

Department Awards

1014.1 PURPOSE AND SCOPE

The Department routinely expects a high level of professional conduct from all of its members. When members perform their duties in a manner exceeding those highest expectations and standards, it is appropriate for the Department to officially commend and reasonably publicize that performance. In such a manner public recognition is given to members who have brought honor to himself or herself or the Department.

The Department also seeks to recognize citizens of the community whose actions have contributed to the apprehension of criminals or who have demonstrated selfless behavior in emergency or critical situations.

1014.2 RECOMMENDATIONS

Recommendations for awards should be forwarded in memorandum form to the member's immediate supervisor within ninety (90) days of the incident, generally. Any member may recommend another member for award recognition. Members must have knowledge of or witness and act in concert with the established award criteria when submitting a recommendation. Recommendations shall include:

- (a) Name of the recommended member.
- (b) Specific behavior or performance for which the member is recommended.
- (c) Specific dates and times of the behavior or performance.
- (d) The specific award for which the member is recommended.
- (e) Any relevant reports and supporting documentation.

1014.3 SUPERVISOR RESPONSIBILITIES

Supervisors who receive a recommendation for an award shall:

- (a) Conduct any appropriate investigation into the incident verifying the factual accuracy of the initial recommendation memorandum.
- (b) Verify that the recommendation narrative satisfies the requirements of the specific award criteria.
- (c) Forward the results of their investigation, their independent recommendation, and any supporting documentation to the appropriate Division Commander.

The Division Commander who receives award recommendation documentation shall forward the recommendation and documentation to the Awards Committee.

1014.4 AWARDS COMMITTEE

The Chief of Police will appoint an Awards Committee consisting of, at a minimum, one (1) supervisor, one (1) officer, and one (1) civilian member. The members of

San Luis Obispo Police Department

San Luis Obispo PD CA Policy Manual

Department Awards

the Awards Committee will serve for a period of two calendar years from January through December. During the two-year appointment to the Awards Committee, the Chief of Police retains the authority to remove any member of the Awards Committee at his/her discretion. If a member of the Awards Committee leaves the Department, the Chief of Police will appoint a new Awards Committee member. This Committee will also provide Police Department recommendations to the City Employee Recognition Committee.

The supervisor will serve as Chairperson of the Awards Committee.

1014.4.1 DUTIES OF THE AWARDS COMMITTEE

The Awards Committee shall:

- (a) Review and evaluate each recommendation on the submitted documentation.
- (b) Consider recommendations for awards as soon as reasonably possibly after receipt.
- (c) Ensure that all recommendations for awards are entered into the member's personnel file.
- (d) Investigate the circumstances of the recommendation and collect facts regarding the member for whom the recommendation for the award was submitted.
- (e) Evaluate all the written documentation submitted with the recommendation.
- (f) Be empowered to summon members and any documentation related to the recommendation reasonably necessary to determine the member's eligibility for the award.
- (g) Ensure the names of those recommended for awards, and the category of the award for which they were recommended, are available to the community and the members of the Department through available Department resources.

1014.4.2 RECOMMENDATIONS OF THE AWARDS COMMITTEE

The Awards Committee will deliberate the facts in a closed session and render a decision on each recommendation for an award by a majority vote. The decision will be submitted in a written documentation to the Chief of Police for discussion and ratification. The Awards Committee may recommend to the Chief of Police that:

- (a) The facts as presented do not warrant further action.
- (b) Some justification for recognition does exist, but that such recognition should be for a lesser award than that initially recommended.
- (c) The circumstances surrounding the incident met the definition and prerequisites of the award that was initially recommended and the award should be granted.
- (d) The circumstances surrounding the incident met the definition and prerequisites for a higher award than was initially recommended and the higher award should be granted.

1014.5 ACTIONS OF THE CHIEF OF POLICE

The Chief of Police shall:

San Luis Obispo Police Department

San Luis Obispo PD CA Policy Manual

Department Awards

- (a) Be involved in mediating any extenuating circumstances or disputes that arise during the review by the Awards Committee.
- (b) Make the final decision on all awards after receiving the recommendation of the Awards Committee, including upgrading or downgrading the award at his/her discretion.
- (c) Notify the member regarding his/her decision as soon as reasonably possible.

1014.6 METHOD OF PRESENTING AWARDS

The Chief of Police or his/her designee shall establish a procedure for the formal presentation of awards and shall present all awards, preferably in the presence of the City Manager and/or Mayor, at any ceremony he/she considers appropriate.

Members should receive the appropriate award symbol (certificate, medal, ribbon, etc) for the an award within thirty (30) days of the final decision by the Chief of Police.

1014.7 CLASSIFICATION OF AWARDS

The conferring of an award of bravery shall be in recognition of a single action performed by a Department member. Several commendatory incidents of bravery, each being worthy of an award, will not qualify the member for a higher award.

Medal of Valor

The Medal of Valor is the highest award the Department may bestow upon a member. The Medal of Valor is awarded to recognize an act of extraordinary heroism performed on or off duty which is above and beyond the normal call of duty where extreme courage was displayed when confronted with the immediate peril of great bodily injury to oneself or others. The Medal of Valor will only be awarded to a sworn Public Safety employee (or family, if awarded posthumously).

The award consists of a medal, ribbon, and certificate.

Medal of Honor

The Medal of Honor is awarded for exceptional or outstanding performance, exhibiting a high degree of courage and/or competency, initiative, and professionalism during a life-threatening situation, which may result in the apprehension of a dangerous felon or the potential saving of one or more human lives under unusual conditions not meeting the criteria for the Medal of Valor. The Medal of Honor may be awarded to any Public Safety employee (or family member, if awarded posthumously).

The award consists of a medal, ribbon, and certificate.

Distinguished Service

The Distiguished Service award is awarded for service that is exemplary in nature and demonstrates a high degree of proficiency. The Distiguished Service Award may be awarded to any Public Safety employee.

San Luis Obispo Police Department

San Luis Obispo PD CA Policy Manual

Department Awards

The award consists of a plaque and a certificate.

The Career Achievement award honors significant contributions to Public Safety over the course of a truly exemplary and remarkable career serving San Luis Obispo.

The award consists of a plaque and a certificate.

Mary Winter Award

This award was created in honor of a former Police Department employee who exemplified excellent service and dedication to our profession. Mary Winter was a Parking Enforcement Officer from 1977 to 1989. During her tenure, Mary served our community with the highest degree of professionalism, integrity, and thoughtfulness. Mary's life was tragically cut short in 1989 when she succumbed to breast cancer. The award is presented to the individual who most reflects Mary Winter's values of public service, integrity, respect, and enthusiasm.

The award consists of a plaque and a certificate.

Chief's Citation

The Chief's Citation is awarded to citizens for actions contributing to the public's safety. This can be awarded at the Chief's discretion but can be presented as a recommendation through the Awards Committee. This may involve the Chief's Roundtable in making determinations regarding this award.

The award consists of a plaque and certificate.

Lifesaving Award

The Lifesaving Award recognizes employees who take swift action to successfully save a life or make a heroic attempt to save a life, regardless of outcome.

The award consists of a medal, a ribbon, and a certificate.

Distinguished Unit Service Citation

The Distinguished Unit Service Citation recognizes the significant achievement(s) of a work group.

The award consists of a medal, a ribbon, and a certificate.

Marksmanship Medals

Marksmanship Medals recognize employees who demonstrate high levels of proficiency at the range. The recognizes levels of marksmanship include "Marksman," "Sharpshooter," "Expert," and "Distinguished Expert." The requirements for each level of marksmanship is calculated by and awarded by the Range Staff.

The award consists of a medal.

Event Ribbons

San Luis Obispo Police Department

San Luis Obispo PD CA Policy Manual

Department Awards

Event Ribbons will be determined and authorized by the Chief of Police for any event which significantly impacted the organization and/or its personnel, i.e.; natural disaster response, civil unrest, or other large scale critical incident.

The award consists of a ribbon.