A. Policy

Definitions

1. **Saving of Life** - an action that, if not performed, would beyond a reasonable doubt (legal definitions of term applies) have resulted in the death of a person(s).

2. **Extreme Risk** - a condition that is highly likely to produce imminent death.

3. **Significant Risk** - a condition that may produce death or involves a high degree of danger to an employee.

4. **Highly Professional Conduct or Performance** - an act or series of acts that is indicative of a high standard of expertise, technical competence, or sustained performance of an outstanding quality.

B. Procedure

The following awards are established for exceptional service by Police Department employees.

**Guiding Principle for Board Review**

The predominate guiding principle in the board’s assessment will be the perceived risk to which the department employee was exposed. This will be coupled with physical evidence, facts and other supporting information that would lead an experienced officer to logically perceive the same level of risk. Actual risk may be addressed if the situation merits.

1. **Medal for Valor** – Blue ribbon/medal with blue uniform bar

   Presented to any employee of the Department for a conspicuous act of heroism, which may involve extreme risk of life and a very high degree of courage. The employee must exhibit bravery, valor and/or self-sacrifice for the welfare of others while acting under the color of authority.

2. **Medal of Distinguished Service** - Red ribbon/medal with red uniform bar

   Presented to any employee of the Department while acting under the color of authority, who demonstrates bravery, courage and or self-sacrifice for others, which may involve significant risk to the employee.

3. **Police Cross** – Blue/White ribbon/medal

   Presented to any employee’s family in honor of an employee who dies in the line of duty and/or while acting under color of authority.
4. **Purple Heart Award** – Purple ribbon medal with uniform bar (purple heart)

May be awarded when an employee is wounded or seriously injured by a deadly weapon, as the result of an assault, while the employee is performing his official duties and responsibilities. The serious bodily injury must not have been caused through the member's own negligence or unreasonable disregard for common safety practices, rules, regulations, or policies of the department.

5. **Lifesaving Award** - White ribbon/medal with uniform bar (white w/red cross)

May be awarded for a notable effort, which results in the saving of a life in which no personal risk is involved.

6. **Police Service Award** – Blue/Yellow ribbon medal with blue/yellow uniform bar. May be given to sworn active duty personnel, non-sworn personnel or any employee(s) of the City of Lakewood.

May be awarded for an act evidencing highly professional conduct, performance, or significant achievement. Examples may include:

- Exemplary conduct in the face of adversity, or ongoing exemplary performance over the course of a career with the police department.

- Through personal initiative, tenacity, and great effort, acts to solve a major crime or series of crimes.

- Through personal initiative and ingenuity, develops, initiates, engages in, or completes an assignment of an extraordinary nature, or develops a program or plan which contributes significantly to the Department's objectives and goals.

7. **Chief's Commendation**

May be awarded under any of the following criteria:

a. To an employee who maintains his composure when confronted with a highly volatile situation and continues to perform well in accordance with acceptable standards of conduct.

b. For an act giving evidence of selfless conduct by an employee during a time of crisis or emergency.

c. For a notable performance during an event or situation in which the employee demonstrates commitment and professionalism.
Chief's Commendation may be awarded at the discretion of the Chief of Police based upon a recommendation from any source. Chief's Commendations are not required to go through the same formal review process as for medals, although the Chief of Police may, at his discretion, submit them to the Awards Review Board for review.

8. **Chief's Special Recognition Award** – Letter and light blue ribbon/medal, mounted on a plaque.

May be awarded to a person or entity from within or without the City organization in recognition of special support to the police department or its personnel. Individuals and very small groups receiving this award will each receive a plaque with the mounted medal. For larger entities receiving the award, a single plaque with the mounted medal will be presented to the entire group.

9. **Uniform**

A corresponding colored ribbon shall be issued to each recipient to be worn on the official Police Department uniform.

When a recipient receives a second medal of the same type, a ribbon with an oak leaf cluster shall be issued and worn on the official Police Department uniform.

3401 **CITIZEN AWARDS**

A. **Policy**

The police cannot, without the support and cooperation of the citizens whom they serve, accomplish the effective investigation, prosecution, and reduction of crime. Each citizen must recognize his obligation to the community and his shared responsibility for its welfare. The department seeks to further the acceptance of these duties through recognition of those citizens whose actions have contributed to the apprehension of criminals, the prevention of crime, or the safety of the community.

B. **Procedure**

The following awards are established for exceptional service by private citizens:

1. **Citizen Citation for Valor** - A plaque is awarded to a private citizen for assistance rendered to the police, which involves the extreme risk of life to the citizen.

2. **Citizen Citation for Distinguished Service** - A plaque is awarded to a private citizen for an act, which involves significant risk to the life of the citizen and may involve the saving of a life or significant assistance to the police department in carrying out its mission.
3. Citizen Citation for Meritorious Service - A certificate is awarded to a private citizen for an act which involves uncommon risk to the citizen when providing assistance to the police department or for an act which results in the saving of a life or attempted saving of a life in which extraordinary efforts were used and uncommon risk to the citizen was involved. This award may also be given to a citizen or volunteer for highly professional conduct, performance or significant achievement in support of the police department.

4. Citizen Commendation - A letter of commendation is awarded to a private citizen for significant assistance rendered to the police department in achieving its mission, but which is less than a distinguished or meritorious act in nature. This award may also be given for a notable effort, which results in the saving of a life in which no personal risk is involved.

These awards, provided that they are approved by the police department Command Staff, shall be presented in a manner designated by the Chief of Police or his designee.

Citizen Commendations and may be awarded at the discretion of the Chief of Police based upon a recommendation from any source. Citizen Commendations and are not required to go through the same formal review process as for medals.

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AWARDS REVIEW BOARD

B. Procedure

1. The Police Department command staff constitutes the Awards Review Board and reviews each recommendation for employee or citizen awards.

2. An Awards Review Committee; composed of one Commander, two Sergeants, three agents, two civilians, a citizen police academy graduate, and one community member, shall investigate and document all incidents of possible exceptional service.

3. All department personnel have a duty to report possible exceptional service of employees or citizens.

4. Incidents of possible exceptional service by an employee or citizen shall be submitted by any employee to the Awards Review Committee chairman. The chairman shall forward a copy of the nomination through the chain of command to the affected employee's supervisor.

5. Following an investigation by the Awards Review Committee, a memorandum documenting the employee or citizen's conduct is forwarded to the Awards Review Board for final review.

6. Format of the awards recommendation report shall be as follows:

C Synopsis of Incident
Following review by the Awards Review Board, the nomination memorandum is signed by the Chief of Police, indicating approval or disapproval. The memorandum is returned to the Chairperson of the Awards Review Committee.

If an award has been approved, the Awards Review Committee Chairperson will forward a copy of the memorandum to the Public Information Office. The nomination will be tracked by the Chairperson to ensure that awards are presented in a timely manner. The Chairperson will also:

a. Enter the award onto a master list.

b. Maintain the original nomination memorandum and copies of presentation paperwork in an appropriate file.

c. Provide copies of award documentation to employee personnel files.

The Public Information Office will:

a. write commendation letters for presentation

b. arrange citizen presentations at council meetings

The Property Services Manager or his designee will:

a. Arrange for plaques, certificates and medals for presentation.

b. Keep the perpetual plaques updated with the names of new medal recipients.

c. Keep the employee memorial plaque updated.

The Chief's secretary will arrange presentations to sworn personnel.

A supply of medals will be ordered and stored by the Property Services Manager.