



BRAINTREE POLICE DEPARTMENT

Policy and Procedure

EMPLOYEE RECOGNITION POLICY

2017-03

Date of Issue: 12/18/2017

Review Date :

Revised:

Issuing Authority:

Chief Paul Shastany

Certification Standards:

Accreditation Standards:

Optional Accreditation Standards: **26.1.2**

I. Purpose:

A recognition program has been established to formally award all Braintree Police Department employees for a specific heroic act, meritorious service, attainment of an extraordinary high standard of proficiency in a critical skill achieved in a public safety endeavor, or for an act which results in the betterment of law enforcement.

1. A BPD Personnel Order will always be issued whenever award(s) are authorized by the Chief of Police.
2. All original award certificates will be signed by the Chief of Police.

II. Program Coordination: **26.1.2**

The Awards Committee shall be comprised of the Deputy Chiefs of Administration and Operations, Lieutenant of Professional Standards, Lieutenant of Detectives, a member of BPSOA, and a member of BPOA

- 1.) The Deputy Chiefs of Administration and Operations shall serve as the co-chairs of the Awards Committee.
- 2.) The Chief of Police may serve as a non-voting member of the committee.
- 3.) The Committee will meet as announced by the co-chairs.
- 4.) The Committee will review all submitted recommendations for awards before submission for approval to the Chief of Police. Committee recommendations may include approval, disapproval or modifications of the recommended award and are forwarded to the Chief of Police.

III. Submission and Processing of Recommendations:

Award recommendations for Departmental employees may be initiated by any Department employee and forwarded through the recommended individual's chain of command to the Awards Committee or approving authority as appropriate. The recommendations shall be in written form and contain the following information:

- 1.) Recommended individual's name
- 2.) A descriptive narrative of the events, which resulted in the recommendation.
- 3.) The basis for considering the performance as OUTSTANDING.
- 4.) Supporting documents, letters, memoranda or statements (when applicable), which further explain the event.

IV. Individual Award and Honor Criteria:

The categories of award are as follows:

- 1.) **MEDAL OF VALOR:** This award is the highest police award for an outstanding heroic act in the line of duty at imminent personal hazard of life in combat with an armed adversary, with full knowledge of the risk involved. Important considerations will be whether the officer was under potentially deadly hostile fire attack, did the officer have to use deadly force to prevail, and did the officer sustain wounds during the incident. Recipients of this award will receive a written citation to be read/posted at Roll Call and a copy placed in the Personnel File, a plaque, and a citation bar with a gold border of red, white with gold lettering VALOR, and blue bands.
- 2.) **GALLANTRY STAR EXCELLENT ARREST:** Award for an act of distinguished bravery in the arrest of a person who is a major threat to the welfare of the community and/or the officer. Important considerations include hazards encountered, initiative involved, level of threat presented in the encounter by the suspect, and/or if death or injury to a third party is prevented. Recipients of this award will receive a written citation to be read/posted at Roll Call and a copy placed in the Personnel File, a plaque, and a citation bar with a gold border of alternating red, blue, yellow, and red bands.
- 3.) **LIFE SAVING MEDAL:** Award for an act performed in the line of duty, which through disregard of personal safety and/or prompt and alert action, results in saving a life. This award will be for officers who, for example, safely evacuate people from smoked filled buildings before the arrival of the fire department or use first aid or CPR to save a life. Recipients of this award will receive a written citation to be read/posted at Roll Call and a copy placed in the Personnel File, a plaque, and a citation bar with a gold border of alternating red, white with a blue cross, and red bands.

- 4.) EXCEPTIONAL SERVICE AWARD:** Award for a highly creditable accomplishment bringing public acclaim to the officer, his/her department or the law enforcement profession as a result of training, devotion to duty or service to the public. This will be primarily our “problem-solving” or community oriented policing award. Here is where initiative in identifying or dealing with real problems will be recognized. Teamwork is a variable as is consistency at a high level in dealing with serious incidents or ongoing problems. Recipients of this award will receive a written citation to be read/posted at Roll Call and a copy placed in the Personnel File, a plaque, and a citation bar with a gold border of solid white.
- 5.) POLICE AWARD CERTIFICATE:** Award for a creditable act in the line of duty, which meets some, but not all the requirements for other medals and is unusual in nature, showing initiative and accomplishment. This award is primarily for significant arrests, response time, initiative, persistence, excellent police work and teamwork which are all variables. The officer will receive a Police Award Certificate which will be read/posted at Roll Call and a copy placed in the Personnel File. This award is also presented in certain circumstances for incidents or arrests involving the *seizure of a firearm, Officers, at the discretion of the Chief of Police, may also receive a day off commonly referred to as a “Chief’s Day”. (**Seizure of a firearm in this instance is referred to in the context of a “street arrest” or as the result of an unplanned event not as a result of a search warrant execution.*)
- 6.) POLICE LETTER OF COMMENDATION:** Letter for an officer who distinguishes himself/herself above and beyond their normal job function for acts which benefit a citizen, the community, or the department and require individual recognition. The officer will receive a Letter of Commendation which will be read/posted at Roll Call and a copy placed in the Personnel File.
- 7.) NONSWORN PERSONNEL LETTER OF COMMENATION:** Letter for nonsworn employee who distinguishes himself/herself above and beyond their normal job function for acts which benefit a citizen, the community, or the department and require individual recognition. The employee will receive a Letter of Commendation which will be read/posted at Roll Call and a copy placed in the Personnel File.
- 8.) YEARS OF SERVICE AWARD:** Award to an officer of the department who has continuous honorable service with the department for **10 years**. Awards will be given for every five years of service there-after as follows; Recipients of this award at ten years will receive a citation bar with a silver border of blue. At **15 years** an individual silver star will be affixed to this citation bar, and at **20 years** a total of two silver stars will be affixed. During each presentation an officer will receive a written citation to be read/posted at Roll Call and placed in the Personnel File.

At **25 years** of honorable service an officer will affix a gold star to the citation bar which will now have a gold border from here on in. At **30 years** of honorable service a total of two gold stars will be affixed to this citation bar. At **35 years**, a total of 3 gold stars will be affixed to this citation bar. At **40 years** a total of 4 gold stars will be affixed to this citation bar.

Upon retirement if an officer has a minimum of 25 honorable years of service a plaque will also be awarded.

9.) MERITORIOUS SUPPORT AND SERVICE AWARD TO OUTSIDE AGENCIES: Award presented to recognize a uniformed member of another public safety agency who has provided outstanding assistance to BPD or has significantly contributed to public safety. Their actions contributed to BPD's objectives, betterment of public safety, or noteworthy achievements that greatly contributed to a BPD operation. Recipients of this award will receive a written citation and a plaque.

10.) DISTINGUISHED SERVICE MEDAL: This award is the highest award for members of the public who have provided extraordinary assistance to the department. Their heroic actions were taken for the rescue of life or in the defense of an officer or another. In assisting the department imperiled himself/herself to the risk of great personal injury or death. The individual provided assistance to an officer in a critical situation and in the need of help. Recipients of this award will receive the Gold Distinguished Service Medal, a written citation and a plaque.

V.

Citation Bars:

Citation bars may be pinned above the right pocket of the uniform shirt over the name-tag. Officers may wear leather cluster holders with Department issued name-tags to which the citation bars are attached. On the holders the citation bars are worn with the name-tag below. Cluster holders, with the name-tag, may be worn on the shirt or on the outermost uniform garment.

Any officer who has received more than one award, will be authorize to wear a "bronze star" affixed to the citation bar which will denote a second and subsequent award, a "silver star" affixed to the citation bar will denote a fifth and subsequent award, and a "gold star" affixed to the citation bar will denote a tenth and subsequent award.

An awards ceremony shall be held annually during the month of May (when feasible) to coincide with National Police Week.