



SUN PRAIRIE POLICE DEPARTMENT

POLICY AND PROCEDURE

A-19
Awards & Commendations
Administrative

POLICY NUMBER: A-19	DATE: July 16, 2015
SUBJECT: Awards & Commendations	APPROVED BY: Sgt. Jason Lefebber
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Policy

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Frequently our department members, during the performance of their duties, demonstrate outstanding service or bravery by performing heroic, exceptional and meritorious acts, which result in outstanding service to the community. In addition to these one-time acts of service, the department acknowledges sustained service and teamwork. The Sun Prairie Police Department acknowledges these exceptional acts and gives recognition to those individuals who perform them by the presentation of awards and medals.

The Sun Prairie Police Department also recognizes department members who are honorably discharged veterans of Military service or are currently serving as a member of the United States Armed Forces.

This policy is intended to provide tangible and formal recognition and emphasizes the need for recognition of exemplary performance. The criteria for considerations for an award should include the significance of the action that improved the community or the Department's ability to accomplish its mission. The criteria will also include the facts supporting the action which clearly went beyond the norm and/or the effectiveness of the person's action.

Objective

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It is the objective of this policy to establish a procedure, which results in proper recognition for outstanding service, in the area of public safety, to the Sun Prairie Police Department and community. The awarding of medals will increase officer pride and further the Department's goal by creating a positive image which will aid in our on-going mission.

Definitions

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Procedure

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A. NOMINATION PROCESS

- Officer and Employee of the Year
 - Nominations for the awards of "Officer of the Year" and "Employee of the Year" will be solicited at the beginning of a new year for service from the previous year. Nominations will be forwarded to the Commendation Committee for review. The committee will forward their findings to the Chief for final action.
- All other Awards
 - Any member of the department or a citizen can make nominations for all other awards at any time during the year. Nominations will be made in writing (e-mail is acceptable) and will include a description of the service, act or incident. They may also include performance reports, incident reports, letters from citizens, or any other documentation which is directly related to the act or incident. Such nominations will be forwarded to the Assistant Chief of Police. The committee will forward their findings to the Chief for final action. Due to the numerous circumstances for which an act

could be nominated for commendation, precise criteria are not defined for each award. The committee will exercise discretion in deciding upon the appropriate award.

B. AWARD AND COMMENDATION COMMITTEE

- Meetings:
 - The Assistant Chief will convene the committee quarterly, if needed, to review nominations received during that period.
- Committee Make-up:
 - Six (6) - Department members
 - Two (2) - Alternate members
 - Assistant Chief (non-voting)
- Department Members:
 - For continuity, the 6 department members will serve two-year staggered terms.
 - The members of the committee will consist of the following categories:
 - Three (3) - Sworn Union Personnel (one from each shift)
 - One (1) - Sworn Supervisory and Administrative Staff
 - One (1) - Dispatch employee
 - One (1) - Records employee
- Alternate Members:
 - Two (2) alternative members will serve two-year staggered terms. The alternative members will consist of one department member from those eligible for Employee of the Year and Officer of the Year awards. In the event a standing committee member is nominated for a particular award, the appropriate alternative member will replace the nominated member during committee deliberations.
- Assistant Chief:
 - The Assistant Chief will appoint members of the committee when there are vacancies, facilitate the committee meetings, and forward any findings to the Chief. The Assistant Chief will not be an active voting member of the committee.

C. PRESENTATION

- The Chief of Police will present all awards in a timely fashion during the year as deemed appropriate. A yearly ceremony will be hosted by the department, in conjunction with the presentation of the "Officer of the Year" and "Employee of the Year" awards, honoring these two recipients and all other department members receiving awards through-out the previous year. The ceremony will also recognize officers who recently reached non-probationary status and Citizen Awards given for events through-out the year.

D. WEARING OF AWARDS AND MEDALS

- Department members awarded any medal may wear the medal on their daily uniform centered approximately ¼ inch above their nameplate above the right pocket.
- The highest award will be worn on the right towards the right sleeve, lowest on left towards the center of the shirt.
- The "Award of Valor" is considered the most honored award, then descending in order as listed below.
- If more than one award is displayed, it must be displayed on a bar holder. The awards will be displayed at most, two wide, following an order of most honored on top right, then top left, and then downward in a similar manner. If there are an odd number of awards (i.e. 3, 5), the order will be the single award on top with two wide on the bottom. The bar holder will be purchased and issued by the police department.

E. SPECIFIC AWARDS, SERVICE BARS & PINS

- Award of Valor - This award is given to a department member who has approached a difficult or dangerous situation requiring courage and bravery at the risk of the department member's life above and beyond the call of duty. The award is in the form of a certificate and a commendation bar.
- Blue Star Award - This award is given to department members who receive a wound or injury of a degree necessitating hospitalization or the immediate care of a physician. This injury must be serious in nature, capable of causing death or extended disability. The wound or injury must have been an intentional or deliberate act caused by another person or in the attempt to save a human life placing oneself in immediate peril. Recipients of this award will receive a certificate and/or commendation bar.
- Life Saving Commendation - This award is given to any department member or citizen whose action directly contributed to the saving or significantly prolonging of human life. For example, a subject being discharged from the hospital would constitute significantly prolonging human life. This award is in the form of a certificate and/or commendation bar.
- Distinguished Service Award - This award is given to a department member who has demonstrated exceptional performance in all facets of his/her duties on a continued basis throughout their career. This award is in the form of a certificate and a commendation bar.
- Officer of the Year Award - This award is given to one Officer for sustained service and teamwork. This award is given yearly to a sworn officer, exclusive of sworn supervisory and sworn administrative staff, who has consistently performed at a high level and who has excelled in teamwork to help the Department achieve its mission during the course of the previous year. This Officer's daily work reflects an awareness of departmental operating procedures, core values, and objectives. This award is in the form of a certificate and a commendation bar.
- Employee of the Year Award - This award is given for sustained service teamwork. This award is given yearly also and all other departmental staff not included in the Officer of the Year award are eligible. The same criterion applies as with the Officer of the Year award. This award is in the form of a certificate and/or a commendation bar.
- Chief's Award - This award is given by the Chief to any department member, sworn or non-sworn, for an outstanding contribution to the department during the course of the previous year. This award covers many service categories and is given solely at the discretion of the Chief as often as he/she deems appropriate. This award is given as a certificate and/or a commendation bar.
- Military Service Award - This award is given by the Chief of Police to any sworn department member, who is a honorably discharged veteran of Military service or are currently serving as a member of the United States Armed Forces. This award is given once the officer has successfully completed the probationary period. This award is given as a certificate and/or a commendation bar.
- Continuous Service Bar - This award is to be given to officers for each 5 years of consecutive service. This is given as a commendation bar.
- Honor Guard Bar - Officers who are active members or were previously members of the Departments Honor Guard may wear this bar. This is given as a commendation bar.
- Field Training Officer Bar - Officers who are active Field Training Officers or were previously Field Training Officers may wear this bar. This is given as a commendation bar.
- Instructor Bar - Officers who are active instructors or were previously certified instructors may wear this bar. This is given as a commendation bar.
- School Resource Officer Bar - Officers who are active Police School Resource Officers (PSLO) or were previously Police School Resource Officers may wear this bar. This is given as a commendation bar.
- Mental Health Officer Bar - Officers who are active members of the Mental Health Response Team (MHRT) or were previously members of the Mental Health Response Team may wear this bar. This is given as a commendation bar.

F. SPECIFIC COMMENDATION BARS

- The Sun Prairie Police Department will utilize the stock Commendation bars from *Davis and Stanton*. The following bars will be given for each of the following awards.
 - Award of Valor – Entire bar is navy blue with two thin white vertical strips approximately ¼ distance in from each end of the bar. Stock #B201.
 - Blue Star Award – Left, center, and right quarter of bar is white with a blue line running vertically down the left and right side separating each white section. The center section has a blue star in the middle. Stock #J109 (but customized to add star).

- Life Saving Award – Left half of the bar is red, right half is white with a thin navy blue stripe running vertically in the center of the bar separating the red and white. Stock #E204.
- Distinguished Service Award – Left half of the bar is navy blue, right half of the bar is white with a thin red stripe running vertically in the center of the bar separating the navy blue and white. Stock #F205.
- Officer/Employee(if sworn) of the Year – Both ends of the bar are navy blue and the center is white with two thin red vertical stripes separating the navy blue and white. Stock #C202.
- Chief's Award – Same as the officer of the year bar with red oak leaves in the center white area. Stock #D103.
- Military Service – Both ends of the bar are red and the center is a gold eagle on a navy blue background, with two thin white vertical stripes separating the red and navy blue. Stock #V121.
- Continuous Service Bar – Has a navy blue background with gold stars signifying the number of years of service centered. One star signifies 5 years of service. Stock #Q216 – Q246.
- Honor Guard Bar - Both ends of the bar are red, the center has a white background with the words Honor Guard in gold lettering, with two thin blue vertical stripes separating the red and white. Stock #A301.
- Field Training Officer Bar - Has "FTO" in the center silver oval, with a blue background and silver stripes on each side of the oval. Stock #H107
- Instructor Bar - Has a blue background with the word "Instructor" in silver lettering. Stock #H507.

Attachments

None

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VI. HISTORY:

Date Published	Statement
March 22, 2014	Replaces: A-7008, TB 7.08; Update 03-22-12
July 16, 2015	Updated 071615. Replaces: A-7008, TB 7.08; Update 03-22-12
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