



City of Racine Police Department
Policy and Procedure

Number: 208

Subject: Annual Department Awards		
Date Issued: 10-16-81	Effective Date: 11-18-11	Revision Number: 7

POLICY:

The Racine Police Department encourages its members to nominate peers as well as citizens for recognition. This recognition is for Department members and citizens who perform a distinguishing act or service representing the best interests of law enforcement and the Community. The Annual Department Awards will be based on a January 1st to December 31st time period.

DEFINITIONS:

Unit – Any group of members commanded by a first line supervisor.

PROCEDURE:
MEMBER:

Upon report or observation of an act or service that merits special recognition:

1. Complete an "Award Recommendation" form and explain, in detail, the basis for the recommendation.
2. Submit the completed Award Recommendation Form (with any supporting documents) to the Patrol Division Secretary (Submission may be via email or paper copy).

SUPERVISOR:

1. Thoroughly review the incident and verify the reported act or service.
2. Prepare the Awards Recommendation Form or **add your recommendation** to a form prepared by another member. The supervisor's recommendation should reflect his/her review of the member's work history (when appropriate) for the current calendar year, i.e. 2010 for the 2011 award ceremony.
3. Prepare a letter of commendation, if appropriate.
4. Attach all pertinent information to Award Recommendation Form and forward to Shift/Unit Commander.

SHIFT/UNIT
COMMANDER:

1. Prepare and submit your recommendations along with all pertinent reports to the Awards Committee to the Patrol Division Secretary. The Awards Committee will determine the award classification but will take note of any specific recommendation.

AWARDS
COMMITTEE:

1. Review all recommendations and reports submitted, with the exception of Unit Citation, Chief's Leadership Commendation and Outstanding Police Service Award.
2. Review to determine the proper award classification for the act or service performed, if applicable:
 - a. **MEDAL OF HONOR** may be awarded by the Chief of Police to members who, in the line of duty, intelligently and heroically distinguish themselves through an act of gallantry and valor at imminent personal hazard to life with knowledge of the risk, above and beyond the call of duty. This award is evidenced by:
 - 1) Gold Medal.
 - 2) Red, white and blue breast bar.
 - 3) Framed certificate.
 - b. **MEDAL OF VALOR** may be awarded by the Chief of Police to members who, in the line of duty, knowingly perform an act of personal bravery at hazard to life under circumstances evincing a disregard of personal consequences. This award is evidenced by:
 - 1) Gold medal.
 - 2) Blue breast bar with a gold star.
 - 3) Framed certificate.

- c. **MEDAL OF MERIT** may be awarded by the Chief of Police to members who, in the line of duty, heroically reflect only the highest traditions of law enforcement service and the profession they represent. This award is evidenced by:
 - 1) Gold medal.
 - 2) Yellow and white breast bar.
 - 3) Framed certificate.
- d. **CHIEF'S LEADERSHIP COMMENDATION** is awarded by the Chief of Police to members in appreciation and recognition for continued dedication and loyalty to the law enforcement profession and for consistent high quality performance as a professional police officer. The Chief's Leadership Award should reflect a consistent yearlong, above-average effort with emphasis on leadership and high level of example demonstrated by member. Off-duty conduct and/or Department discipline can be considered. Listed below are examples of, **but not limited to**, criteria for this award:
 - 1) Demonstrated willingness and ability to set a high professional example for peers and citizens alike.
 - 2) Exhibit superior leadership skills.
 - 3) Demonstrated loyalty and dedication to the law enforcement profession and the Racine Police Department.
 - 4) The ability to consistently conduct investigations, make arrests and prepare reports that are above average in quality.
 - 5) Constructive participation in professional and community service organizations, which also brings favorable recognition to law enforcement, the City of Racine and the Racine Police Department.
 - 6) Demonstrated willingness and ability to provide constructive suggestions for improvements in Department policy, procedure and operation.
 - 7) This award is evidenced by:
 - a) Blue – Orange – Blue breast bar.
 - b) Framed Certificate.
- e. **EXEMPLARY OFFICER AWARD** may be awarded by the Chief of Police to members in appreciation and recognition for continued dedication and loyalty to the law enforcement profession and for consistent high quality performance as a professional police officer. The Exemplary Officer Award should reflect a consistent yearlong, above-average effort. Off-duty conduct and/or Department discipline can be considered. Listed below are examples of, **but not limited to**, criteria for this award:
 - 1) Demonstrated willingness and ability to set a professional example for peers and citizens alike.
 - 2) Demonstrated loyalty and dedication to the law enforcement profession and the Racine Police Department.
 - 3) The ability to consistently conduct investigations, make arrests and prepare reports that are above average in quality.
 - 4) Constructive participation in professional and community service organizations, which also brings favorable recognition to law enforcement, the City of Racine and the Racine Police Department.
 - 5) Demonstrated willingness and ability to provide constructive suggestions for improvements in Department policy, procedure and operation.
 - 6) This award is evidenced by:
 - a) Orange and blue breast bar.
 - b) Framed certificate.
- f. **OUTSTANDING POLICE SERVICE AWARD** is awarded by the Chief of Police to that member who performed with true dedication and noteworthy achievement in management coordination of a program or staff function; efficiency and effectiveness must be apparent. This award is evidenced by:
 - 1) Blue – Gold – Blue Breast Bar
 - 2) Framed certificate

- g. **LIFE SAVING AWARD** may be awarded by the Chief of Police to members in appreciation for the prompt and unselfish act of rendering aid and assistance to a fellow citizen that resulted in the saving of a life. This award is evidenced by:
 - 1) Gold and white breast bar.
 - 2) Framed certificate.
- h. **AWARD OF EXCELLENCE** may be awarded by the Chief of Police to members who perform a particularly noteworthy act or service based on a determined and intelligent performance. This award is evidenced by:
 - 1) Blue and light blue breast bar.
 - 2) Framed certificate.

NOTE:

In any calendar year, a member will not receive both the Award of Excellence and Exemplary Officer Award. Members who qualify for more than one (1) Award of Excellence will be eligible for the Exemplary Officer Award.

- i. **UNIT CITATION** is awarded by the Chief of Police to those Unit members who, through a cooperative effort, perform a highly creditable police accomplishment. This award is evidenced by:
 - 1) Red and white breast bar.
 - 2) Framed certificate.
- j. **LETTER OF COMMENDATION** may be awarded, in the form of a letter by the Chief of Police to members whose actions deserve recognition, whether or not they warrant one of the above awards. Examples of such actions may include:
 - 1) Faithfulness and perseverance which contributed to a valuable police accomplishment.
 - 2) Initiative in fostering innovative and valuable programs for the betterment of the Department and the community.
 - 3) Submission of ideas or methods adopted by the Department to increase efficiency in administrative and tactical procedures.

NOTE:

Letters of Commendation awarded by the Chief of Police will be considered as criteria towards other awards.

- k. **CITIZEN AWARD FOR VALOR** may be awarded by the Chief of Police to citizens who risk life and personal injury in assisting a Racine Police Officer. This award is evidenced by a framed certificate.
- l. **CITIZEN LIFE SAVING AWARD** may be awarded by the Chief of Police to citizens in appreciation for the prompt and unselfish act of rendering aid and assistance to a fellow citizen that resulted in the saving of a life. This award is evidenced by a framed certificate.
- m. **CITIZEN PUBLIC SERVICE AWARD** may be awarded by the Chief of Police to citizens who render aid and/or assistance to a Racine Police Officer and/or a fellow citizen. This award is evidenced by a framed certificate.
- n. **OUTSTANDING CITIZEN AWARD** may be awarded by the Chief of Police to citizens who risk life and personal injury in rendering aid to a fellow citizen. This award is evidenced by a framed certificate.
- o. **LAW ENFORCEMENT ASSISTANCE AWARD** may be awarded by the Chief of Police to officers and/or employees of law enforcement agencies other than the Racine Police Department who render aid and/or assistance to a Racine Police Officer and/or a fellow citizen. This award is evidenced by a framed certificate.
- p. **CIVILIAN EMPLOYEE POLICE SERVICE AWARD** may be awarded by the Chief of Police to that employee who performed with true dedication and interest within the administrative function. Listed below are examples of (but not limited to) criteria for this award:
 - 1) Demonstrated loyalty and dedication to the law enforcement profession and the Racine Police Department.

- 2) Demonstrated willingness and ability to set a professional example for peers.
- 3) This award is evidenced by a framed certificate.
3. Select award recipients
 - a. Within ninety days of the date the Award Recommendation Form was submitted, notify members recommended for an award and those submitting the recommendation of the Award Committee's decision.
 - b. Notify all recipients of the date, time and location of the awards presentation.
4. Arrange for quarterly recognition ceremonies at regular roll calls.
5. Award Recommendations ***must*** be submitted to the Award Committee no later than January 15th for actions the previous calendar year. Any recommendations submitted after January 15th ***will not*** be considered.

**PATROL
SECRETARY:**

Record all awards, citations and letters received in the appropriate member's personnel (work history) file.

1. Monitor and track progress of submitted Award Recommendations
2. Distribute Award Recommendations to appropriate supervisors for review and possible recommendation.
3. Forward completed Award Recommendations to Awards Committee.
4. Attend Awards Committee Meeting and record minutes for the meetings
5. Assist the Awards Committee chair as directed.

NOTE:

A comment or shift commendation entered in a member's work history does not disqualify the member from receiving an award.

**RELATED
PROCEDURES:**

[207 – Awards Committee](#)
[1301 – Police Uniform Specifications](#)
[Table of Contents](#)