



City of Racine Police Department
Policy and Procedure

Number: 207

Subject: Awards Committee		
Date Issued: 10-09-81	Effective Date: 03-11-11	Revision Number: 5

POLICY:

It is the policy of the Racine Police Department that its members should be recognized for their noteworthy actions by their supervisors, peers and citizens of Racine. This recognition will be at an annual ceremony made available for the presentations.

METHOD:

1. The Awards Committee shall have authority to review all recommendations, determine proper classifications, and oversee issuance of all Department Awards, with the exception for those awards chosen by the Chief of Police such as the Chief's Leadership Award, etc.
2. All Awards, with the exception of Letters of Commendation, shall be presented annually at an Awards Ceremony scheduled during National Police Week. The recipient's Shift/Unit Commander shall present Letters of Commendation as soon as possible after the incident, following the approval of the Awards Committee recommendation to the Chief of Police.
3. The Awards Committee shall be comprised of seven (7) Department members. The breakdown of personnel will be as follows:
 - a. One (1) Sergeant to serve as the Chairperson of the Committee who will have voting privileges only in the event of a tie.
 - b. One (1) Staff Officer from each Division (Support Services, Patrol & Investigations).
 - c. Two (2) members of the Patrol Division, preferably one member from different shifts.
 - d. One (1) member from the Investigative Division.
4. All members of the Committee will be selected through the Position Selection Committee process with the exception of the Chairperson. Should there be insufficient numbers of qualified applicants; the Chief's Office will select members in accordance with the composition described in paragraph 3.
5. All members will serve a two (2) year term, with the exception of the Chairperson whose term length will be at the discretion of the Chief of Police.

RELATED PROCEDURES:

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