

DEKALB POLICE DEPARTMENT

Subject: **Awards and Recognition Program**

Policy #: **202.2**

Effective Since: 8-21-03

Revision Effective: 1-1-19

FTO Training Task: # 8

Reference Material: IACP Awards Research Paper

ILEAP Standards Covered: PER.10.01

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PURPOSE: The purpose of this policy is to outline the department's awards and recognition program for various performances and accomplishments. This policy documents standards for certain exemplary performances, enforcement goals, and community service accomplishments.

POLICY: The department issues awards and letters for various exemplary performances. Recognizing employees for exceptional work can provide positive incentive, improve productivity, boost morale, and create better employee-supervisor relations.

DEFINITIONS: none

PROCEDURE:

A. Awards:

Medal of Valor : Awarded for an outstanding performance of courage under duress while acting in the line of duty; presented to officers for acts of exceptional bravery performed at very high risk to their own lives with full awareness of the danger involved. This award will be presented in the form of a plaque or medal or pin, and certificate.

Life-Saving Award : Conferred upon any member of the department whose actions directly contribute to saving or significantly prolonging human life. This award will be presented in the form of a plaque or medal or pin, and certificate.

Outstanding Service Award : Awarded to any member of the department for an outstanding accomplishment as the result of exceptional police work. This is directly inclusive of an exceptional performance that has facilitated in a significant enforcement effort and/or the effective performance of a departmental goal or mission. (For example, capturing a bank robber or other notorious felon; outstanding investigative effort resulting in a significant felony arrest; developing a program or concept that has had a significant positive effect on the department or city.) This award is presented in the form of a plaque or certificate.

B. Procedure for Issuing Awards :

1. Employees, supervisors, or citizens can suggest to a supervisor that consideration for one of the three award categories be given.
2. Supervisory staff will assess the accomplishment and make a recommendation to the Chief for the issuance of the award.
3. The award will be presented by the Chief at a City Council Meeting or other public ceremony where family, friends, and/or the press have access.
4. A copy of the certificate will be placed in the employee's personnel file.

- C. Letter of Commendation of Exemplary Activity :** A commendation letter awarded by the employee's supervisor to any employee who performs an exemplary act of enforcement, investigation, administrative work, community service, organization of a new and beneficial program, designing or conducting a productive training course, and/or commendable organization of any other activity or program that improves the department's function. The letter is reviewed and approved by the appropriate Division Commander and the Chief. Upon approval, a copy of the letter is placed in the employee's personnel file.

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- D. **Letter of Recognition** : A recognition letter awarded to members who perform their regular duties in a manner that demonstrates professionalism, devotion to duty, and dedication to the performance of the department's mission in a certain category or specific situation.

[ILEAP PER.10.01]

Policy originally issued 8-21-03; this revision becomes effective on 1-1-19 by authority of the Chief of Police .

NOTE: This policy and procedure summarizes the department's position on this specific matter. This policy is for general direction and guidance primarily designed for use by the department's members. This policy is for internal use only and does not create or enlarge an officer's liability in any way. This policy shall not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this policy, if proven, can only form the basis of an internal departmental complaint and then only in a non-judicial administrative setting.