	<h1>Garner Police Department</h1> <h2>Written Directive</h2>	
	Chapter: 300 - Personnel Management	
	Directive: 310.07 - Awards Program	
Authorized by: Chief Brandon Zuidema		Effective Date: October 1, 2015
CALEA Standards: 26.1.2		Last Revision: January 31, 2014

310.7.1 - Purpose

This directive establishes an awards program for the Garner Police Department as well as guidelines for administration of the awards.

310.7.2 – Policy (26.1.2)

The policy of the Garner Police Department is to recognize individual employees, teams of employees, and members of the public for significant accomplishments and contributions to the Department and the community.

310.7.3 – Department Award Classifications

A. Achievement Awards

1. Achievement awards are those awards that employees earn based on meeting established requirements; they are not subject to evaluation by the Awards Committee in terms of merit, but will be evaluated by the committee for the established requirements.
2. Sworn employees who receive an achievement award will receive a ribbon to display on their uniform and a Department certificate; civilian employees who receive an achievement award will receive a Department certificate.

B. Performance Awards

1. Performance awards are those awards that are given to employees based on individual or team performance that is above and beyond expectations.
2. Sworn employees who receive a performance award will receive a ribbon to display on their uniform and a Department certificate; civilian employees who receive a performance award will receive a Department certificate.
3. Other recognition is described with specific awards in this policy.

C. Citizen Awards

1. Citizen awards are those awards that are given to a citizen, a group of citizens, a business, or a community organization in recognition of valuable or courageous assistance given to the Department or to a Department employee.
2. Citizens who receive awards will receive recognition as described in this policy.

310.7.4 – Application Process for Achievement Awards

- A. Employees may apply for an achievement award as soon as they become eligible for the award.
- B. Any employee who becomes eligible for an achievement award will be required to complete and submit an *Achievement Award Application* (GPD form 310.7-A) through the chain-of-command to the Chief of Police. The application will include a brief narrative describing the justification for the award and any supporting documentation as attachments.
- C. The Chief of Police will review the application, will comment if appropriate and will forward the application to the Awards Committee Chair (see 310.7.11).
- D. The Awards Committee Chair will be responsible for verifying eligibility for the award. If eligibility is met, the Awards Committee Chair will present the employee with the uniform ribbon in a roll call setting as soon as is practical. The employee will then be recognized with a Department Certificate at the next Department awards ceremony.


310.7.5 – Achievement Awards

- A. Advanced Certificate Award (O-114) 

This award is given to an officer who obtains an Advanced Certificate in Law Enforcement issued by the Training Standards Division of the Attorneys General's Office of North Carolina.


- B. Community Service Award (D-103) 

This award is given to an employee who gives a minimum of one hundred (100) hours during a calendar year to a civic organization, the Department, or to the Garner community. Service to other communities does not count toward this award. The service must be given as a volunteer when the employee is off-duty.


- C. Education Award: Associate's Degree (N113); Bachelor's Degree (O-414); Master's Degree (0-515). 

This award is given to an employee who obtains an Associate's Degree, a Bachelor's Degree, or a Master's Degree from a college or university accredited by the U.S. Department of Education & the Council of Higher Education and Accreditation.

Note: Only the highest degree earned award will be worn.

- D. Field Training Officer Award (H-107) 

This award is given to an employee who has successfully completed the forty (40) hour Field Training Officer's course and has been selected to serve as a Field Training Officer.





- E. Physical Fitness (U-160) 

This award is given to a sworn officer who completes the North Carolina Police Officer Physical Agility Test (POPAT) in the time established by North Carolina Criminal Justice Standards Committee or less on both of their required annual POPAT tests. This award is intended to recognize an officer who has demonstrated a commitment to maintaining their physical fitness.


310.7.6 – Nomination Process for Performance Awards

- A. Employees may nominate a fellow employee(s) or unit/team for a performance award at any time during the year; it is recommended that the nomination be made as soon as is practical after the event or incident justifying the nomination.
- B. Any employee(s) wishing to make a nomination for a performance award will be required to complete and submit a *Performance Award Application* (GPD form 310.7-B) through the chain-of-command to the Chief of Police. The nomination will include a narrative describing the justification for the award and any supporting documentation as attachments.
- C. The Chief of Police will review the nomination, will comment if appropriate, and will forward the nomination to the Awards Committee (see 310.7.11).
- D. The “Rob Apple Officer of the Year” award is excluded from the above nomination process; this award will be given each year at the “Respect for Law Banquet” and the selection process will be coordinated by the Office of the Chief of Police.


310.7.7 - Performance Awards – Individual Incidents

- A. Medal of Honor (A-100) 
 - 1. This award is given to an employee who, without regard for his/her own life, saves the life of another through a specific act of bravery or sacrifice. This applies whether the employee is on or off-duty.
 - 2. The Medal of Honor is the highest Departmental award given to an employee. Medal of Honor recipients will receive a plaque, a uniform ribbon, and a Department certificate.
- B. Medal of Valor 
 - 1. This award is for outstanding performance of a difficult task when a serious crime is prevented or the perpetrator is apprehended because of the officers' actions. This action involves great personal risk to the officer's safety.
 - 2. Medal of Valor recipients will receive a plaque, a uniform ribbon, and a Department certificate.
- C. Meritorious Conduct 
 - 1. This award is for outstanding performance of duty by an individual or unit under unusual or difficult conditions. This action doesn't need to involve exposure to physical danger, but does involve thoroughness, determination, conscientiousness and initiative.
 - 2. This award may be issued to an employee of another law enforcement agency if earned while aiding, assisting or working with an employee of the awarding department.
 - 3. Meritorious Conduct recipients will receive a uniform ribbon and a Department certificate.
- D. Departmental Commendation 
 - 1. This award recognizes valuable service to the Department by an individual or a unit, by carrying out a specific task or by the performance of general duties, and the task or performance does not qualify for a higher awards.

2. It is at the discretion of the Awards Committee to give a Departmental Commendation to a nominee who does not meet the criteria for Medal of Honor, Medal of Valor, or a Meritorious Conduct award.
3. This award may be issued to an employee of another law enforcement agency if earned while aiding, assisting or working with an employee of the awarding department.
4. Departmental Commendation recipients will receive a uniform ribbon and a Department certificate.


E. Purple Heart Award (L-111) 

1. This award is given to an employee who sustains serious injury in the line of duty.
 - a. The employee must be engaged in a police activity at the time of injury and the injury must require professional medical treatment.
 - b. This award is intended primarily to recognize officers who are injured as a result of felonious assaults. The Awards Committee will also consider injuries resulting from accidents occurring during explosions, fires, pursuit of a felony suspect, and similar incidents.
 - c. If an employee is mortally wounded while performing his/her duties, the officer's family will be asked to receive the award.
2. Purple Heart recipients will receive a plaque, a uniform ribbon, and a Department certificate.

F. Life-Saving Award (E-104) 

1. This award is given to an employee who is directly responsible for saving the life of another human being, or whose actions led to prolonging a life to the extent that the victim was released from medical care. Documentation and other supporting evidence such as statements from physicians, witnesses, and/or a supervisor will be included with the original recommendation for this award.
2. Life-Saving Award recipients will receive a plaque, a uniform ribbon, and a Department certificate.

310.7.8 – Performance Awards – Sustained Performance

A. "Rob Apple" Officer of the Year (I-208) 

1. This award is given to a sworn officer who is nominated by his/her peers as having distinguished themselves based on their actions during an individual incident and/or based on their overall high level of performance in community service, enforcement, partnerships and problem-solving, a special project(s), or a combination thereof.
2. This award is named for former Garner Police Officer Rob Apple, who succumbed to cancer a short time after leaving the Department in 1998.
3. The Officer of the Year award recipient will receive a plaque, a uniform ribbon, and a Department certificate and will be recognized on a Department plaque showing all recent recipients.

B. Achievement Award 

1. This award is given to an individual or unit for notable contributions to law enforcement through the success of programs or projects. The contributions being made are of a high degree of professional excellence or other outstanding actions that bring exceptional credit to the Department and its members.
2. This award will not be awarded with any other award for the same service or deed.
3. Achievement award recipients will receive a plaque, a uniform ribbon, and a Department certificate.

C. Distinguished Service Award 

1. This award recognizes exceptionally outstanding leadership, professional competence, and significant accomplishment over a sustained period of time in the employee's career. The achievements should be of notable significance or have made an important contribution to the goals of the Department.
2. Distinguished Service award recipients will receive a plaque, a uniform ribbon, and a Department certificate.

310.7.9 – Nomination Process for Citizen Awards

- A. Employees may nominate a citizen(s), business, or community group for a citizen award at any time during the year; it is recommended that the nomination be made as soon as is practical after the event or incident justifying the nomination.
- B. Any employee wishing to make a nomination for a citizen award will be required to complete and submit a *Citizen Award Application* (GPD form 310.7-C) through the chain-of-command to the Chief of Police. The nomination will include a narrative describing the justification for the award and any supporting documentation as attachments.
- C. The Chief of Police will review the nomination, will comment if appropriate and will forward the nomination to the Awards Committee (see 310.7.11).

310.7.10 – Citizen Awards

A. Civilian Citation (Plaque)

This award is for civilians whose actions result in the following:

1. The prevention or solution of a serious crime;
2. The apprehension of a dangerous criminal; or
3. Meritorious actions, i.e. saving a life or assisting an officer with disregard for their own safety.

B. Civilian Commendation (Certificate)

1. This award is for individuals or organizations that have supported the Department, or have made major contributions to the cause of good law enforcement.
2. It is at the discretion of the Awards Committee to give a Civilian Commendation to a nominee who does not meet the criteria for the Civilian Citation.

310.7.11 - Awards Committee

- A. The Awards Committee will consist of the following:
1. The Awards Committee Chair, who will be a member of the command staff appointed by the Chief of Police;
 2. Two (2) representatives from the Patrol Division;
 3. One (1) representative from the Administrative Division
 4. One (1) representative from the Criminal Investigations Division;
 5. One (1) representative from the Support Services Division; and
 6. One (1) Sergeant.
- B. Committee members will serve for up to three years.
1. If a committee member wishes to stop serving prior to three years of service, he/she must request in writing to be removed.
 2. If a committee member leaves for any reason, the Chief of Police will designate a replacement.
- C. The Awards Committee review process will consist of the following:
1. Although award nominations are accepted throughout the year, the Chief of Police will make a formal announcement seeking additional award nominations in March each year.
 2. The Committee Chair will call a meeting of the Awards Committee during the month of April each year to review citizen and performance award nominations submitted during the prior twelve (12) months.
 3. The Committee Chair will review this directive and all nominations with the Awards Committee so that the committee members can compare each nomination to the award requirements.
 4. The committee will then vote on whether to approve each award nomination. Voting will be by a simple majority with each member of the committee having a single vote. The Committee Chair will only vote in the case of a tie. Voting and discussions will be confidential. Committee members will not reveal statements made during committee meetings to any non-committee members. All committee decisions will be considered unanimous and reported as such.
 5. At the conclusion of the voting, the Awards Chair will report the results to the Chief of Police.

310.7.12 - Presentation of Department Awards

1. The Chief of Police, or his/her designee, will normally present Department awards on an annual basis at a Department ceremony held during or in close proximity to Police Week in May. Awards may be presented at other times during the year if, at the discretion of the Chief of Police, it is inappropriate due to the circumstances to wait until the May ceremony.
2. All awards given to or earned by an employee and all award nominations submitted for an employee will be documented in the employee's personnel file.

310.7.13 – Commendations by Citizens

1. All communications commending an employee's conduct from sources outside the Department will be forwarded through the chain-of-command (beginning with the employee's direct supervisor) to the Chief of Police for review and for filing in the employee's personnel file.
2. The employee will be given a copy of the communication and the employee's supervisor will enter the commendation into the performance appraisal system.

310.7.14 – Awards from Civic or Professional Organizations

Solicitations from civic or professional organizations for nomination of employees to receive an award based on their performance will be forwarded to the Chief of Police. The Chief of Police will share the criteria with appropriate Department employees and will seek nominations for the award.