



City of Racine Police Department  
**Policy and Procedure**

**Number: 224**

|   |   |                                     |
|---|---|-------------------------------------|
| <b>Subject:</b><br><b>Honorable Service Award</b> |   |                                     |
| <b>Date Issued:</b><br><b>01-30-04</b>            | <b>Effective Date:</b><br><b>01-13-11</b> | <b>Revision Number:</b><br><b>2</b> |

**POLICY:**

The Racine Police Department wants to acknowledge the Honorable Service given by sworn members or civilian employees at the time of their separation from the Department. The Chief of Police will bestow the Honorable Service Award on the recipient.

**DEFINITION:**

**Honorable Service Award** – Is recognition to any sworn member or civilian employee at the time of their separation from the Racine Police Department providing those persons meet the guidelines described within this policy. The award consists of a framed Certificate and Honorable Service Medal for sworn members and a framed certificate and Honorable Service Acrylic Award for civilian employees.

**SWORN MEMBER -  
QUALIFICATIONS/  
EXCLUSIONS:**

Any sworn member of the Racine Police Department, who has served a minimum of 10 years, shall receive the Honorable Service Award using the following guidelines:

1. When a sworn member reaches normal retirement age and chooses to separate their employment with the Racine Police Department for that reason alone.
2. When a sworn member is forced to separate their employment with the Racine Police Department due to a duty related injury.
3. The conferring of this Award may be delayed pending the resolution of the status of an on-duty versus off-duty injury.

At the discretion of The Chief of Police any sworn member of the Racine Police Department may not be eligible to receive the Honorable Service Award if any of the following conditions exist:

1. When a sworn member chooses to retire while a disciplinary or criminal investigation against the member is pending or chooses to retire as part of an agreement resulting from the same.
2. When a sworn member chooses to separate their employment with the Racine Police Department prior to their earliest available retirement date.
3. When a sworn member separates from the Department, without reaching normal retirement age, due to an injury disability that is non-duty related.

**CIVILIAN EMPLOYEE  
QUALIFICATIONS/  
EXCLUSIONS:**

Any civilian employee who serves a minimum of 10 years with the Department and at the same time is retiring from the Department shall receive the Honorable Service Award using the following guidelines:

1. When a civilian employee reaches normal retirement age and chooses to separate their employment with the Racine Police Department for that reason alone.

Any civilian employee of the Racine Police Department shall not be eligible to receive the Honorable Service Award if any of the following conditions exist:

1. When the civilian employee chooses to retire while a disciplinary or criminal investigation against the member is pending or chooses to retire as part of an agreement resulting from the same.
2. When the civilian employee chooses to separate their employment with the Racine Police Department prior to their earliest available retirement date.

**CHIEF'S OFFICE:**

1. Upon receipt of member/employee's letter of resignation, notify Awards Committee Chairperson of the retirement and last day of work.
2. Upon receipt of Honorable Service Award materials, present to member/employee the Honorable Service Award if applicable prior to termination of employment.

**AWARDS  
COMMITTEE  
CHAIRPERSON:**

1. Upon notification of member/employee resignation, determine if the Honorable Service Award is applicable.
2. If applicable, prepare the following and forward to Chief's Office prior to last day of work
  - a. Sworn Officers
    1. Honorable Service Medal engraved on back with the following:
      - a. Member's name
      - b. "Racine Police Department"
      - c. Year of retirement
    2. Award certificate
  - b. Civilian employees:
    1. Honorable Service Acrylic Award
    2. Award certificate

**RELATED  
PROCEDURES:**

[111 - Resignation/Termination of Department Members/Employees](#)  
[208 - Departmental Awards](#)  
[Table of Contents](#)