

Burleson Police Department

Administrative Policy and Procedures

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ISSUING AUTHORITY: _____

I. Policy

The purpose of this Directive is to identify the process for official recognition of performance, which exceeds the highest standards of this Department. Awards granted by the Department give recognition to those who have brought honor to themselves and the Department.

II. Commendations from outside the department

- A. When a formal letter or other written correspondence is received from someone outside the Department commending a specific member's action, that letter or correspondence is forwarded directly to the commended employee's supervisor.
- B. The employee's supervisor will then forward a copy of the letter or correspondence to the commended employee, post a copy on the bulletin board and forward the original letter or correspondence to the Administrative Secretary for placement in their personnel file.

III. Commendations from within the Department

- A. The Burleson Police Department expects a very high level of professional conduct from all personnel. However, members of the Department occasionally perform their duties in a manner exceeding the high standards of the Department. Recognition is one of our strongest employee motivators. With that in mind, employees shall be formally recognized. Supervisors are encouraged to acknowledge employee performance and achievements.
- B. Employees will be officially recognized for exceptional levels of performance in the following manner:

- 1. Medal of Honor (A101):

- The Medal of Honor is the highest departmental award. It is given to an officer who distinguishes themselves by gallantry and extraordinary heroism. The act must be in excess of normal demands and of such nature that the officer was fully aware of imminent threat to their personal safety and acted above and

beyond the call of duty at the imminent risk of his own life. The act may have been performed either on duty or off duty as long as it was a legitimate police function.

2. Medal of Valor (B101):
Awarded for exceptional bravery where there was a great risk of life or serious bodily injury. May also be awarded when the officer demonstrated exceptional courage by performing a course of action in an extremely dangerous situation.
3. Officer of the Year and Police Employee of the Year (I208):
Officer of the Year is awarded to a sworn officer who has made the greatest contribution to the department and the community within the calendar year. Police Employee of the Year is awarded to a civilian employee who has made the greatest contribution to the department and the community within the calendar year.
4. Supervisor of the Year (1072G – American Standard)
Supervisor of the Year is awarded to any sworn or civilian supervisor who has made the greatest contribution to the department and community within the calendar year.
5. Purple Heart (L111)
Known previously as the injured in the Line of Duty Award. Awarded to an officer, who is wounded or sustains serious bodily injury as a result of an incident occurring while the officer was performing his duties. The injury must not be a result of their own negligence or improper safety precautions.
6. Meritorious Conduct (F205):
Known previously as the Meritorious Service Medal. Awarded for a highly credible accomplishment bringing public acclaim to the recipient, the department or the police profession as a result of training, devotion or service to the public. May also be awarded for an act that results in or contributed to an idea, concept or other contribution that not only enhances but also has long lasting and far-reaching impact on department operations.
7. Police Commendation Medal (P115):
Known previously as the Chief's Achievement Award. Awarded for an act that evidences highly commendable conduct or judgment by the recipient in the performance of duty; or for selfless dedication to duty; or for selfless dedication to duty during a prolonged time of crises or emergency.

8. Community Service (D103):
Awarded to members of the department who participated in the design, implementation or execution of community service projects, town meetings, school projects, neighborhood watches, cultural groups, outreach programs or other similar community service program.
9. Civic Achievement (D230):
Awarded to members of the department for active participation with a university, community civic, or service organization that provides services or support to the community at large.
10. Honorable Service (Q816)
Awarded for honorable service to the police department every five years.
11. Life Saving Award (E104):
Awarded for an action that saves the life of another human being whether by oral communications or a physical act. May be awarded in addition to any other award, where the facts of the incident show the recipient to be entitled to such an award.
12. Rookie of the Year (I108):
Awarded to a rookie who came to the department with no previous police experience, who excelled through the training process and distinguished themselves in the line of duty.
13. Instructor (H407):
Awarded to certified TCOLE instructors.
14. Field Training Sergeant (H207):
Awarded to officers in the rank of Sergeant who participate in the Field Training Program and who are certified as Field Training Officers.
15. Field Training Officer (H107):
Awarded to officers who have completed the approved course for Field Training Officer. The bar may be displayed on the uniform regardless of whether the officer is actually training.
16. Bachelor Degree (0401):
Awarded to officers who have received their Bachelor Degree in any field.
17. Master Certification (0214):

Awarded to officers who have received their TCOLE Master Peace Officer License.

18. Advanced Certification (0114):
Awarded to officers who have received their TCOLE Advanced Peace Officer License.
19. Intermediate Certification (0314):
Awarded to officers who have received their TCOLE Intermediate Peace Officers License.
20. Accreditation (0616):
Awarded to members of the department who were in-service at the time the department was accredited or re-accredited.
21. Safe Driving Award (S118):
Awarded to officers of the Patrol and Traffic Section based on three consecutive years of non-preventable accident free driving.
22. Bike Patrol (T219):
Awarded to officers who have been certified as a bike officer. Active or inactive members of the unit may wear the award.
23. Emergency Medical Service (U150):
Awarded to officers who hold an EMT certification
24. Accident Reconstruction (T59):
Awarded to officers who are certified Accident Reconstructionist.
25. Hostage Negotiator (custom):
Awarded to members of the department who have completed a 40-hour training course in the field of hostage negotiations. Active or inactive members of a crisis response team may wear the award.
26. SWAT Team (M212):
Awarded to members of the department who have successfully completed a tactical response-training course. Active or inactive members of the unit may wear the award.
27. School Resource Officer (U140):
Awarded to officers that have completed the required SRO training. Active or inactive SRO's may wear the bar.
28. 9-11-01 Never Forget (USA02):
Awarded to licensed Texas Peace Officers who are active in law enforcement on September 11, 2001.

29. FBINA (V231):
Awarded to those officers who have successfully completed the FBI National Academy.

** Unless otherwise noted award bars are provided by Davis and Stanton.*

Award ribbons will be displayed on the right front of the shirt above the pocket. They will be centered below the nametag. The highest award will be worn on the top row closest to the wearer's heart. The progression shall continue until a maximum of three awards are worn in a line. If a row contains less than three ribbons, they will be centered below the nametag. There will be no more than four rows of three award ribbons displayed on a uniform at one time.

C. Nominations

1. Any member who observes or is otherwise made aware of any act that may merit an award may formally make the nomination on an approved departmental nomination form. Such nomination shall detail the particulars of the act and name the nominee. The nomination will state for which award the nominee is recommended.
2. Nominations will be handled in the following manner:
 - a. The nomination of a member for the following awards will be submitted through the nominee's Chain of Command to the Bureau Captain:
 1. Police Commendation
 2. Community Service
 3. Civic Achievement
 4. Honorable Service
 5. Bachelor Degree
 6. Master Certification
 7. Advanced Certification
 8. Intermediate Certification
 9. Safe Driving
 10. Meritorious Conduct
 11. Any Special Assignments

A copy of the nomination will also go to the Chief of Police.

- b. The Chief and the appropriate Bureau Captain will determine the validity of the nomination.

- c. Once the Chief and the Bureau Captain approves the award, the nomination will be forwarded to the awards Committee Chairperson who will provide the Chief a certificate and award ribbon, if necessary, to be presented to the employee.
- d. A nomination for the following awards will be reviewed by the Award and Banquet Committee:
 - 1. Life Saving
 - 2. Purple Heart
 - 3. Medal of Valor
 - 4. Medal of Honor

D. Review

- 1. The Chief will appoint a member, either sworn or non-sworn, that will serve at their discretion as the chairperson of the Awards and Banquet Committee.
- 2. The chairperson will select six other members for the committee to include three members from the Operations Bureau and three members from the Support Bureau. It is recommended that the selected members of the committee not serve consecutive terms unless the member requests to serve another year and is approved by the chairperson.
- 3. Nominations for Life Saving, Purple Heart, medal of Valor and Medal of Honor will be forwarded to the Award and Banquet Committee for review. The committee will review all awards on a monthly basis and a decision as to approval or disapproval will be rendered within the same month as the nomination. The respective awards will be presented to the employee during the annual awards banquet.
- 4. All award nominations are subject to the approval of the Chief of Police. If a nomination is disapproved by the reviewing authority, the nominee will be notified of the reasons for such decision by way of the Chain of Command.

E. Special Annual Awards

- 1. For the purposes of this policy, the definition of a Rookie is any newly sworn police officer with no previous police experience that has been honorably employed with the department not to exceed 18 months from the first day they begin field training.
- 2. Special Annual Awards are defined as Civilian Employee of the Year, Rookie of the Year, Officer of the Year, Supervisor of the Year and the Ofelia Blair Memorial Character Award.

3. These awards will be presented to the winning employees at the annual awards banquet.
4. The selection process for the Civilian Employee of the Year, Rookie of the Year, Officer of the Year and Supervisor of the Year is as follows:
 - a. On or about the first week of September of each calendar year, the chairperson will distribute a respective ballot to all employees who will vote once for each category.
 - b. The ballots will be counted by at least 2 members of the awards committee and the top 4 candidates of each category will be established by total number of votes. If there are less than 5 candidates for the Rookie of the Year Award, all eligible Rookies will be considered in the next selection phase.
 - c. The awards committee will receive the nominations and information regarding their employment for the year they were nominated. This will include but not limited to; commendations; letters from employees, supervisors, citizens or other city departments that describe positive actions. Specific information should be produced on any specific event that brought the candidate public acclaim.
 - d. The awards committee, excluding the Chairperson, will review the information and rate the candidate from a scale of 1 to 10 (10 being the highest). The candidate with the highest score will be selected as the winner.
 - e. The winning candidate, along with all pertinent information, will be presented to the Chief of Police for final approval. If the winning candidate is not approved by the Chief of Police, then the next highest rated candidate will be the winner.
5. Candidates for the Ofelia Blair Memorial Character Award will be presented to the Burleson Area Chamber of Commerce for the selection of the winner. The winner will be presented to the Chief of Police for final approval.