



# SOUTH MIAMI POLICE DEPARTMENT

<b>GENERAL ORDER NUMBER:</b> 12.1.8	<b>DATE OF ISSUE:</b> July 1, 2015	<b>EFFECTIVE DATE:</b> July 1, 2015	<b>NUMBER OF PAGES:</b> 7
<b>CFA STANDARD:</b> <i>SUBJECT: Disciplinary Procedures - EMPLOYEE AWARDS AND RECOGNITION PROGRAM</i>	<b>NEW ( ) RESCINDS ( )</b>  <b>AMENDS ( x ) OTHER ( )</b>	<b>By Order Of:</b>    <b>Rene Landa, CHIEF OF POLICE</b>	

**CFA STANDARDS:**

**SECTIONS:**

**12.1.8.1 EMPLOYEE AWARDS AND RECOGNITION PROGRAM**

**RESCINDS:** Any other existing orders in conflict.

**PURPOSE:** To establish departmental policy and provide guidelines for the awarding of recognition to employees of the Department for meritorious service to the public and performance beyond their normal duties.

**SCOPE:** All departmental personnel.

**POLICY:** The Department shall establish policies for the recognition of employees who have gone beyond their normal job description in seeking specialized training, membership in specialized units or teams, and meritorious service to the public. It shall be as important to recognize good behavior in employees as to take disciplinary action to prevent unsatisfactory performance.

**DEFINITIONS:**

**Awards:** recognition given for meritorious service beyond what is normally expected in day to day duties. This service to the public usually involves a high degree of bravery in the face of danger or some performance of duty that brings the Department and the profession of law enforcement into praise.

**Service Ribbon:** a specifically colored ornament to be worn indicating that an employee has either distinguished themselves in the performance of meritorious service or has attended specialized training or been a member of a specialized unit requiring further dedication to serving the public.

## **PROCEDURE:**

### **12.1.8.1 Employee Awards and Recognition Program**

A. The Employee Awards and Recognition Program provides a uniform means of recognizing actions or acts performed by members of the police department that are either outstanding or beyond that which is normally expected. Departmental recognition for such performance will be provided to those who have brought honor to themselves and the department through the following methods:

- 1) Recommendations
- 2) Commendations
- 3) The Dan Schulz Memorial Gold Medal of Valor
- 4) The Silver Medal of Valor
- 5) Bronze Medal of Valor
- 6) Meritorious Service Award
- 7) Chief's Award
- 8) Officer of the Year
- 9) Officer of the Month
- 10) Lifesaving Award
- 11) Courteous Officer of the Month
- 12) Membership in a specialized unit
- 13) Obtaining specialized training beyond what is mandated by FDLE standards  
[CFA11.02 M(a)]

The following procedure will be used when recommending an employee of the South Miami Police Department for a departmental award:

1. A written recommendation may be made by any member of the department.
2. Recommendations will be documented in the form of a memorandum to the Chief of Police and will include a synopsis of the incident, circumstances or facts pertinent to the recommendation.
3. The memorandum will have attached all appropriate reports, follow-up information and witness statements.
4. The recommendation and attached documentation are to follow the chain of command to the Chief of Police.
5. The Chief of Police and the selected supervisory staff will review each recommendation to determine if an award is appropriate and, if so, the appropriate award or recognition. The Chief of Police will make the final decision regarding all awards.
6. Upon the rewarding of any departmental employee with an appropriate award or recognition, the Chief of Police or PIO may disseminate such information to local media outlets (The Miami Herald, PBA, etc.) for informational purposes. This notification will be prepared and reported by the Chief of Police, or designee, via an official press release.

### **B. TYPES OF RECOGNITION:**

1. Letter of Recognition: When an employee of the police department receives a letter of recognition for a job well done, the letter will be placed in the employee's personnel files.

A copy of the letter will be provided to the employee and supervisors. In addition, a copy of the letter may be posted for all employees to view.

2. Commendation: To be awarded for an act of highly professional conduct or performance, or giving evidence of selfless conduct by an employee during a time of crisis or emergency.

a. Commendations will be issued by the employee's immediate supervisor, through the chain-of-command to the Chief of Police.

b. The Commendation will consist of a Commendation Memorandum. The employee commended will receive the original document. A copy will be placed in the employee's personnel file and posted within the department.

3. Departmental Awards and Ribbons: This program will be administered by the Operations Bureau Captain or his designee. Awards will be presented for distinguished service or inclusion by individual members of the department in specialized units. The order of precedence for departmental awards is as follows:

I. The Dan Schulz Memorial Gold Medal of Valor

II. The Silver Medal of Valor

III. Bronze Medal of Valor

IV. Meritorious Service Award

V. Chief's Award

VI. Officer of the Year

VII. Officer of the Month

VIII. Lifesaving Award

IX. Courteous Officer of the Month

X. Service Ribbons

## **C. AWARDS DESCRIPTIONS AND REQUIREMENTS:**

### **1. The Dan Schulz Memorial Gold Medal of Valor:**

Upon performing an act of bravery meeting criteria listed below, Department sworn personnel are eligible to receive The Dan Schulz Memorial Gold Medal of Valor, the highest award the Department can bestow. The act must:

a. Be performed in the line of duty.

b. Exemplify outstanding bravery, gallantry or courage in furtherance of the basic police purposes by protection of life or property, enforcement of laws, preservation of the public peace, and prevention of criminal acts or apprehension of criminals, resulting in injury to the employee..

c. Be performed in the presence of great personal danger.

d. Be above and beyond the ordinary call of duty and performed in the spirit of the Law Enforcement Code of Ethics.

## **2. The Silver Medal of Valor:**

Upon performing an act of bravery meeting criteria enumerated below, Department employees and others are eligible to receive The Silver Medal of Valor, the second highest award the Department can bestow on sworn employees and the highest for other individuals. The act must:

- a. Exemplify outstanding bravery or devotion to duty in the furtherance of law enforcement.
- b. Be performed in the presence of great personal danger.
- c. Be above and beyond the ordinary call of duty and performed in the spirit of the Law Enforcement Code of Ethics.
- d. Be performed in the line of duty.

## **3. Bronze Medal of Valor**

Awarded to officer injured in the line of duty, but not severely. The act must:

- a. Exemplify bravery or devotion to duty in the furtherance of law enforcement.
- b. Be performed in the presence of personal danger.
- c. Be above and beyond the ordinary call of duty and performed in the spirit of the Law Enforcement Code of Ethics.
- d. Be performed in the line of duty.

## **4. Meritorious Service Award:**

Any member of the Department may submit a memorandum to the Chief of Police via chain of command, recommending another member of the Department for a Meritorious Service Award (MSA). The purpose of an MSA is to recognize an individual for exemplary performance in a particular incident or for outstanding performance in completing a social project or detail.

## **5. Chief's Award:**

Awarded at the discretion of the Chief of Police.

## **6. Officer of the Year:**

The Officer of the Year is awarded by committee selected by the Chief of Police with the final decision resting at the discretion of the Chief of Police.

## **7. Officer of the Month:**

The Officer of the Month is awarded by the awards selection committee selected by the Chief of Police with the final decision resting at the discretion of the Chief of Police.

## **8. Lifesaving:**

The Lifesaving Award will be awarded to those members who, through their actions, in rendering first aid, making a rescue, freeing a trapped person, or in another way, saved a person's (or persons') life.

## **9. Courteous Officer of the Month:**

The Courteous Officer of the Month is awarded by the awards selection committee selected by the Chief of Police with final discretion resting at the discretion of the Chief of Police.

## **D. SERVICE RIBBONS**

Members may be awarded service ribbons for a variety of reasons including meritorious service, specialized certification, or membership in specialized units. Any member can request this ribbon to be awarded him or her by submitting a request to the Chief of Police through their respective chain of command outlining how they are qualified for that ribbon. These service ribbons include:

### **1. Individual Awards**

- a) Dan Shultz Memorial Gold Medal of Valor
- b) Silver Medal of Valor
- c) Bronze Medal of Valor
- d) Meritorious Service
- e) Chief's Award
- f) Officer of the Year
- g) Officer of the Month
- h) Life Saving Award
- i) Performance Recognition Award
- j) Community Service Award
- k) Courteous Officer of the Award
- l) Driving Excellence Month
- m) Perfect Attendance Award
- n) Unit Citation Award
- o) Military Service Award

### **2. Special Certifications and Educational Awards**

- a) Advance Law Enforcement
- b) Firearms Instructor
- c) General Instructor Academics(F.B.I)
- d) Field Training Officer
- e) Breath Test Operator
- f) Crisis Intervention Team
- g) D.A.R.E
- h) Masters' Degree
- i) Bachelors' Degree
- j) Associates' Degree

### **3. Division/Unit/team Awards**

- a) S.W.A.T./T.R.T
- b) Administrative Division
- c) Support Services
- d) General Investigations Unit
- e) Special Investigations Unit
- f) Internal Affairs Unit
- g) Motorcycle Unit
- h) Crime Suppression Unit
- i) Community Patrol Unit
- j) Canine Unit
- k) Honor Guard Unit
- l) Bicycle Unit
- m) Explorer Advisor Unit
- n) MAGTF/Gang Unit
- o) Crime Scene Unit
- p) School Resource Unit
- q) Patrol Division
- r) Communications Division

#### **E. METHOD OF DENOTING MULTIPLE AWARDS**

For members receiving the same award on more than one occasion, an oak leaf will be awarded up to four times and applied to the original ribbon. If an award is received a sixth time, the oak leaves will be replaced by a star in accordance with the following schedule:

- 1st Award: Ribbon
- 2nd Award: Gold Star
- 3rd Award: 2 Gold Stars
- 4th Award: 3 Gold Stars
- 5th Award: Numerals

#### **F. POLICY FOR WEARING RIBBONS AND MEDALS:**

1. Ribbons awarded to an individual will be worn while in a Class “A” uniform or Honor Guard Uniform, and may be worn while in a Class “B” uniform at the discretion of the member. The ribbons will be worn on the right side of the uniform in a single line running horizontally. The ribbons will run above the pocket flap. The ribbons will run in order of precedence from right to left as viewed by the officer.

2. Only those medals and ribbons issued by the South Miami Police Department will be worn or displayed, with the following exceptions:

- a. The U.S. Congressional Medal of Honor;
- b. Ribbons issued equivalent to the South Miami Police Department’s:
  - 1. Dan Schulz Memorial Gold Medal of Valor
  - 2. Silver Medal of Valor
  - 3. Bronze Medal of Valor
  - 4. Meritorious Service Award

5. Chief's Award
6. Officer of the Year
7. Officer of the Month
8. Lifesaving Award

3. Ribbons or awards issued by other police departments may be converted over to those issued by South Miami Police Department by memorandum to the Chief of Police via Chain of Command.

4. Hash marks representing total accrued years of service in police work will be as follows: one hash mark for each 3 years of service. Time in military units or corrections will not count toward this, unless the member was a sworn sheriff's deputy working in a jail.