

**NEW SMYRNA BEACH POLICE DEPARTMENT
NEW SMYRNA BEACH, FLORIDA**

POLICY AND PROCEDURE DIRECTIVE

TITLE: AWARDS PROTOCOL

NUMBER: 7-3

EFFECTIVE: 9/15

REFERENCE:

RESCINDS/AMENDS: 11-2

REVISED: 10/22

ATTACHMENTS:

A. PURPOSE

The purpose of this policy is to establish and maintain a system for the New Smyrna Beach Police Department's Awards and Recognition Program.

B. POLICY

This policy establishes an effective awards system by which Police Officers, civilian members, volunteers, and citizens of our community may be awarded a Medal of Commendation, Commendation Bar, a letter or certificate of commendation for any act as outlined within the scope of this procedure.

Medals, Commendation Bars, and/or letters and certificates of commendation will be awarded to individuals who have demonstrated, through their individual or group accomplishments, an outstanding feat of courage, heroism, or exemplary job performance. In doing so, they have brought personal and professional recognition and distinction to the Police Department, themselves and others, or, through those efforts, have saved the lives of other Police Officers or individuals.

C. PROCEDURE

7.3.1 Annually, all supervisory personnel (sworn and non-sworn) will meet with their subordinates, review their personnel records with regard to this policy and provide written recommendations to the Command Staff for appropriate recognition of Civilian Employee of the Year and Police Officer of the Year, pursuant to this policy.

1. All immediate supervisors and command staff shall recognize members for any actions or conduct, pursuant to the criteria set forth in this Directive.
2. Any member of the police department can recommend any other member for any action or conduct in which, they feel that recognition is deserved.

7.3.2 The Command Staff will also solicit nominations from all police department members for Supervisor of the Year; Volunteer of the Year; and Employee of the Quarter and Civilian of the Year.

7.3.3 The Command Staff will ensure that its final recommendations contain the following information:

1. A succinct and descriptive account of the actions, deeds, feats, and/or accomplishments of the member or non-member involved in the act;
2. The formal type of commendation the panel is recommending for the act;
3. A written recommendation of the type of Medal/Commendation Bars that is to be awarded;
4. The full name and position of the member recommended receiving the award;
5. The full name, address, phone number of any civilian who is recommended to receive an award.

7.3.4 In cases where a Letter of Appreciation is recommended, recommendations may be sent directly through the chain of command to the Chief of Police for final resolution.

D. ELIGIBILITY & DESCRIPTION

7.3.5 MEDAL OF HONOR: Awarded for an act of exemplary courage and heroism under extreme conditions which, if not performed, could have cost the life of another person.

1. This act placed the officer performing the act in a certain death situation that under most circumstances could have resulted in the death of the police officer.
 2. This medal typically is given to an officer during a combat situation, where deadly force is being exercised to save the life of another police officer or individual.
 3. This category includes an officer injured by a weapon that causes death or grave injury.
- Blackington Medal: A4558 1 1/16" Seal
 - Davis & Stanton: A100



7.3.6 LAW ENFORCEMENT PURPLE HEART MEDAL: Awarded to a police officer or employee who is injured, wounded or killed in the line of duty.

1. A Purple Heart is a solemn distinction and means a member has greatly sacrificed themselves or paid the ultimate price, while in the line of duty.
- Blackington Medal w/Windsor Knot: A2619
 - Davis & Stanton: L111



7.3.7 MEDAL OF VALOR: Awarded for an act of outstanding bravery, gallantry, or courage while protecting life or property, enforcing laws, preserving the public peace, preventing criminal acts or apprehending criminals.

1. An individual who performs this act without regard for personal safety or at great physical risk; and when such act(s) are above and beyond the ordinary call of duty and performed without thought of reward or gain.
- Blackington Medal: A4557 1 1/16" Seal
 - Davis & Stanton: B101



7.3.8 MERITORIOUS SERVICE MEDAL: Awarded for exemplary performance in the line of duty for any officer/employee for outstanding performance of duty.

- Blackington Medal: A2629A
- Davis & Stanton: C102



7.3.9 DISTINGUISHED SERVICE MEDAL: Awarded to a police officer or employee for service, which goes above and beyond the call of duty.

1. The officer or employee must demonstrate consistent and continual displays of exemplary conduct that brings distinction and recognition upon the Department and himself/herself.

- Blackington Medal: A2366
- Davis & Stanton: P115



7.3.10 LIFESAVING MEDAL: Awarded to a police officer/employee whose actions resulted in saving a person's life. This act can occur on or off duty.

- Blackington Medal: A768
- Davis & Stanton: E304 (Red & White)



7.3.11 CITIZEN'S COMMENDATION: Awarded to any citizen who has demonstrated an act of bravery, courage, or heroism, while attempting to assist a person in a life threatening situation or an act, which saved the life of another person.

- Blackington Medal: A4131

7.3.12 COMMENDATION CERTIFICATE: Awarded to members who are recognized as the Employee of the Quarter. Additionally, the certificate may be awarded to an officer/member for an accomplishment, feat, or act, which has brought distinction and honor to themselves and the Department. This act can be on or off duty.

7.3.13 CIVILIAN EMPLOYEE OF THE YEAR (plaque): Awarded to a member of the Police Department, who is nominated by their peers as employee of the year for outstanding performance and exemplary conduct.

7.3.14 VOLUNTEER OF THE YEAR (plaque): Awarded to a Police Department Volunteer that is nominated by their peers for outstanding service, performance, and exemplary conduct.

7.3.15 POLICE OFFICER OF THE YEAR (Plaque): Awarded to a police officer that is nominated by their peers as the outstanding police officer of the year for exemplary performance and conduct.

- Davis & Stanton: #I208



7.3.16 SUPERVISOR OF THE YEAR (Gold Plaque): Awarded to a sworn supervisor of the Police Department by a nomination by their peers as the outstanding supervisor of the year for administrative excellence.

- Davis & Stanton: I208



7.3.17 CITY POLICE OFFICER OF THE YEAR (Plaque): Awarded to a sworn member for outstanding service, performance, and exemplary conduct. The Chief of Police will select the recipient from the Police Officer of the Year or the Supervisor of the Year.

7.3.18 COMMUNITY SERVICE AWARD: Presented to members who perform outside the normal realm of their duties to become part of an organization or project where they give unselfishly of their time to better the community and the Department.

- Davis & Stanton: D103



7.3.19 GOOD CONDUCT MEDAL: Awarded to an officer/employee who has consistently received “exceeds expectation” rating on their performance evaluations for a period of three (3) years without any corrective action(s). Corrective action is defined as any formal letter of reprimand or corrective action pursuant to City Personnel Code and/or the Departmental Directives.

- Davis & Stanton: G106



7.3.20 FIELD TRAINING OFFICER: Awarded to an officer who has successfully completed the 40-hour Field Training Officer program and served this Department for at least one year in that capacity.

- Davis & Stanton: H107



7.3.21 SPECIAL WEAPONS AND TACTICS (SWAT): Awarded to an officer who has served the Department on the SWAT Team for a period of at least one year.

- Davis & Stanton: M212



7.3.22 EDUCATIONAL ACHIEVEMENT: Awarded to an officer who has earned the listed college degree at an accredited college.

1. AS or AA Degree:
 - Davis & Stanton: N113
2. BACHELOR’S Degree:
 - Davis & Stanton: O414
3. MASTER’S Degree:
 - Davis & Stanton: 0515



7.3.23 FBI NATIONAL ACADEMY: Awarded to an officer that has successfully completed the Federal Bureau of Investigation National Academy.

- Davis and Stanton: V221




7.3.24 CAREER DEVELOPMENT: Awarded to an officer who has meet the requirements as outlined in the Career Development Program, as described in [Directive 10-3 Career Development Program](#).

1. Police Officer 1st Class:
 - Davis & Stanton: O114
2. Senior Police Officer:
 - Davis & Stanton: O314
3. Master Police Officer:
 - Davis & Stanton: O214



- 4. Master Sergeant:
 - Davis & Stanton D203 


7.3.25 SAFE DRIVING AWARD: Awarded to an officer/employee who has not been involved at fault in a vehicle accident while driving a municipally owned vehicle for a period of three (3) years. Number on commendation bar will reflect the number of times the officer has achieved the Safe Driving Award (1st, 2nd, 3rd, etc.).

- Davis & Stanton: S118 


7.3.26 SERVICE AWARD: Awarded to an officer in recognition of uninterrupted service with this Department.

- 1. 5-Year Service:
 - Davis & Stanton: Q216 
- 2. 10-Year Service:
 - Davis & Stanton: Q226 
- 3. 15-Year Service:
 - Davis & Stanton: Q236 
- 4. 20-Year Service:
 - Davis & Stanton: Q516 
- 5. 25-Year Service:
 - Davis & Stanton: Q616 
- 6. 30-Year Service:
 - Davis & Stanton: Q716 


7.3.27 INSTRUCTOR: Awarded to an officer who has successfully completed the 80-hour Instructor Techniques Course and who has instructed at our Department for at least one year in that capacity.

- Davis & Stanton: H407 


7.3.28 CANINE: Awarded to an officer who has successfully completed the K-9 Handler Certification Course and who has served this Department for at least one year in that capacity.

- Davis & Stanton: T119 

7.3.29 POLICE MOUNTAIN BIKE PATROL: Awarded to an officer who has successfully completed the Police Mountain Bike Course and who has served this Department for at least one year in that capacity.

- Davis & Stanton: T219 

7.3.30 POLICE MOTORCYCLE UNIT: Awarded to an officer who has successfully completed the Police Motorcycle Course and served this Department in that capacity for at least one year.

- Davis & Stanton: T319 

7.3.31 ACCIDENT RECONSTRUCTION: Awarded to an officer who has successfully completed the Accident Reconstruction Course and who has served this Department at least one year in that capacity.

- Davis & Stanton: T519



7.3.32 FIREARMS INSTRUCTOR: Awarded to an officer who has successfully completed the Firearms Instructor Course and who has served this Department at least one year in that capacity.

- Davis & Stanton: T619



7.3.33 CRISIS INTERVENTION TEAM (CIT): Awarded to an officer who has successfully completed the 40-hour Crisis Intervention Team training.

- Davis and Stanton: U140



7.3.34 DRUG RECOGNITION EXPERT (DRE): Awarded to an officer who has successfully completed the 80-hour Drug Recognition Expert Course, has been certified by the International Associations of Chiefs of Police (IACP), and has served the Department for at least one year in that capacity.

- Davis and Stanton: O716



7.3.35 ADMINISTRATIVE EXCELLENCE: Awarded to a member of the police department who has developed a new system, program, or idea that has been adopted and/or implemented by the department.

- Davis & Stanton: C202



7.3.36 NEVER FORGET 09-11-01: Issued to each officer at time of orientation.

- Davis & Stanton: USA01



7.3.37 NUMBERS: When members are awarded subsequent commendations such as Good Conduct, Administrative Excellence, Distinguished Service, etc., a number will be affixed to the award to represent each time they achieved the award.

- Davis & Stanton: Specify Number

7.3.38 OFFICER SAFETY AND WELLNESS – RECOGNITION OF EXCELLENCE: Awarded to an officer as follows:

- Individuals achieving an overall “Excellence” or “Superior” rating will receive a Department “Emblem of Recognition Fitness Bar” award from the Chief of Police



Davis & Stanton U160

“Excellence”



Davis & Stanton U260

“Superior”

- Individuals achieving an overall rating of “Superior” will receive a one-time payment of \$500.00 at the New Smyrna Beach Police Department’s annual awards program.
- Individuals achieving an overall rating of “Excellence” will receive a one-time payment of \$250.00 at the New Smyrna Beach Police Department’s annual awards program.

7.3.39 RECRUITER: Awarded to an officer who is appointed as the Department’s Recruiting Coordinator (DRC).

- Davis & Stanton: T919 

E. EMPLOYEE OF THE QUARTER

7.3.40 Rating quarters are as follows:

- 1st Quarter -- January 1st through March 31
- 2nd Quarter -- April 1st through June 30
- 3rd Quarter -- July 1st through September 30
- 4th Quarter -- October 1st through December 31

7.3.41 Recognition criteria, considerations:

1. Employee’s attitude.
2. Being a team player; will lend a hand to their co-workers and help without being asked.
3. Initiative; taking it upon themselves to submit ideas/suggestions for changes that result in increased productivity/efficiency.
4. Proactive.
5. Minimal errors in report writing and form completion for officers (including other duties, i.e., evidence submissions, decision making and prisoner processing).
6. Dependability; calling in sick minimal to none; available to help with overtime burdens.
7. Consistently reporting to work on time, neat and clean appearance (uniform and vehicle).
8. Solving a major case (major case breakthrough/intelligence)

7.3.42 Any member of the police department can recommend any other member for any action or conduct in which they feel that recognition is deserved based on subsection **7.3.42** criteria’s. Recommendations with justification shall be forwarded to the Chief of Police via the chain of command by the last day of each quarter. Recognition is available for sworn and civilian members.

Revised: BSS 10/22

Approved: Signature on File
Chief Mike Coffin