

<b>PALM BEACH GARDENS POLICE DEPARTMENT</b>		
<b>AWARDS PROGRAM</b>		
<b>POLICY AND PROCEDURE 3.1.5</b>		
<b>Effective Date :</b> 11/02/2011	<b>Accreditation Standards:</b> CALEA 26.1.2 CFA 11.02M	<b>Review Date:</b> 07/01/2013

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**PURPOSE:** To establish the procedures and guidelines by which the Palm Beach Gardens Police Department will recognize personnel, fellow city employees and the general public for distinguished service and outstanding achievements.

**SCOPE:** This policy and procedure applies to all personnel.

**REVIEW RESPONSIBILITY:** Administrative Support Bureau

**POLICY:** It is the policy of the Palm Beach Gardens Police Department to recognize personnel, fellow city employees and the general public for acts of distinguished service and outstanding achievement with the appropriate award upon recommendation of the Awards Committee and review by the Chief of Police.

## **PROCEDURES**

This procedure establishes an Awards Committee that will review and evaluate all nominations submitted for award recognition.

### **1. ADMINISTRATION OF THE AWARDS PROGRAM**

- a. The Administrative Support Bureau Major is responsible for the coordination and administration of the Awards Program through the Awards Committee.
- b. The Administrative Support Bureau Major may designate an Awards Committee Chairperson to facilitate the as needed operation of the Awards Program.
- c. The Chief of Police shall have final decision on the issuance of awards by the Department.

### **2. DUTIES AND RESPONSIBILITIES**

- a. Membership on the committee is open to all Police Department personnel. Persons desiring to serve on the committee shall, when openings are announced, submit a memo of interest to the Chief of Police via their chain of command.
- b. Assignment to the Awards Committee is considered a collateral assignment.
- c. Members of the Awards Committee are expected to participate in all committee functions as needed.
- d. The Awards Committee will meet quarterly to consider nominations submitted for awards.
- e. The Awards Committee will consist of a minimum of seven members with a quorum of four members needed to process quarterly nominations.
- f. In the event that a member of the Awards Committee is nominated for an award, that member shall abstain from voting on the submission.
- g. The Chief of Police reserves the right to appoint/replace any member of the committee. Members with three consecutive absences from committee meetings without prior written notice to the Awards

Committee Chairperson are subject to replacement.

h. Awards ceremonies will be held annually.

### 3. NOMINATIONS

- a. Any department personnel may nominate co-workers, fellow city employee or members of the general public for an award. Persons may not submit nominations on their own behalf. Nominations must meet the specific requirements for the recommended award.
- b. Nominations for any award must be submitted to the Awards Committee via the mailbox at Records. The nomination must include the following:
  - i. The name(s) and rank of the person(s) nominated.
  - ii. The award for they are being nominated.
  - iii. A detailed description of the incident(s) that qualify the individual(s) for the award and supporting documentation.
  - iv. Incidents involving multiple units should be submitted as a single nomination. An effort should be made to insure that all participants are identified and included in the nomination.
  - v. The Awards Committee will consider nominations received by the due date of each quarter to recommend awards for that quarter. Nominations received after the due date for the quarter will be considered during the next quarter. The due date for each quarter shall be one (1) week after the last day of March, June, September and December.
  - vi. The Awards Committee may at its discretion recommend a higher or lower degree of award based on the supporting details contained in the nomination.

### 4. CLASSIFICATION OF DEPARTMENT AWARDS

1. **Purple Heart (Medal; Citation Bar; Certificate)**  
Presented to an officer, who in the performance of official duty, is seriously injured or loses his\her life due to an assault, explosion or other overt actions.
2. **Medal of Valor (Medal; Citation Bar; Certificate)**  
Presented to an officer, who in the line of duty, has committed an act of valor or gallantry at imminent personal hazard to life with knowledge of the risk, above and beyond the call of duty.
3. **Police Combat Cross (Citation Bar; Certificate)**  
Presented for an individual act of extraordinary heroism while engaged in personal combat with an armed adversary.
4. **Meritorious Service (Citation; Certificate)**  
Presented for an act of high valor, under adverse conditions with personal danger and risk of life, that demonstrates valuable police service and accomplishment beyond the call of duty.
5. **Exceptional Police Duty (Citation Bar; Certificate)**  
Presented for a highly creditable accomplishment bringing public acclaim to the officer, department and the police profession as a result of training, devotion to duty or public service.
6. **Unit Citation (Citation Bar; Certificate)**  
Presented for outstanding participation and exemplary service from members from a specialized unit.
7. **Lifesaving Duty (Citation Bar; Certificate)**  
Presented for an act performed in the line of duty, through disregard of personal safety or by prompt and alert action, a human life was saved.
8. **Educational Achievement (Citation Bar; Certificate)**  
Presented to any member for achieving a Bachelor Degree level or higher in pursuit of higher education and career development while employed by the Palm Beach Gardens Police Department.
9. **Department Commendation (Certificate)**  
Presented to any member who demonstrates an outstanding act or achievement which involves performance above and beyond the member's basic assignment and demonstrates the individual initiative.
10. **Certificate of Merit (Certificate)**  
Presented to a group of members for excellence in police work, conducted over a period of time under

unusual, complicated or hazardous conditions. This certificate should be awarded to any distinct group(S.W.A.T., C.I.U., H.N.T., etc.)

**11. Performance Recognition (Certificate)**

Presented to any member who demonstrates consistent, positive achievement, innovation and dedication in attaining the Palm Beach Gardens Police Department law enforcement and/or crime prevention goals and objectives.

**12. Certificate of Appreciation (Certificate)**

Presented to a citizen or group who assisted the Palm Beach Gardens Police Department in attaining its law enforcement and/or crime prevention goals and objectives.

**13. Officer of the Year (Plaque; Citation Bar; Certificate; Parking Space)**

Presented to the officer who shows exceptional performance during the previous twelve month period at a level consistent with the Palm Beach Gardens Police Department goals, objectives and mission. Previously selected Officers of the Quarter will be eligible for this award during the rating period.

**14. Officer of the Quarter (Certificate)**

Presented to the officer who shows exceptional performance during the previous three month period at a level consistent with the Palm Beach Gardens Police Department goals, objectives and mission.

**15. Reserve Officer of the Year (Plaque; Citation Bar; Certificate)**

Presented to the reserve officer who shows exceptional performance during the previous twelve month period at a level consistent with the Palm Beach Gardens Police Department goals, objectives and mission. Previously selected Reserve Officers of the Quarter will be eligible for this award during the rating period.

**16. Reserve Officer of the Quarter (Certificate)**

Presented to the reserve officer who shows exceptional performance during the previous three month period at a level consistent with the Palm Beach Gardens Police Department goals, objectives and mission.

**17. Civilian of the Year (Plaque; Certificate; Parking Space)**

Presented to the civilian employee who shows exceptional performance during the previous twelve month period at a level consistent with the Palm Beach Gardens Police Department goals, objectives and mission. Previously selected Civilians of the Quarter will be eligible for this award during the rating period.

**18. Civilian of the Quarter (Certificate)**

Presented to the civilian employee who shows exceptional performance during the previous three month period at a level consistent with the Palm Beach Gardens Police Department goals, objectives and mission.

**19. Volunteer of the Year (Plaque; Certificate)**

Presented to the citizen who performs outstanding assistance (service, time and effort) in helping the Palm Beach Gardens Police Department goals, objectives and mission during the previous twelve month period. Previously selected Volunteers of the Quarter will be eligible for this award during the rating period.

**20. Volunteer of the Quarter (Certificate)**

Presented to the citizen who performs outstanding assistance (service, time and effort) in helping the Palm Beach Gardens Police Department goals, objectives and mission during the previous three month period.

**5. WEARING OF MEDALS AND CITATION BARS**

- a. If a medal is presented it shall be worn at the time of presentation. The medal may also be worn for formal/official ceremonies (e.g., Flag Day, Police Memorial Day or law enforcement funerals) or any time the Chief of Police may authorize the wearing of medals.
- b. Awards will be worn over the right shirt pocket. Citation bars will be centered above the name plate. The white portion of any bar will be worn toward the outside of the body. If there are numerous citation bars, they may be grouped in rows of no more than two citation bars per row, up to ten bars. Should an individual receive more than eleven citation bars, they will be worn in rows of three citation bars per row. When there is an odd number of citation bars, the odd number citation bar will be centered above the last row. The citation bar with the highest honor will be worn at the top. Citation bars are ranked as follows:
  1. Purple Heart
  2. Medal of Valor

3. Police Combat Cross
  4. Meritorious Service
  5. Officer of the Year
  6. Exceptional Police Duty
  7. Unit Citation
  8. Lifesaving Bar
  9. Educational Achievement
- c. No duplication of bars will be worn; only Department issued bars are authorized, exceptions must be approved by the Chief of Police.
- d. Multiple honors of the same level of recognition will reflected by modification in the citation bar when possible.

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- AWARDS PROGRAM

**RESPONSIBILITY INDEX:**

- AWARDS COMMITTEE CHAIRPERSON
- ADMINISTRATIVE SUPPORT BUREAU
- CHIEF OF POLICE

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**APPROVED:**

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Stephen J. Stepp  
Chief of Police

11/08/2011  
Date