



WRITTEN DIRECTIVE	No. PD17-0210	Page: 1 of 19
Subject: DEPARTMENT COMMENDATIONS	Effective Date:	7-25-2017
	Supercedes/ Amends:	PD16-0210
	Reference:	26.1.2



26.1.2

I. Purpose

The purpose of this directive is to establish a fair and consistent method of recognizing employees and members of the community who have distinguished themselves through specific acts or accomplishments.

II. Policy

It shall be the policy of the Lynchburg Police Department to recognize its employees and members of the community for specific acts of bravery, distinguished service or notable accomplishment.

III. Procedure

A. GENERAL

1. For the purposes of this directive, recognition of employee service will take one of three forms:
 - a. Officer decorations, to include:
 - 1) medals/plaques
 - 2) ribbons
 - b. civilian awards, to include:
 - 1) medals
 - 2) plaques
 - 3) certificates
 - c. written commendations.
2. Medals/Plaques
 - a. Medals/plaques will represent the highest recognition available for specific acts of service.

- b. The awarding of a medal/plaque will include:
 - 1) a ribbon (if applicable) for display on the officer's uniform
 - 2) a letter recognizing the specific act performed.
- 3. Ribbons
 - a. Ribbons may be presented to accompany some medals and will be suitable for wear on the department uniform.
 - b. Ribbons may be presented in recognition of specific accomplishments by officers for which no medal is awarded.

B. AWARDS REVIEW COMMITTEE

- 1. The Awards Review Committee shall consist of police officers and civilian employees. The committee shall consist of five members. The highest rank allowed on the committee is sergeant. Only one sergeant is allowed on the committee at any given time.
- 2. The chairman of the committee shall be elected by the members of the committee at the first called meeting of each year, and confirmed by the Chief of Police
- 3. Prospective members are nominated by current Committee members or department employees and are confirmed by, and serve at, the discretion of the Chief of Police.
- 4. Members shall serve a term of at least one year and may subsequently be re-appointed at the discretion of the Chief of Police.
- 5. The Awards Review Committee shall meet once a month, on a date to be decided by the Chairman of the committee. The committee shall also meet upon the direction of the Chief of Police.
- 6. A quorum of members must be present at any meeting to review and make awards. No proxy votes will be used, nor can any member vote in the absence of a member. Members will have one vote each to select award recipients.
- 7. Upon completion of voting, the chairman shall confirm the consensus and coordinate with the recording secretary to complete the appropriate award letters, memos and certificates. Such documents will be presented to the Chief of Police for his approval and signature no later than the 15th of each month.

C. OFFICER AWARDS

1. Medals/plaques awarded by the department are as follows (each award is also accompanied by a ribbon):
 - a. Medal of Honor
 - 1) The Medal of Honor will be awarded to any officer of this department who distinguishes himself through a specific act of personal bravery or sacrifice.
 - 2) To be eligible for this medal, an officer must perform an act that demonstrates outstanding courage without regard to personal safety.
 - b. Purple Heart
 - 1) The Purple Heart Medal will be awarded to any officer of this department who, while in the performance of duty, is maliciously wounded.
 - 2) To be eligible for this medal, the wound must be:
 - a) received from or caused by an assailant
 - b) received under circumstances considered *life-threatening*.
 - c. Life Saving Medal
 - 1) The Life Saving Medal is awarded to any officer of this department who, without meeting the criteria for the Medal of Honor, saves a life through means such as CPR or rendering other life-saving first aid.
 - d. Meritorious Service Medal
 - 1) The Meritorious Service Medal will be awarded to any officer of this department who has demonstrated a sustained, superior performance in the completion of their job duties.
 - 2) To be eligible for this medal:
 - a) job performance must have substantially exceeded normal requirements over an extended period of time
 - b) the officer's overall performance must have contributed to enhancing the effectiveness of this department.

e. Humanitarian Service Medal

- 1) The Humanitarian Medal will be awarded to any employee who has rendered distinguished and self-sacrificing service to another person that is:
 - a) not directly related to performance of police department or law enforcement duties, and
 - b) "a service of humanitarian nature," such as donating an organ, being a foster parent to a special needs child, significant contributions to the community, etc.

f. Chief's Award

- 1) The Chief's Award will be presented in recognition of actions taken by an LPD employee that:
 - a) is known to the Chief of Police to have significantly furthered the mission of the agency, the effectiveness of the workforce, or the well-being of agency co-workers, and
 - b) the Chief of Police believes would not be adequately recognized by means of other awards.

g. Honorable Service Plaque

- 1) The Honorable Service Plaque will be awarded to any officer of this department:
 - a) in recognition of exceptional performance in the completion of a special task, and
 - b) upon retirement from active service where the officer will immediately receive full retirement benefits.
- 2) The Awards Review Committee may recommend that a nominee not recommended for the Meritorious Service Medal be considered for the Honorable Service Plaque.
- 3) To be eligible for this plaque:
 - a) the special task must be performed in a manner substantially exceeding normal job requirements
 - b) the officer's overall performance must have contributed to enhancing the effectiveness of this department.
 - c) the award will be in the form of a plaque and ribbon.

h. Community Policing Award

- 1) This award will recognize a single officer for exceptional performance in problem solving and sound community policing practices during the previous year.
- 2) The award will be in the form of a plaque and ribbon.

i. Team Achievement Citation

- 1) This award will recognize exceptional performance by a particular unit or team of officers towards the completion of an assignment or task.
- 2) The team must demonstrate it worked above and beyond the call of duty and no particular officer or officers performance was meritorious.
- 3) The award will be in the form of a certificate and ribbon.

2. Officer of the Month Award

- a. This award may be given to a police officer for service rendered in the line of duty when an officer, because of their diligence and perseverance, performs a difficult task in order to prevent crime, protect life and property, or apprehend criminals.
- b. This also includes exceptional actions and professional service to the Department, which may tend to further the Department's progress.
- c. This award will be considered for performance over and above the normal course of duty in such instances as the arrest of individuals through exceptional, diligent, or uncommon perseverance in police work.
- d. It shall be awarded for those instances where the officer's own initiative played an important part in the action, i.e., burglary discovered on patrol would be treated differently than an officer responding to a dispatched complaint.
- e. The recipient of this award will be chosen by the Awards Review Committee.
- f. The officer of the month will receive a ribbon, which will be a permanent uniform decoration.

3. Officer of the Year Award
 - a. This award will be selected from one of the twelve recipients of the Officer of the Month award from the previous calendar year, and will be chosen by the Awards Review Committee.
 - b. The recipient of this award will be determined at the first called meeting of the Awards Review Committee of each year.
 - c. The officer of the year will receive a ribbon, which will be a permanent uniform decoration, as well as a plaque.
4. Written Commendations
 - a. Written commendations may be awarded to officers or civilian employees of this department.
 - b. Written commendations may be presented in recognition of an assignment or activity which was completed by an employee in an exemplary manner.
5. An officer receiving a subsequent award of the same type will be re-issued a ribbon with an appropriate star to represent the additional award.
 - a. A *Bronze Star* will designate two awards of such medal/plaque.
 - b. A *Silver Star* will designate three awards of such medal/plaque.
 - c. A *Gold Star* will designate four or more awards of such medal/plaque, and will represent the highest decoration for display on the uniform.

D. CIVILIAN EMPLOYEE AWARDS

1. Humanitarian Medal
 - a. This medal will be awarded to a civilian employee who has rendered distinguished service of a humanitarian nature to mankind that is:
 - 1) not directly related to performance of LPD job duties
 - 2) "a service of humanitarian nature" (donating an organ, being a foster parent to a special needs child, etc.)
2. Life Saving Medal
 - a. This medal will be awarded to any civilian employee who saves a life through means such as CPR or rendering other life-saving first aid. This may include life-saving instruction by way of phone or other electronic means.

3. Team Achievement Citation
 - a. This award will recognize exceptional performance by a particular unit or team of civilian employees towards the completion of an assignment or task.
4. Distinguished Service Plaque
 - a. The plaque will be in recognition of sustained, superior performance in completion of their job duties.
 - b. To be eligible for this plaque:
 - 1) job performance must have substantially exceeded normal requirements over an extended period of time
 - 2) the employee's overall performance must have contributed to enhancing the effectiveness of this department.
5. Honorable Service Certificate
 - a. This certificate will be awarded to any civilian employee of this department in recognition of exceptional performance in the completion of a special task.
 - b. The Awards Review Committee may recommend that a nominee not recommended for the Distinguished Service Plaque be considered for the Honorable Service Certificate.
 - c. To be eligible for this certificate:
 - 1) the special task must be performed in a manner that substantially exceeded normal job requirements
 - 2) the civilian employee's overall performance must have contributed to enhancing the effectiveness of this department.
6. Written Commendations
 - a. Written commendations may be awarded to any officers or civilian employees of this department.
 - b. Written commendations may be presented in recognition of an assignment which was completed by an employee in an exemplary manner.

E. AWARD RECOMMENDATIONS

1. Any employee of this department may recommend that another employee of this department be awarded a medal, plaque, or certificate, as appropriate.
 - a. The employee making the recommendation should have personal knowledge of the act, achievement, or service which warrants the medal, plaque, or certificate.
 - b. For newly hired employees, Personnel and Recruiting Unit staff will verify any awards for which the employee may be eligible and forward that information to the Equipment & Supply Coordinator.
 - c. The recommendation will include:
 - 1) a complete synopsis of the event and any related documentation available to substantiate the recommendation.
 - 2) comments from supervisory personnel within the chain of command.
2. The Awards Review Committee will evaluate the circumstances of the incident and make a recommendation for the awarding of a medal, plaque, or certificate if appropriate.
3. Employees or their supervisors may apply through the employee's chain-of-command for career achievement awards related to years of service, educational achievement, workgroup years of service, etc.
 - a. The recommendation is to be submitted on an Awards Request Form through the chain of command to the Chief of Police of any such act, achievement or service.
 - b. These applications will not require Awards Review Committee review.
4. The Chief of Police will make the final determination on all recommendations for awarding of medals, plaques, or certificates.
 - a. The Chief of Police will review all facts relevant to the awarding of such medal, plaque, or certificate, ensuring consistency and fairness in the system.
 - b. No medal, plaque, or certificate will be awarded to an employee for actions taken in a situation which resulted from a violation of department policy or procedure.

- c. Department employees who nominate another employee for an award will forward a copy of their nomination letter (memo) to the employee(s) being nominated.

F. AWARDS CEREMONY

1. An awards ceremony may be conducted annually at the direction of the Chief of Police.
2. The ceremony will honor those employees who are to receive:
 - a. a medal/plaque as outlined in this directive
 - b. a plaque/certificate as outlined in this directive.
3. The Community Action Team Sergeant will have the responsibility of coordinating the activities of the awards ceremony.
4. It shall be at the discretion of the Chief of Police to make a posthumous medal/plaque award to an employee. Such medal/plaque should be presented to a relative of the deceased employee.

G. RIBBONS

1. The individual employee is responsible for requesting approval for receipt of all ribbons except for those received during an awards ceremony.
 - a. To receive consideration, the employee is required to complete and submit an *Awards Request Form* through the chain of command.
 - b. Each supervisory level will review, verify, and approve or disapprove the request, noting any reason for disapproval.
2. Upon approval of the Chief of Police, a copy of the request will be sent to the eligible employee authorizing the employee to:
 - a. receive the appropriate ribbon from the Equipment and Supply Coordinator and
 - b. display the ribbon on their uniform.
3. Individual ribbons awarded by this department will be as follows (in order of precedence):
 - a. Career Service Ribbon
 - 1) The Career Service Ribbon will be awarded to officers upon completion of four years of sworn law enforcement service.

- 2) The Career Service Ribbon will be re-awarded every two years thereafter, to reflect the officer's current time in service. The ribbon will display the number of service years in 2 year increments.
 - 3) In computing the officer's time in service, prior related sworn service with a federal, state, municipal or county law enforcement agency (excluding military service and corrections) may be considered.
- b. Patrol Service Ribbon
- 1) The Patrol Service Ribbon will be awarded to officers who have completed five years cumulative service in a patrol function.
 - 2) This ribbon will acknowledge those officers who have served in this important function for an extended period of time.
 - 3) In computing the officer's length of patrol service, prior *related* service with a federal, state, municipal or county law enforcement agency (excluding military service or corrections) may be considered.
 - 4) Subsequent awards of this ribbon for every five years of patrol service will be designated as outlined in section III, B-3.
- c. Investigations Service Ribbon
- 1) The Investigations Proficiency Ribbon will be awarded to officers upon completion of five years cumulative service as a detective in the Criminal Investigations Division.
 - 2) This ribbon will acknowledge those officers who have served in this important function for an extended period of time.
- d. Canine Handler Service Ribbon
- 1) The Canine Handler Service Ribbon will be awarded to officers who have completed five years service as a Canine Officer.
 - 2) This ribbon will acknowledge those officers who have served in this important function for an extended period of time.
- e. Traffic Safety Unit Service Ribbon
- 1) The Traffic Safety Unit Service Ribbon will be awarded to officers who have completed five years service as a member of the Traffic Safety Unit.

- 2) This ribbon will acknowledge those officers who have served in this important function for an extended period of time.
- f. Forensics Unit Service Ribbon
- 1) The Forensics Unit Proficiency Ribbon will be awarded to officers who have completed five years service as a Forensics Detective in the Forensics Unit.
 - 2) This ribbon will acknowledge those officers who have served in this important function for an extended period of time.
- g. Tactical Unit Service Ribbon
- 1) The Tactical Unit Service Ribbon will be awarded to officers who have completed five years service as a Tactical Unit member.
 - 2) This ribbon will acknowledge those officers who have served in this important function for an extended period of time.
- h. Crisis Negotiations Team Service Ribbon
- 1) The Crisis Negotiations Team Service Ribbon will be awarded to officers who have completed five years service as a member of the Crisis Negotiations Team.
 - 2) This ribbon will acknowledge those officers who have served in this important function for an extended period of time.
- i. Field Training Officer (FTO) Service Ribbon
- 1) The Field Training Officer Service Ribbon will be awarded to officers who have participated in the program and have trained five newly hired LPD police officers.
 - 2) This ribbon will acknowledge those officers who have served in this important function.
- j. Professional Recognition Ribbon
- 1) A Professional Recognition Ribbon may be awarded to officers as a representation of honors awarded by external organizations.
 - 2) This ribbon will be awarded only in recognition of awards related to the law enforcement profession and received through competitive selection.
 - 3) Subsequent awards of this ribbon will be designated as outlined in section III, B-3.

k. Firearms Proficiency Decorations

- 1) Eligibility for firearms decorations will be contingent upon the following:
 - a) Officers must use a department issued or approved service handgun.
 - b) The course of record will be the Department's standard daylight handgun qualifying course.
 - c) Only the score obtained during the spring firearms qualification will be used.
- 2) Firearms Proficiency Ribbon
 - a) A Firearms Proficiency Ribbon will be awarded to officers who maintain a qualification score of 95 or above for a period of five consecutive years.
 - b) An officer earning this ribbon will be entitled to wear it as a permanent uniform decoration.
- 3) Firearms Proficiency Pin
 - a) An *Expert* pin will be awarded to officers who attain a qualification score of 90 or above.
 - b) Eligibility for the *Expert* pin will be annually re-evaluated, with the pin re-issued as necessary.

l. Advanced Administrative Training Ribbon

- 1) The Advanced Administrative Training Ribbon will be awarded to officers who have successfully completed an advanced, comprehensive administrative training program.
- 2) Training programs for which the Advanced Administrative Training Ribbon will be awarded will include, but not be limited to:
 - a) the Administrative Officers Management Program-North Carolina State University
 - b) the Federal Bureau of Investigation National Academy
 - c) the Northwestern University School of Police Staff and Command
 - d) the Southern Police Institute Administrative Officers Course

- e) the University of Richmond / VACP Professional Executive Leadership School
 - f) the National Criminal Justice Command College (VSP/UVA)
 - g) the Police Executive Research Forum (PERF) Senior Management Institute.
- 3) Subsequent awards of this ribbon will be designated as outlined in section III, B-3.
- m. Educational Achievement Ribbons
- 1) An Educational Achievement Ribbon will be awarded to officers who have obtained an Associate's Degree, or higher, from an accredited institution of higher learning.
 - 2) The Educational Achievement Awards will include:
 - a) A *Bronze Star* for a Bachelors Degree
 - b) A *Silver Star* for a Masters Degree
 - c) A *Gold Star* for a Doctoral Degree
- n. Military Service Ribbons
- 1) A *Military Wartime Service Ribbon* will be awarded to officers who have served in the United States Armed Forces during a war.
 - 2) A *Military Service Ribbon* will be awarded to officers who:
 - a) have served in and been honorably discharged from any branch of the United States Armed Forces, *or*
 - b) are presently serving in any branch of the United States Armed Forces.
- o. National Security Service Ribbon
- 1) The *National Security Service Ribbon* will be awarded to officers:
 - a) who have provided law enforcement service, as LPD officers, within jurisdictions outside the scope of any standing mutual aid agreement with the LPD.
 - b) when such service was directly related to national security, or to public safety within the context of a significant event.

- 2) Such law enforcement service will include (but not be limited to) disaster relief duties, civil disturbance control duties and presidential inauguration duties. Officers performing extraditions will not be eligible to receive the National Security Service Ribbon.

p. CALEA Accreditation Ribbon

- 1) Officers who served at the LPD during the initial accreditation year (1989), or who served during any subsequent re-accreditation year, will be awarded the CALEA Accreditation ribbon.
- 2) Officers who have served as the LPD CALEA Accreditation Manager through the on-site CALEA assessment and through the related CALEA re-accreditation process will be awarded a bronze star to add to their CALEA Accreditation Ribbon.
- 3) Officers who serve as the LPD CALEA Accreditation Manager through more than one on-site CALEA assessment and through the related CALEA re-accreditation process will be awarded a silver star and a gold star for second and third achievements.
- 4) Officers who directly supervise the LPD CALEA Accreditation Manager through the on-site CALEA assessment and through the related CALEA re-accreditation process one or more times will be awarded bronze, silver or gold stars to add to their CALEA Accreditation Ribbon as described within this section.

q. Crisis Intervention Team Certification Pin

- 1) The CIT Certification Pin will be awarded to officers who have successfully completed with Crisis Intervention Team Training.
 - 2) The CIT Certification Pin will be worn on the class A and class B uniform, positioned on the left shirt pocket (as viewed by person facing the officer), centered between the nameplate and the right edge of the pocket flap.
4. Subsequent awards of all listed ribbons will be designated as outlined in section III, B-3.

H. DISPLAY OF DECORATIONS ON THE UNIFORM

1. Decorations worn on the department uniform must first be authorized by the Chief of Police.
2. Display of authorized decorations on the uniform will conform with guidelines set forth in the written directive PD-2002 *Employee Equipment, Apparel and Grooming*.

- a. The display of all authorized ribbons and pins will be mandatory on the Class A uniform.
 - b. The display of authorized ribbons and pins will be optional on the Class B uniform, at the discretion of the individual officer.
 - 1) Exception: Officers who have completed Crisis Intervention Team training will wear the CIT Certification Pin on their class A and class B uniforms.
 - c. No ribbons or pins will be displayed on the Class C Uniform.
3. Decorations will be displayed on the uniform as follows:
- a. Ribbons will be displayed above the left shirt pocket (as viewed by a person facing the officer).
 - 1) Ribbons will be displayed in rows, not to exceed three ribbons per row.
 - a) The first row will be centered 1/8 inch above the top seam of the left shirt pocket.
 - b) Additional rows will be placed:
 - 1) directly above the underlying row
 - 2) centered on the underlying row.
 - 2) Ribbons will be kept in good repair and neat in appearance.
 - b. Only one specialty pin (Tactical, Firearms, CNT, etc.) may be worn and it will be centered directly below the officer's badge on the shirt pocket flap.
 - 1) This does not include the CIT pin which may be worn on the left shirt pocket (as viewed by a person facing the officer) next to the name plate.
4. Ribbons displayed on the department uniform will be arranged so that the viewer may distinguish the order of prominence.
- a. The order of prominence for ribbons will be as follows:
 - 1) Medal of Honor Ribbon
 - 2) Purple Heart Ribbon

- 3) Life Saving Award Ribbon
- 4) Meritorious Service Award Ribbon
- 5) Humanitarian Service Award Ribbon
- 6) Chief's Award Ribbon
- 7) Honorable Service Award Ribbon
- 8) Community Policing Award Ribbon
- 9) Team Achievement Award Ribbon
- 10) Career Service Ribbon
- 11) Patrol Service Ribbon
- 12) Investigations Service Ribbon
- 13) Canine Handler Service Ribbon
- 14) Crime Prevention Unit Service Ribbon
- 15) Traffic Safety Unit Service Ribbon
- 16) Crime Scene Unit Service Ribbon
- 17) Tactical Unit Service Ribbon
- 18) Crisis Negotiation Team Service Ribbon
- 19) Patrol Training Officer Service Ribbon
- 20) Professional Recognition Ribbon
- 21) Firearms Proficiency Award Ribbon
- 22) Advanced Administrative Training Ribbon
- 23) Educational Achievement Ribbon
- 24) Military Wartime Service Ribbon
- 25) Military Service Ribbon
- 26) National Security Service Ribbon
- 27) CALEA Accreditation Ribbon

- b. The issued ribbon lowest in prominence will be displayed at the extreme left (facing the officer) of the bottom row.
 - 1) The order of prominence will continue, in ascending order, from left to right for each succeeding row.
 - 2) The issued ribbon highest in prominence will be displayed:
 - a) in the uppermost row
 - b) in the rightmost position available.

I. CAREER SERVICE CERTIFICATES

1. A Career Service Certificate will be awarded to civilian employees upon completion of four years of service to the department. A Career Service Certificate will be re-awarded every two years thereafter, to reflect the civilian employee's current time in service.

J. WRITTEN COMMENDATIONS

1. A written commendation may be awarded by any employee to another employee of the department to commend that employee for:
 - a. completing a job task in an exemplary manner
 - b. submitting a recommendation which directly contributes to increased department productivity or efficiency.
2. Prior to authoring an official commendation, the author shall confer with the next level of command to determine the level of commendation issued. Commendations shall be authored, submitted and a copy forwarded to the Chief of Police, through the chain of command, without unnecessary delay.
 - a. Platoon Level Commendation
 - 1). Issued by Sergeants/Supervisors or above
 - 2). To be written on the LPD Memo form. The commendation shall have written in the memo subject line, "Platoon Level Commendation."
 - b. Shift Level Commendation
 - 1). Issued by Lieutenants/Civilian Managers or above

- 2). To be written on the LPD Memo form. The commendation shall have written in the memo subject line, "Shift Level Commendation."
- c. Division Level Commendation
 - 1). Issued by Division Captains or above
 - 2). To be written on the LPD Memo form. The commendation shall have written in the memo subject line, "Division Level Commendation."
 - d. Bureau Level Commendation
 - 1). Issued by Majors or above
 - 2). To be written on the LPD Memo form. The commendation shall have written in the memo subject line, "Bureau Level Commendation."
 - e. Department Level Commendation
 - 1). Issued by the Chief of Police
 - 2). All commendations at this level shall be written on official LPD letterhead. The first, centered line shall state, "Department Level Commendation" in bold letters as a heading.
3. Written commendations will be distributed as follows:
 - a. the original commendation will be given to the employee being commended

K. COMPLIMENTARY LETTERS

1. All letters commending a particular employee's conduct on duty which are received from sources outside this department will be forwarded through the chain of command to the Chief of Police.
2. The Chief of Police will review each letter, make comments if deemed appropriate, and forward the letter as follows:
 - a. a copy of the letter will be forwarded through the chain of command to the employee complimented
 - b. the original letter will be filed in the employee's personnel file.

L. AWARDS FROM CIVIC OR PROFESSIONAL ORGANIZATIONS

1. Solicitations from civic or professional organizations for nomination of employees to receive an award will be directed to the Chief of Police.
2. The Chief of Police may request the nomination of employees who qualify for the civic or professional awards.
 - a. The request for nominations will be circulated to all employees by *Memorandum*.
 - b. The *Memorandum* will include specific information concerning the award, to include:
 - 1) application procedures
 - 2) deadlines for submitting applications
 - 3) specific qualifications necessary to be considered for the award.

M. CITIZEN COMMENDATIONS

1. A citizen who renders valuable or courageous assistance to any employee of this department may be commended by the Chief of Police. The Awards Committee will recommend to the Chief whether a plaque or certificate be awarded to the citizen based upon the individual circumstances of each nomination.
2. Recommendations for citizen commendations should be made by memorandum and include the following:
 - a. the name and address of the citizen to be commended
 - b. a synopsis of all events surrounding the incident
 - c. attachments of any related documentation.
3. The completed memorandum and attachments will be submitted by the employee through the chain of command to the Chief of Police.

Original Signed

Raul M. Diaz
Chief of Police

July 25, 2017

Date