



# ERIE POLICE DEPARTMENT



## Written Directives

Number: **050.004**

<b>Title: Commendations and Awards</b>		<b>Pages: 6</b>
<b>Effective Date: 11/06/05</b>	<b>Review Date: 05/18/19</b>	<b>Amended Date: 01/06/19</b>

### **POLICY:**

The Erie Police Department believes it is important to recognize employees for specific acts of gallantry, meritorious service, actions above and beyond the call of duty, or any behavior which further advances the department's mission, values or vision. Recognition for these types of actions is important, serves to motivate employees and enhance the professionalism and image of the Erie Police department.

The Erie Police Department awards the following commendations:

1. Medal of Honor
2. Medal of Valor
3. Distinguished Service Cross
4. Purple Heart
5. Life Saving Award
6. Police Merit Award
7. Community Service Award
8. STAR (Superior Tactics and Response) Award
9. Leadership Award
10. Chief's Citation (Individual, Unit, Squad, Team, etc.)
11. Employee of the Year Award
12. Letter of Commendation

### **DEFINITIONS:**

NONE

**PROCEDURES:**

**I. ELIGIBILITY REQUIREMENTS**

A. Medal of Honor

1. Awarded by the Chief of Police to members who distinguish themselves conspicuously by gallantry and bravery at the risk of their lives above and beyond the call of duty.
2. There must be no margin of doubt or possibility of error in awarding this honor. To justify the decoration, the individual must clearly render himself/herself conspicuous above his/her peers by an act so outstanding it clearly distinguishes his/her gallantry beyond the call of duty from lesser forms of bravery. It must be the type of deed, which, if not done, would not subject him/her to any justified criticism.
3. A posthumous award may be made to a member who has lost his/her life under conditions where he/she endangered himself/herself in circumstances consistent with acceptable police practice.
4. This award will consist of a Medal of Honor and an enamel bar to be worn on the uniform.

B. Medal of Valor

1. Awarded by the Chief of Police to members who distinguish themselves by extraordinary heroism not justifying the award of the Medal of Honor.
2. To warrant this distinctive decoration, the act or the execution of duty must be performed in the presence of great danger or at great personal risk and must be performed in such a manner as to render the individual highly conspicuous in the police service.
3. The award will consist of a Medal of Valor and an enamel bar to be worn on the uniform.

C. Distinguished Service Cross

1. Awarded by the Chief of Police to members who are cited for gallantry not warranting a Medal of Honor or a Medal of Valor. The heroic act(s) performed must render the individual conspicuous and well above the standard expected.
2. The award will consist of a Distinguished Service Cross and an Enamel bar to be worn on the uniform

D. Purple Heart Award

1. Awarded by the Chief of Police to members who are killed, seriously wounded or seriously injured in the performance of an official action.

2. The award will consist of a Purple Heart Medal and an enamel bar to be worn on the uniform.

E. Lifesaving Award

1. Awarded by the Chief of Police to members who, through exceptional knowledge and behavior perform a physical act, which saves the life of another person or prolongs the life of another.
2. This award will consist of a Lifesaving Medal and an enamel bar to be worn on the uniform.

F. Police Merit Award

1. Awarded to an individual who, for a single or series of incident(s)/event(s)/initiative(s) demonstrates the Mission, Vision, and Values of the department such that the successful outcome of the incident/event/initiative was meritorious and deserving of recognition.
2. This award will consist of an Enamel bar to be worn on the uniform.

G. Community Service Award

1. Awarded by the Chief of Police to a member who, by virtue of sacrifice and expenditure of his or her time, fosters or contributes to a valuable and successful program in the area of community service, or whom acts to substantially improve police and community relations.
2. The award will consist of an enamel bar to be worn on the uniform.

H. STAR (Superior Tactics and Response) Award

1. Awarded to an individual who, through exceptional tactics, acts to successfully resolve a critical incident, thereby promoting a culture of safety and professionalism to which all officers should aspire.
  - a. For purposes of this award, a "critical incident" shall refer to any rapidly unfolding and dynamic incident where the suspect is armed and the ability or intent to use lethal force is present. The tactics displayed or performed must be conspicuously effective and above the standard expected.
  - b. "Exceptional tactics" shall include utilization of proper tactics and appropriate force which mitigate the level of danger to the officer and which were directly responsible for preventing the incident from escalating to a deadly force situation.
2. The award will consist of an enamel bar to be worn on the uniform and a certificate.

I. Leadership Award

1. Awarded to an individual in a position of Command or supervisory authority for a single or a series of incident(s)/event(s)/initiative(s) where the leadership and management actions of the individual were such that the successful outcome of the incident/event/initiative was greatly influenced by the timely, accurate, and decisive nature of the individual's actions and which contributed significantly to the department's mission, vision and values.
2. This award will consist of an enamel bar to be worn on the uniform and a certificate.

J. Chief's Citation (Individual, Unit, Squad, Team, etc.)

1. Awarded by the Chief of Police for members who perform their assigned function in a supremely effective manner.
2. The award will consist of a written account of the exemplary conduct prepared on an appropriate certificate.

K. Employee of the Year Award

1. This award will be made available to an employee who has represented the department in all facets with a commitment to excellence, in support of the mission, vision and values of the organization, and a desire to represent the department in an exemplary manner.
2. This award may be awarded annually as determined by the Chief of Police.
3. Any member of the department may make nominations for the Employee of the Year Award, directly to the Chief of Police. The nomination must be submitted prior to the annual awards ceremony.
4. The Employee of the Year Award will consist of a certificate of recognition. The recipient's name will also be included on a plaque displayed in a prominent location at the Police Department.

L. Letter of Commendation

1. Awarded via the Chain of Command to a member who, through alertness and attention to duty, performs his/her assigned function in a commendable manner.
2. Letters of Commendation should be forwarded to the Chief of Police through the Chain of Command.

M. Five awards of the same type of any bar award will be designated by one star on the bar. Ten awards of the same type of any bar award will be designated by two stars on the bar.

- N. All commendation letters from sources outside the Erie Police Department should be sent to the Office of the Chief of Police.
- O. Documentation of all awards received, including Letters of Commendation shall be entered into Guardian Tracker and placed in the Officer's Personnel File. In addition, notification to the Town of Erie Human Resources (HR) shall be made for department members receiving letters, other types of official recognition or awards

## **II. WEARING OF AWARDS**

- A. One Award- The enamel bar shall be worn 1/8<sup>th</sup> inch above and center to the nameplate.
- B. Multiple Awards – The enamel bars shall be worn above and center to the nameplate with 1/8<sup>th</sup> of an inch space between them. The highest award shall be at the top.
- C. Awards from other law enforcement agencies may be worn in the same manner as stated above. This would include awards given to officers prior to their employment with the Erie Police Department.
- D. Prior to the wearing of awards from another agency, the officer wishing to wear the award must present it through the Chain of Command to determine the corresponding award from this written directive. If there is no corresponding award from this written directive for another agency's award then the wearing of the award will be at the discretion of the Chief of Police.

## **III. AWARDS PROCEDURE**

### Procedure for Nomination

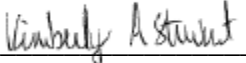
1. Nominations for specific awards are made by memorandum directed through the Chain of Command.
2. Documents or other information describing the incident, conduct, and list of witnesses, if any, may be included to support each nomination.
3. Included in the nomination will be a full description of the effect on the Erie Police Department or the Community and why the award should be given.
4. Nominations can be prepared and submitted as the merit-worthy conduct occurs or becomes known to any member of the department.
5. Awards will be made publicly at an awards ceremony or at special presentations as the Chief of Police may direct.

**RULES:**

NONE

**REFERENCES:**

Erie Police Department Policy Chapter 5

  
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Kimberly A. Stewart  
Chief of Police