist of the Branch Commanders. The Board will submit their recommendations to the Chief of Police for approval.
- c. A record of officers/civilians who have received these awards and the dates received will be maintained by the Support Services Branch Commander's Office.

B. Police - Citizen Awards

- 1. An Honor Board will receive and review recommendations concerning Awards and incentives. The Honor Board Chairperson will be appointed by the Chief of Police. The Board Chairperson will select, with the approval of the Chief of Police, at least six police officers of various ranks from across the organization to serve on the Board. All nominations for awards shall be submitted to the Chief of Police and then forwarded to the Chairperson, who will keep a file on all nominations received. The Honor Board will meet at least 30 days prior to the Police Memorial Day Ceremony in May or at any other time determined by the Chief of Police.
- 2. The Honor Board will forward its recommendations concerning the nominations to the Chief of Police. Upon approval by the Chief of

Police, the Chairperson will initiate arrangements for an awards ceremony where the presentation of awards will occur.

3. All Awards shall be presented annually on or about Police Memorial Day or at other appropriate occasions as determined by the Chief of Police.

4. The following are the Division's Awards:

a. **LAW ENFORCEMENT**

(1) **Medal of Honor** - the highest award bestowed upon a member of this Division. It is awarded to a member who intelligently and in the line of police duty distinguishes himself by the performance of an act of gallantry and valor at imminent personal hazard to life with knowledge of the risk, over and beyond the call of duty. This award will consist of a Medal plus a Breast Bar.

(2) **Medal of Valor** - awarded for the successful performance of an act of extraordinary heroism, while engaged in personal combat with an armed adversary at imminent personal hazard to life in the intelligent performance of duty. The award consists of a Medal plus a Breast Bar.

(3) **Legion of Honor** - awarded for being feloniously injured while engaged in carrying out an enforcement action in the line of duty which requires treatment by a medical doctor and the necessary loss of duty. The award consists of a Medal plus a Breast Bar.

(4) **Police Cross** - awarded to the family of a police officer who loses his/her life in the line of duty. Additionally, a wooden plaque on which his/her shield, picture, and a medal plate denoting the particulars of the officer's death will be presented.

(5) **Lifesaving Award** - awarded to recognize a member of the Police Division who performs an extraordinary act, on or off duty, where the recipient has gone above and beyond the **requirements** of their position to save or attempt to save a life. The award consists of a Medal plus a Breast Bar.

- (6) **Meritorious Service** – awarded to a law enforcement officer who has served at least five years of distinguished and exemplary service with the Hampton Police Division and has conspicuously displayed the highest professionalism, ethics and integrity. The award consists of a Medal plus a Breast Bar.

Due to the nature of the Meritorious Service Award, it is incumbent upon each nominating person to ensure that the nominee meets the expectations of such an honor. In order to provide quality and consistency the following steps shall be adhered to in making nominations for the Meritorious Service Award:

- (a) The nominee’s supervisor will research the background and work history of the officer being nominated. An inspection of the officer’s training record will provide a basis upon which the nomination may be based. Additionally, interviews with current and past supervisor’s and the nominee may provide valuable information.
- (b) Once the background information has been obtained, the written nomination will be prepared and forwarded to the Honor Board Chairperson. This nomination will include the following information:
 - [1] Specific accomplishments that deserve of merit and special recognition. The nomination should clearly demonstrate how the employee has gone “above and beyond” in their career.
 - [2] A work/personal history compiled by the nominating person. The following are items that should be included in the nomination:

NAME:

YEARS OF SERVICE:

ASSIGNMENTS:

PERFORMANCE EVALUATION: (Current performance evaluation of four (4) or greater and not less than four (4) during the three (3)

years preceding the nomination.)

EDUCATION: (Any effort by the employee to increase their educational level)

TRAINING/SCHOOLS: (Does the nominee apply the given training to improve the quality of service to the community)

AWARDS/ COMMENDATIONS: (Identify any recognition of the nominee for their actions in the service to the community)

VOLUNTEER/COMMUNITY SERVICE: (Does the nominee's off-duty hour's activities help the community in any form or matter)

DISCIPLINARY RECORDS: to be completed by the nominee's supervisor (Have not received a sustained complaint resulting in a written reprimand, suspension or demotion during the five (5) years preceding the nomination.)

OTHER NOTEWORTHY INFORMATION: (This area is designated to document activity that reveals the employee's commitment to the improvement of service, and quality of life for the community. This can be either in an off or on duty capacity.)

- (7) **Volunteer of the Year** award – recognizes an outstanding volunteer whose exceptional and dedicated service during the past year has enhanced the Division and its mission, and/or performed services or tasks that made a significant impact in the communities of the City of Hampton.

- (8) Recipients of awards will be determined as follows:
 - (a) Nominations for awards will be submitted by an officer or citizen by letter to the Honor Board Chairperson. These nominations, should describe the actions in detail as well as statements, photos, etc., if available.

 - (b) All police awards, with the exception of the Meritorious Service Award, are based upon the officer's actions in a particular incident (incident based).

 - (c) The Chairperson will review each nomination to

ensure that it meets the criteria and standards of the award.

- (d) The Honor Board will meet to review the nominations and forward its recommendations to the Chief of Police.
- (9) All decorations and awards will be worn in the following manner:
- (a) The Medals will be worn only at parades and other formal occasions.
 - (b) Breast Bars for the above decorations and awards will be worn on the uniform blouse or shirt when worn as an outer garment. Breast Bars will be centered one-half inch above the Name Plate. The one-half inch is measured from the bottom of the Breast Bar to the top of the Name Plate. In the event an individual has received more than one decoration or award, the Bar with the highest precedence will be placed in the center of the body, followed by the next decoration. Breast Bars will be removed from the uniform on those occasions when the Medal itself is worn.
- (10) **P. G. Minetti Excellence in Leadership Award** will be awarded to a member of the Police Division who has demonstrated high moral character, superior leadership qualities and a commitment to overall excellence. The Chief of Police will make the selection for this award and therefore, nominations for this award will not be accepted.

b. **TELECOMMUNICATOR:**

- (1) **Life Saving Award (Telecommunicator)** – awarded to a telecommunicator who performs an extraordinary act through communicative efforts to save or attempt to save a life. The award consists of a breast bar.
- (2) **Meritorious Service (Telecommunicator)** –awarded to a telecommunicator who has displayed at least five years of meritorious service to the City of Hampton. The award consists of a Breast Bar.

Criteria for Meritorious Service Award are:

- [a] Five or more years of continuous commendable service.
- [b] A score of four or above on annual evaluation (Current performance evaluation of four (4) or greater and not less than three (3) during the five years preceding the nomination).
- [c] Have not received a written reprimand, sustained complaint, suspension or demotion during the five (5) years preceding the nomination.
- [d] Performed voluntary activities within the center and community.
- [e] Individual accomplishments/responsibilities.

Employees that receive an additional award will receive a medal and display an appurtenance on their Breast Bar to designate additional achievement.

- [a] For second award in the field of recognition a Gold Star will be worn in the center of the Breast Bar.
- [b] For third award in the field of recognition a Gold Oak Leaf will be worn in the center of the Breast Bar.
- [c] For the fourth award in the field of recognition a Gold Oak Leaf will be worn on the left side of the Breast Bar and a Gold Star on the right.
- [d] For fifth award in the field of recognition a Gold Acorn will be worn in the center of the Breast Bar.

c. **CITIZEN / NEWS MEDIA**

- (1) Citizens Certificate of Appreciation - awarded to citizens who either render help to an officer, or provide significant assistance in solving a case.
- (2) News Media Certificate - awarded to a news media agency, or a representative who significantly assisted the Police Division by bettering human understanding of police problems and procedures.

d. In addition to the above awards, the following letters of

recognition will be observed:

- a. Letter of Merit - A letter written by a supervisor concerning an officer's outstanding performance during a particular situation, investigation, etc.
- b. Letter of Appreciation - A letter written by a citizen expressing their gratitude for the manner in which an officer performed his duties.

Letters of Merit and Appreciation will be forwarded to the Chief of Police for acknowledgement. A copy will be sent to the officer and the original placed in the officer's training file.

C. EMPLOYEE ACHIEVEMENT PROGRAM

1. Committee

The Police Honor Board will also evaluate innovations or other cost savings measures developed by employees and make recommendations to the Chief of Police concerning appropriate incentives and awards.

2. Responsibility

The Police Honor Board will meet as needed to review recommendations for awards. The Honor Board will be responsible for evaluating proposed programs and reviewing implementation strategies submitted by employees or groups of employees. The results of evaluations determined to be in the interest of the City of Hampton and/or Hampton Police Division will be reported to the Chief of Police by the Honor Board for further consideration. The Chief of Police may authorize awards for those programs or achievements that are determined to benefit the City of Hampton and/or Hampton Police Division.

3. Criteria

Achievement Awards should relate to special accomplishments that are recognized within the Division as being above the normal scope of activity of an individual or group. Activities should be directly related to the success of the City of Hampton and/or the Hampton Police Division. Specifically, Achievement Awards should meet at least one of the following criteria:

- a. The activity being rewarded should provide monetary savings to the City/Division.
- b. The activity should increase the City's/Division's capability to provide effective services to the community.
- c. The activity should cause the City/Division to be recognized in a positive light, which would otherwise not have occurred.

4. Achievement Awards

Achievement Awards may be monetary awards or non-monetary awards. Monetary awards are calculated as 10% of the annual cost savings of the program. Non-monetary awards may include such things as paid time off, commemorative gifts, special training, and tuition reimbursement, improved work environment, and other awards as determined by the Chief of Police.

5. Service Achievement Awards

- a. Service Commanders are authorized, on a monthly basis to present a Service Achievement Award to an employee that is recognized as contributing beyond his/her normal job description. Service Achievement Awards will be limited to a gift not to exceed \$25.00. No cash will be awarded.
- b. The Support Services Branch Commander shall be authorized to review and approve the Communications Service Achievement Award based on criteria established in Support Services Branch Directive #99-01.

6. Nominations for Achievement Awards

Employees are encouraged to develop innovative and/or cost savings measures that will make the City of Hampton and/or the Hampton Police Division more efficient, more livable, or more effective. The Awards Committee will consider all nominations concerning employee/group suggestions.

Nominations for Achievement Awards will be documented on the appropriate form, which may be obtained in the Branch Commander offices, and submitted to the Chairperson of the Awards Committee for consideration. The Chairperson of the Awards Committee will place the nomination on the agenda for the next Awards Committee meeting.

7. Non-Monetary Awards

At the discretion of the Chief of Police, employees may be given non-monetary awards which may include but are not limited to: paid time off, commemorative gifts, certificates of recognition or gift certificates.

D. POLICE - CIVIC AWARDS

1. Responsibility

The Commander of the Support Services Branch shall be responsible for the administration of all aspects of this award. He/she will ensure that the following procedures are followed:

a. Eligibility: Detective/Investigator of the Year: To be eligible to receive this award, members must:

- (1) Hold the rank of Sergeant or below.
- (2) Have completed at least two years service as a sworn police officer with the Hampton Police Division.
- (3) Currently or within the last 12 months been assigned to the Investigative Services Branch
- (4) Not have received a written reprimand, suspension, or demotion during the twelve months immediately preceding the nomination.
- (5) Have no sustained active Professional Standards Investigations with disciplinary actions pending (the Chief of Police will have final approval on any active cases pending a disposition).
- (6) Have not received this award within the last three (3) years.

b. Eligibility: Officer of the Year: To be eligible to receive this award, members must:

- (1) Hold the rank of Corporal or below.
- (2) Have completed at least two years service as a sworn police officer with the Hampton Police Division.

- (3) Not have received a written reprimand, suspension, or demotion during the twelve months immediately preceding the nomination
 - (4) Have no sustained active Professional Standards Investigations with disciplinary actions pending (the Chief of Police will have final approval on any active cases pending a disposition).
 - (5) Have not received this award within the last three (3) years.
- c. Eligibility: Rookie of the Year: To be eligible to receive this award, members must:
- (1) Have two years service or less as a sworn police officer with the Hampton Police Division.
 - (2) Not have received a written reprimand or suspension during the twelve months immediately preceding the nomination.
 - (3) Have no sustained active Professional Standards Investigations with disciplinary actions pending (the Chief of Police will have final approval on any active cases pending a disposition).

2. Nominations

- a. Officers may be recommended for the award by supervisor nomination.
- b. All nominations will be submitted in writing to Support Services between January 1 and January 15 of each calendar year. Those nominated shall remain in an awards pool through December 31 of that year.
- c. Nominations should specify events, circumstances, demeanors, or other reasons why an officer is deserving of this award.
- d. Nominations are restricted to one nomination per supervisor.
- e. Supervisory personnel are strongly encouraged to review the nominated member's "Supervisor's Record of Employee" before submitting recommendations.

3. Selection Process

- a. Support Services staff will compile a list of all written nominations received and submit this list to the Commander of the Support Services Branch no later than January 20 of each calendar year.
 - b. The Chief of Police will convene a selection board consisting of the Branch Commanders, within ten days of the deadline for nominations.
 - c. The selection board will review all of the nominations submitted and a single candidate for each award will be selected. This list will be submitted to the Chief of Police for final approval.
 - d. The Commander of the Support Services Branch will then forward the name of the nominee, along with the letter of recommendation on behalf of the Chief of Police to the requesting service club or organization.
 - e. This selection process will be followed each time a request for a nominee is received by the Hampton Police Division.
4. A record of officers who have received these awards and the dates received will be maintained by the Support Services Branch Commander's Office.