



DEPARTMENTAL REGULATIONS
CONCORD POLICE DEPARTMENT

PROCEDURE 70
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Chief of Police

CONCORD POLICE DEPARTMENT RECOGNITION AND AWARDS PROGRAM

A. POLICY STATEMENT

The Concord Police Department is committed to providing the community with the highest standard of performance by each member of the Department. We realize that high morale and job satisfaction are of great importance to our personnel and volunteers. People are more productive when they enjoy their work and feel as though they are being appreciated for what they do. To this end, the Concord Police Department has developed a process that recognizes outstanding work by employees and volunteers beyond salary and compensation.

B. GENERAL

1. Supervisors will be responsible for reviewing any award nominations involving their personnel. The nominations shall be provided in a written form. The supervisors will then provide the information to their Division Lieutenant for consideration; highlighting why they feel the subordinate is a viable candidate for the award.
2. The Lieutenant will then notify the effected Division Captain of the need for an Ad Hoc Review Board, consisting of all Police Department Lieutenants. The Division Captain will nominate a Chairperson to present the prospective award recipient information to the other Lieutenants.
3. The Chairperson, will present the award nominations, to each other, during a scheduled meeting. The Lieutenants will review the circumstances of the event or actions of the nominee, and come to a conclusion on whether the nominee fits the criteria for receiving the award. The Lieutenants will balance the need of properly recognizing our personnel for exceptional actions or performance with the need to ensure that the events rises to the level of receiving the prestigious award recommended. The majority vote will decide the recommendation of the award nomination.
4. The Chairperson will then forward on the majority recommendation, in writing, to the affected Division Captain for consideration. The minority vote should also provide a written document to the Division Captain supporting their position as to their dissenting view.
5. The final determination of an award being approved or denied will be completed by the Command Staff.

C. DEPARTMENT AWARDS

1. Employees

- .1 All department employees, including those employed part-time or those who serve as volunteers and reserves, and K-9s are eligible to receive departmental awards.
- .2 **Award classifications:**

- .01 **Medal of Valor** - The Medal of Valor may be awarded to the employee, reserve, or volunteer who distinguishes himself/herself by performing a courageous act at the risk of his/her life, above and beyond the call of duty... The act must meet the following criteria:
 - .001 Where failure to take the action would not justify censure.
 - .002 Where the risk of life actually existed and the member had sufficient time to evaluate it.
 - .003 Where the objective is of sufficient importance to justify the risk.
 - .004 The award recipient shall be presented with The Medal of Valor, a red, white and blue uniform pin, and a certificate.

- .02 **Distinguished Service Medal** - The Distinguished Service Medal may be awarded to any employee, reserve, or volunteer whom:
 - .001 Distinguishes himself or herself by conspicuous bravery or courageous conduct in the performance of his/her duties under unusual, complicated, or hazardous conditions where the employee, reserve or volunteer used sound judgment in accomplishing a specific police mission.
 - .002 The award recipient shall be presented with the Distinguished Service Medal, a red and white uniform pin, and a certificate.
 - .003 In the event an employee receives a second or subsequent Distinguished Service Medals, Please see section .09.

- .03 **Blue Star Medal** - The Blue Star may be awarded to any employee, reserve, or volunteer who suffers a significant injury while engaged in official police duty involving the safety of persons and/or property.
 - .001 The issuance of the Blue Star should be limited to those situations where the injured employee, reserve or volunteer exercised sound judgment.
 - .002 The Blue Star may be given in conjunction with another award. The award recipient shall be presented with a Medal, solid blue pin, and a certificate. In the event an employee receives a second or subsequent Blue Star Medal, Please see section .09.

- .04 **Silver Star** - The Silver Star Medal may be awarded to any employee, reserve or volunteer who has demonstrated, during the performance of their duties, exceptional skills in effecting an arrest, or utilizing exceptional conflict resolution or mediation skills to resolve a critical situation, or any action that is extraordinary. Examples of this type of performance are talking a potential suicide victim out of jumping off of a bridge or otherwise harming themselves, or similar outstanding behavior.
 - .001 The award recipient shall be presented with a medal, a blue/white/blue enameled pin with a small silver star in the white field and a certificate of award.
 - .002 In the event an employee receives a second or subsequent Silver Star Medal, Please see section .09.

- .05 **Lifesaving Medal** - The Lifesaving Medal may be awarded to any employee, reserve, or volunteer who performs an exceptional act under emergency and/or extraordinary conditions in the furtherance of human life.

- .001 The award recipient shall be presented with a medal, blue and white pin, and a certificate.
- .002 In the event an employee receives a second or subsequent Life Saving Medal, Please see section .09.
- .003 An act of CPR or other approved lifesaving measure will only constitute recognition under the lifesaving award if, in fact, a life was saved.
- .06 **Captain's Commendation** - The Captain's Commendation may be awarded to any employee, reserve or volunteer whom:
 - .001 Performs meritorious service or establishes, through a pattern of performance, exceptional initiative and competence.
 - .002 Performs community service work and/or volunteer work in an exemplary manner while off duty.
- .07 **Letters of Appreciation from a Citizen** - Letters of Appreciation received from a citizen regarding actions by a member of the department shall be forwarded to the appropriate division commander. The division commander will forward copies of the letter and response to the affected employee's, reserve's, or volunteer's immediate supervisor. The supervisor will present a copy of the letter to the employee and provide a copy to the Field Operations Secretary for placement in the recipient's personnel file.
- .08 **Vehicle Recovery Award** - This award will be given to an employee, reserve or volunteer whom, during a twelve-month period, meets any of the following criteria:
 - .001 Makes six separate vehicle theft recoveries cleared by arrest.
 - .002 Recovers a total of twelve stolen vehicles of which a minimum of three must be cleared by arrest.
 - .003 Develops information which results in the identification of a vehicle theft ring and subsequent arrest of two or more suspects, and the recovery of at least ten vehicles.
 - .004 The California Highway Patrol and California State Automobile Association are responsible for obtaining and presenting the award to the employee.
 - .005 The California Highway Patrol and California State Automobile Association will additionally present the Department with a plaque, which will bear the names of employees, reserves or volunteers who, have been awarded individual plaques. This plaque will be displayed in the Employee Recognition Display Case.
 - .006 It is the responsibility of the employee, reserve or volunteer to maintain records of their qualifying recoveries. Once they meet stated criteria, they should contact their supervisor and inform them of their status. The supervisor shall contact the CHP and the California State Automobile Association, (CSAA), to coordinate the award presentation. If at all possible, the award presentation should be scheduled for a patrol briefing session with the assistance of the affected Watch Commander.
- .09 **Medal Awards involving a second or subsequent Incident** – In those cases where an individual has been awarded a second or subsequent award the following protocol will take place:

.001 For the placement and wearing of medals and pins on the uniform see G.O. 38.

.002 As an option, a medal involving a second or additional award may have a small star attached to the center fabric area. A Third award may have a second star attached to the medal in a vertical alignment. All medal awards will also be designated by the addition of a star to the uniform pin. Pins will be of the type issued by the department. One pin will be awarded; extra pins may be obtained for a nominal cost. Lost medals or pins may be replaced at the Captain's discretion.

.003 All pins awarded will be of enamel on metal construction, no cloth ribbons will be worn.

2. **K9s**

.1 All department K9's are eligible to receive awards. The K9 Coordinator will be responsible for seeking and accepting all recommendation for K9 awards.

.2 Award classifications:

.01 **Medal of Courage** – The Medal of Courage may be awarded to the K9 who performs a courageous act that directly results in the saving of a life or avoidance of serious injury to the handler or others.

.001 The K9 will be presented with a certificate of award and a medallion attached to a red, white and blue ribbon.

.02 **Crimson Heart** – The Crimson heart will be awarded to a K9 that sustains serious injury while in the performance of his/her duties.

.001 The K9 shall be presented with a certificate of award and a red pin that may be worn by the K9 handler in honor of his partner.

.3 K9's recommended for the above awards shall have the incident reviewed by the K9 supervisor. The recommendation shall then be submitted to the Division Captain.

3. **Community Members**

.1 The Concord Police Department will recognize those community members who have performed unique acts of valor or who have made significant contributions to public safety and/or to the improvement of the quality of life in Concord. This is done to foster partnerships between law enforcement and the community and to encourage the involvement of the public.

.2 **Awards**

.01 **Chief's Award.** This award may be given to either of the following:

.001 A citizen who has performed a meritorious act in order to either assist law enforcement or to save human life or to prevent the loss of destruction of property.

.002 A citizen or group of citizens who are distinguished by meritorious services or for their unique efforts and contributions to the community or the law enforcement profession. This award may be given for voluntary service to law enforcement.

.003 This award is to be given at the Volunteers in Police Services annual award reception.

- .02 **Certificate of Appreciation/Citizen Letter of Commendation.** A Certificate of Appreciation and/or a Letter of Commendation from the Chief of Police may be awarded to any citizen or group of citizens for acts of service deserving of departmental recognition.
- .03 **Mayor's Award.** Any citizen or group of citizens who are recognized by the police department may be recommended to the Concord Mayor's Award program for recognition. Either the Chief of Police or the affected Division Captain may make the recommendation.
- .04 This award is to be presented at a scheduled City Council Meeting.

E. PROCEDURE FOR RECOMMENDING COMMUNITY MEMBERS FOR AWARDS

- 1. Community Members may be nominated for recognition by any employee or volunteer of the Concord Police Department by the completion of a memo to the Watch Commander group.
 - .1 All nomination requests shall be forwarded to the chair of the Recognition and Awards Committee.
 - .2 The Watch Commander group shall review all nominations within 30 days of receipt.
 - .3 Award recipients will be recognized at a scheduled City Council Meeting.

F. PROCEDURE FOR RECOMMENDING EMPLOYEES, RESERVES AND VOLUNTEERS FOR AWARDS

- 1. Employees, reserves and volunteers may be nominated for recognition by any member of the Concord Police Department by completion of a memo to any supervisor within the employee, reserve or volunteer's work unit.
 - .1 Upon approval of the recommendation, the supervisor will forward the memo to the affected Division Lieutenants, and if approved, will be forwarded to the Command Staff for final review. If the Chief of Police gives the final approval, the award recommendation will then be forwarded to the Volunteers in Police Services.
 - .2 It is the responsibility of the person recommending the award to recommend the appropriate award for the individual or team.
 - .3 The Division Lieutenants' responsibility is to determine the appropriateness of the award requested and forward their recommendation to the Chief of Police.

G. RECOGNITION UPON SEVERANCE

- 1. It is important that individual K9's, who has dedicated years of service to the department, be recognized upon their severance. The K9 coordinator will contact the individual K9 handler to facilitate their award.
 - .1 The individual K9 will be provided with the following item upon severance, based on years of service:
 - .01 For 1 to 5 years of service - a certificate of appreciation.
 - .02 For 6 or more years of service - a commemorative plaque. If applicable, the individual's badge shall be affixed to the plaque.
- 2. A Service Appreciation Award will be presented to the K9 upon its retirement from its duties for the Concord Police Department.

- .1 The K9 shall be presented with a 4 X 6 8 X 10 photo of the K9 and its handler, mounted on a plaque with the K9's badge affixed to the plaque.