
	Florida State University Police Department	
Departmental Awards Program Policy		
Revision Effective Date: 07/22/2019	General Order 404	Attachments: <i>Recommendation for Award Form</i>
Rescinds/Amends: 11A (01/20/16 & 02/26/15), 404 (09/01/17)	Distribution: Department-Wide Pages: 7	CFA Reference: N/A

Departmental Awards Program Policy

For the purposes of enhancing individual morale and an *esprit de corps*, recognizing excellent performance of duty, and publicly acknowledging the exceptional dedication and professionalism of the Florida State University Police Department’s (FSU PD) sworn and non-sworn employees, it shall be the explicit policy of the FSU PD to schedule and conduct an Awards Ceremony annually (or as special occasions arise) for the purposes stated above.

Procedure

A. Awards Committee

The Awards Committee is charged with reviewing exemplary achievements, accomplishments, and acts of valor by Department employees and members of the community. The Committee shall review reports and supporting documents and interview those persons deemed necessary in order to make award recommendations to the Chief, who shall make the final decision.

1. The Chief shall appoint seven members of the Department to serve on the Awards Committee. The Committee will consist of the following members:
 - a. One command level officer (Lieutenant or higher in an ex officio capacity)
 - b. One investigator or support services sergeant
 - c. One patrol sergeant or corporal
 - d. Two patrol officers
 - e. One civilian support staff member
 - f. One FPBA representative

Members will serve a maximum term of four years. Each year the two members who have been on the board the longest will rotate off and be replaced by two new members. The command level member will not rotate unless directed by the Chief.

2. The Committee members shall convene on an “as needed schedule” after a recommendation for a commendation has been received and processed by the command level officer. However, all nominations for the annual “Of the Year Awards”, shall be submitted to the Awards committee no later than January 31st of each calendar year. If an extension for submission of nominations to the Awards committee is needed, the Personnel Officer/Lieutenant for Support Service shall seek approval from the Chief for an extended deadline.
 - a. The Committee shall receive and evaluate all requests for commendations and recommend appropriate action to the Chief.
 - b. The Personnel Officer/Lieutenant for Support Services of the Department will maintain all files regarding activity generated by the Committee.

- c. The Committee may elevate or lower the requested commendation at its discretion.
- d. The vote pertaining to the acceptance or rejection of the commendation by the Committee will be by secret ballot. The Committee shall, by a simple majority, vote to approve or deny the recommendation for a commendation within 30 days after receiving the recommendation. In either case, the recommendation shall be submitted to the Chief within one week of the Committee's decision.
- e. The Chief has three options upon receiving the Committee's recommendation:
 - 1) He may approve the recommendation.
 - 2) He may deny the recommendation.
 - 3) He may remand it for reconsideration.
- f. Recommended employees shall be advised of the Chief's decision, which in all cases shall be final.
- g. All awards will be presented to the recipient by the Chief or his designee, assisted by the immediate supervisor of the recipient.

B. Initiation of Awards

Recommendations for recognition may be made by any member of this Department or by any citizen. The employee making the recommendation shall complete the *Recommendation for Award Form* and submit it to the nominee's supervisor. The supervisor will review the recommendation, make the supervisory endorsement, sign, and forward to the Awards Committee. Employees may not recommend themselves. In addition, routine commendatory letters received by the Department will continue to be filed in the employee's personnel folder, with a copy forwarded to the Committee for review.

C. Major Awards

1. Chief's Citation

This is the highest citation issued by the Police Department. The Chief's Citation is prepared delineating the member's commendable conduct that caused him or her to pay the ultimate price of service to the community. The member's badge shall be mounted and, along with the Citation, shall be presented by the Chief to a representative of the member's family at an appropriate ceremony.

Presentation of the Chief's Citation does not preclude the awarding of another award posthumously to a deserving member.

2. Medal of Honor

The Medal of Honor is the highest award presented by the Department. It shall be awarded only in exceptional cases where a hazardous duty is performed by an employee who risks his/her life in so doing. The act shall be of such an extraordinary nature that it is clearly above and beyond the call of duty. This conduct shall occur in immediate life-threatening peril, which places the member at extreme risk without regard for their personal safety, and in the interest of others.

- a. The Medal of Honor is a unique medal of gold composition and inscription appropriately signifying the high award it symbolizes. This medal shall be suspended from a red, white, and blue neck ribbon. A red, white, and blue enamel bar for uniform wear, a framed certificate, and a letter from the Chief of Police shall accompany the medal.
- b. The Medal of Honor shall be presented with a presentation box, which includes a red, white, and blue cloth bar.

3. Medal of Valor

The Medal of Valor is the second highest award presented by the Department to a member who distinguishes him/herself by displaying acts of bravery or heroism above and beyond the call of duty. The acts may arise through an emergency and where, because of the nature of such action, a life may be saved, a serious crime prevented, or a person arrested who has committed a serious crime.

- a. The Medal of Valor is a unique medal of gold composition and inscription appropriately signifying the high award it symbolizes. This medal shall be suspended from a breast pocket ribbon that is red in color. A red bar for uniform wear, a framed certificate, and a letter from the Chief of Police shall accompany the medal.
- b. The Medal of Valor shall be presented with a presentation box, which includes a red cloth bar.

4. Purple Heart Medal

The Department awards the Purple Heart Medal to a member that receives serious injuries incurred during the course of criminal apprehension or life-saving efforts. Injury is defined as one which requires medical treatment of wounds or injuries that could be life-threatening for the officer, cause permanent disfigurement or disability; including those which result in paralysis.

- a. The Purple Heart Medal is a unique medal of gold composition and inscription appropriately signifying the high award it symbolizes. This medal shall be suspended from a breast pocket ribbon that is purple in color. A purple bar for uniform wear, a framed certificate, and a letter from the Chief of Police shall accompany the medal.
- b. The Purple Heart Medal shall be presented with a presentation box, which includes a purple cloth bar.

5. Chief's Commendation Award

The Chief's Commendation Award is awarded by the Department to a member that as a result of their diligence, perseverance, and obvious extra effort outside normal duty responsibilities, performs a difficult task in which crime is prevented, life and property protected, or criminals apprehended.

- a. The Chief's Commendation Award shall be a blue and white bar, with appropriate number of stars (see below) for uniform wear, a framed certificate, and a letter from the Chief of Police.
- b. The blue and white enamel bar shall be 1 3/8" x 3/8" and will be appointed as follows; first issuance of commendation, no star, second commendation, two gold stars, third commendation, three stars, etc.

6. Life Saving Award

The Life Saving Award is awarded by the Department to a member that by exercising proper life saving or first aid procedures, under extreme or true emergency circumstances to any person having a medical or mental health emergency, directly impacts the individual's survival.

- a. The Life Saving Award shall be a red and white bar for uniform wear, a framed certificate, and a letter from the Chief of Police.
- b. The red and white enamel bar shall be 1 3/8" x 5/16".

D. Best of the Year Awards

Each year, a deserving law enforcement officer or non-sworn member of the Department will be recommended by open nomination to receive a Best of the Year Commendation in one of the

following appropriate categories. Such nominations will be made on the approved form and reviewed by the Awards Committee. The Committee will then review all nominations and narrow the nominations to the two most highly qualified nominees. These top nominees will be returned to the membership for a simple majority, secret vote of who will become the recipient of the Best of the Year recognition. Each category will be voted on by all department members. In the event there is only one member nominated for a category the Awards Committee will review the nomination and submit it to the Chief directly.

The final vote winners will be submitted to the Chief for each best of the year award. All nominations for Best of the Year awards shall be submitted to the Awards Committee no later than January 31st of each calendar year.

1. Law Enforcement Officer of the Year

The Law Enforcement Officer of the Year Award shall consist of an Officer of the Year plaque, a framed certificate, a letter from the Chief of Police, and a brass nameplate included on the Departmental Officer of the Year display.

2. Field Training Officer of the Year

- a. Nominees for Field Training Officer of the Year must have been an active field training officer during the calendar year for which they are being nominated.
- b. The Field Training Officer of the Year Award shall be a plaque, a letter from the Chief of Police, and a brass nameplate included on the Departmental Field Training Officer of the Year display.

3. Adopt-A-Copp of the Year

- a. Nominees for Adopt-A-Copp of the Year must have been an active Adopt-A-Copp during the calendar year for which they are being nominated.
- b. The Adopt-A-Copp of the Year Award shall be a plaque, a letter from the Chief of Police, and a brass name plate included on the Departmental Adopt-A-Copp of the Year display.

4. Police Communications Officer of the Year

The Police Communications Officer of the Year award shall be a plaque, a letter from the Chief of Police, and a brass nameplate included on the Departmental Police Communications Officer of the Year display.

5. Security Officer of the Year

The Security Officer of the Year award shall be a plaque, a letter from the Chief of Police, and a brass nameplate included on the Departmental Security Officer the Year display.

6. Support Staff Member of the Year

The Support Staff Member of the Year award shall be a plaque, a letter from the Chief of Police, and a brass nameplate included on the Departmental Support Staff Member of the Year display.

7. Transportation and Parking Employee of the Year

The Transportation and Parking Employee of the Year award shall be a plaque, a letter from the Chief of Police, and a brass nameplate included on the Departmental Transportation and Parking Employee of the Year display.

E. Other Awards for Departmental Members or Citizens

1. Police Service Award (Citizen)

Presented on an as-needed basis, this award may be given to a citizen who assists an employee of this Department in the prevention of a crime or in the apprehension of a suspect. The nomination of a citizen shall follow the same procedures as commendations for employees.

The Police Service Award shall be a framed certificate and a letter signed and presented by the Chief of Police.

2. Departmental Letter of Commendation

Any member of this Department or any other citizen may make recommendations for Departmental Letters of Commendation. The recommendation shall be completed on the approved form and submitted to the Awards Committee for review. Employees may not recommend themselves.

The Departmental Letter of Commendation shall be on Departmental letterhead stationery and, signed and presented by the Chief of Police or Deputy Chief of Police on an as-needed basis.

F. Issuance, Dress Regulation, and Display of Awards

Regarding the issuance, dress regulation, and display of awards:

1. The employee or member of the public receiving an award shall be formally recognized at an official departmental function as soon as feasible after the fact. In all cases, recipients of awards will be identified and honored during the First semi-annual departmental meeting to be held within the first quarter of the year. Any awards being issued after the first meeting shall be recognized at an official departmental function as soon as feasible after the fact. In all cases they will be formally recognized during the second semi-annual departmental meeting.
 - a. A copy of the certificate, letter, and/or citation shall be made a permanent part of the employee's personnel file and the employee's Departmental file.
 - b. One copy of the commendation shall be forwarded to the recipient's supervisor.
 - c. A press release shall be prepared and circulated to all news media outlining the accomplishments of the individual.
 - d. A copy of this press release may be sent to the individual's hometown newspaper.
2. Formal medals with ribbons awarded by the Department shall only be worn on formal occasions to be announced by the Chief. The uniform bar representing the award may be worn on the uniform shirt only. When worn, the bar(s) shall be centered above the nameplate on the wearer's right. The size of the bar for uniform wear shall be 1 3/8" x 3"8" (size issued by the Department for uniform wear). The proper positioning of each individual bar shall be as follows:
 - a. Medal of Honor: (Red, White and Blue) shall be worn with the red side to the wearer's right.
 - b. Medal of Valor: (Red) shall be worn to the wearer's right.
 - c. Purple Heart Medal: (Purple) shall be worn to the wearer's right.
 - d. Chief's Commendation Award: (Blue and White with or without stars) shall be worn with the blue side to the wearer's right.
 - e. Life Saving Award: (Red and White) shall be worn with the red side to the wearer's right.
 - f. When more than one bar is worn, the senior award will be displayed from the wearer's right to left. All bars will be centered above the nameplate on the wearer's right
3. Medals should be respected for the high award they represent. Awards should be maintained in their case when not worn on formal occasions.
4. Members displaying awards in their office should display them in a professional enclosure specifically designed to accent prestigious awards.

G. Entitlements and Recognitions

Certain forms of recognition are earned by attainment of objective standards and are not subject to any form of balloting. Dissemination of such awards will be made upon completion of all established requirements. Entitlements and recognitions include, but are not limited to:

1. Career Service Recognition

Members of the Department shall be recognized for their loyal and faithful service. Continuous Service Recognition will be awarded on five-year intervals as follows:

- a. Five Years: Framed Certificate of Service
- b. Ten Years: Framed Certificate of Service
- c. Fifteen Years: Framed Certificate of Service
- d. Twenty Years: Silver wall plaque with appropriate lettering
- e. Twenty-five Years: Bronze wall plaque with appropriate lettering
- f. An additional bronze wall plaque will be presented for each subsequent five-year increment of service performed thereafter.

2. Retirement Recognition—10 Years

Members separating employment from the Department, in good standing and with at least ten (10) years of service as a certified law enforcement officer, shall be awarded the following:

- a. One (1) badge, indicating a one military grade honorary promotion at retirement.
- b. One (1) police identification card clearly marked "RETIRED," consistent with the provisions of Section 112.193, Florida Statutes

3. Retirement Recognition—20 Years

Members separating employment from the Department under normal retirement, including disability retirement, in good standing and with at least twenty (20) years of service as a certified law enforcement officer, shall be awarded the following:

- a. One (1) badge, indicating a one military grade honorary promotion at retirement.
- b. One (1) police identification card clearly marked "RETIRED," consistent with the provisions of Section 112.193, Florida Statutes.
- c. The employee's issued duty firearm, magazines, and a non-uniform holster.

4. Promotion Recognition

Members of the Department, upon promotion, shall be presented with a framed certificate certifying the promotion.

5. Posthumous Awards

Commendations and awards previously described may be awarded posthumously to the member's surviving next of kin as determined by the Awards Committee.

6. County, State, and/or National Recognition

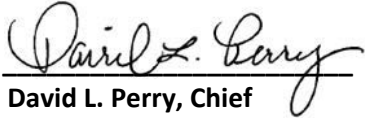
When appropriate, this Department shall submit an individual's name to any official group seeking to recognize meritorious law enforcement service. In addition, a copy of any such submission shall become a permanent part of the individual's personnel file.

Glossary--None

Attachment— *Recommendation for Award Form*

CAA 07/22/19 Filed: General Order 404

Title: **Departmental Awards Program**

Approved: 
David L. Perry, Chief

Date: 07/19/2019