

	LOWER MERION TOWNSHIP POLICE DEPARTMENT Ardmore, Pennsylvania	
	Policy 3.2.4	
Subject:		Distribution:
Police Department Awards/Commendations		All Sworn Personnel
Date of Issue:	Expiration Date:	Rescinds:
06-01-2014	Until Amended or Rescinded	General Order: 98-7, 03-17
References:		
CALEA: N/A; PLEAC: N/A		
By Authority of:		
		Superintendent of Police

PURPOSE

The purpose of this policy is to establish a standard procedure for the selection of candidates for Police Department recognition awards and commendations. Qualifying awards are Officer of the Quarter, Officer of the Year, and the Highway Safety Award.

PROCEDURE

A. Officer of the Year/Quarter

1. Officers to be considered may be recommended by their immediate supervisor using established criteria, or any employee who forwards the recommendation to any supervisor.
2. Criteria to be addressed in recommendation:
 - a. Dependability
 - b. Demonstrative Job Initiative
 - c. Ability to work with Minimal Supervision
 - d. Attendance Record
 - e. Performance History
 - f. Any other Significant Issue(s) that relate to the value in this nomination.
3. Recommendation will be forwarded to the Superintendent of Police through the Chain of Command no later than fifteen days after the quarter/year ends. After

selection by the committee has been made, the Superintendent of Police shall present the award within 30 days after the quarter/year has ended.

4. Selection of candidates will be made by a committee consisting of one Watch Commander and five departmental members. Departmental members shall consist of a mix of Sergeants and Officers that are selected at the Lieutenants discretion.
5. Photographs of the selected candidates will be displayed in the police station at the following locations:
 - a. 1st Floor Main Lobby
 - b. Roll Room

B. Highway Safety Award

1. This annual award will be presented to a selected officer for excellence in promoting traffic safety in Lower Merion Township. A plaque will be placed in the roll room, which will be updated each year as the award is presented.
2. Unit supervisors are to review their year-end records and nominate one candidate. Each nomination should mention the officer's individual activity for the year including, DUI arrests, hazardous moving violations, citations, warnings, parking violations, F.E.N.'s, T.OT's, hazard slips, traffic recommendations, educational programs and anything else promoting highway safety which deserves recognition. Nominations should be submitted to the Operations Division Commander no later than January 31st of the new year.
3. A selection committee consisting of the Operations Division Commander, the Watch Commanders and the Traffic Safety Unit Commander will review the nominations and select the recipient of the Highway Safety Award.

COMMENDATIONS

- A. Commendations are given to deserving personnel in recognition of, and appreciation for, outstanding acts of public service.
- B. Commendations are only awarded after a thorough evaluation of each request and weighing the merits of each incident or action.

DEFINITION

- A. **Commendation for Valor:** For an extraordinary act of outstanding courage, while in an actual confrontation with an armed and dangerous adversary. Uniform designation: Blue/White/Red/White/Blue Bar.

- B. Commendation for Bravery:** For the performance of an outstanding arrest where the officer's effort is met by an armed and dangerous adversary. Uniform designation: White/Blue Bar.
- C. Commendation for Heroism:** For an act of heroism and outstanding courage that results in the saving of a life. Uniform designation: Blue/White/Blue/White/Blue/White/Blue Bar.
- D. Commendation of Merit:** For an act of intelligent and valuable police service, demonstrating special faithfulness or perseverance, including an especially important arrest accomplished through highly intelligent police performance. Uniform designation: Blue/White/Blue Bar.
- E. Unit Commendation:** For exceptional police service where the outstanding accomplishment is the result of teamwork rather than that of an individual(s). Uniform designation: Blue Bar.
- F. Commendation Letter:** For exceptional police service that has been determined to be worthy of recognition but does not rise to the level of any of the above categories. Uniform designation: None.

OUTSIDE AGENCY RECOGNITION

- A.** Any police personnel receiving recognition from another law enforcement agency or chartered organization may be issued a commendation bar based on the criteria stated herein. Only one commendation designation bar will be issued per incident even if multiple outside awards result from the same incident. Uniform designation: Red/White/Red Bar.

PROCEDURES

- A.** The Supervisor shall submit a Personnel Report for each case requesting a commendation. All recommendations for commendations are to be coded with department incident code number 6001.
- B.** The Personnel Report shall briefly summarize the facts of the case. Where more than one officer is to be cited, describe the exact role of each officer in the case.
- C.** The requests for Commendations shall be evaluated at each level by each supervisor and commander as it proceeds through the Chain of Command. Each reviewer shall state whether or not the recommendation has merit. The recommendation shall be forwarded to the Superintendent of Police for his/her final disposition.
- D.** In cases where multiple outside agency awards result from the same incident, the Superintendent of Police will determine how the uniform designation will be made.

- E.** All recommendations for commendation shall be forwarded to the Staff & Inspections Unit. The approved commendation shall be composed and placed on the appropriate certificate and forwarded to the Superintendent of Police for his/her signature.
- F.** Commendations for valor, bravery, heroism, merit, and unit citation shall be presented to the recipient at roll call or other appropriate setting. A commendation letter will not be presented, but will be forwarded to the recipient's supervisor for delivery. A copy of all commendations will be placed in the recipient's personnel file.
- G.** Designation bars are to accompany the presentation of the commendation. A commendation letter does not rise to the level of an issuance of a designation bar.

ISSUANCE/WEARING OF COMMENDATION BARS

- A.** Department issued Commendation bars will be worn on an approved holder above the badge on the outer uniform. Commendation bars are to be worn in the following descending order: Valor; Bravery; Heroism; Merit; Unit Citation and Outside Agency. Each additional Commendation of the same category resulting from separate incidents will be recognized by a silver star on the Commendation bar.

RESTRICTIONS

- A.** No award or reward of any kind may be solicited.
- B.** No award or reward of any kind may be accepted by an officer of the Department without the official written approval of the Superintendent of Police.