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I. **PURPOSE:**

Recognition plays an important part in building professionalism, enthusiasm and dedication to/from Department employees as well as the community.

The purpose of this policy is to establish guidelines for the acknowledgment of noteworthy and exceptional service in the performance of an employee's duties.

II. **POLICY:**

Given the fact that the Inver Grove Heights Police Department maintains a high level of professional and performance standards, it is the policy of the Department to give recognition to those Department employees that have performed their duties under remarkable conditions or in a manner that rises above Department expectations.

It is also the policy of the Department to give recognition to a community member or organization that have performed at a level under remarkable conditions or in a manner that rises above Department expectations.

III. **DEFINITIONS:**

Awards Committee: A committee consisting of four (4) Department personnel; two police officers [or office staff *if applicable*] chosen by the committee chairperson (Sergeant), the committee chairperson and one command staff (Commander or Deputy Chief).

Commendable Actions: May include, but is not limited to, the following:

- Superior handling of a difficult situation.
- Conspicuous bravery or outstanding performance.
- Any action or performance that is above and beyond the typical duties of an employee.

Final Reviewing Authority: The Chief of Police. In the event the award nomination is for the Chief of Police, the City Administrator may become the Final Reviewing Authority.

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IV. NOMINATION:

- A. Any person who has knowledge of a deserving act or accomplishment by a member of the Department, a community member or organization, may nominate them for an award. Such nomination shall be in writing and should outline the facts and circumstances involved and shall be signed by the person making the nomination.
- B. Nominations made by members of the Department shall be submitted on the Department nomination form to a member of the command staff for review by the Awards Committee.

V. REVIEW OF NOMINATION:

- A. The Awards Committee shall thoroughly examine all aspects of the nomination they receive and may either approve the nomination or reject it. The Committee's approval will include a recommendation to the Final Reviewing Authority specifying the most appropriate award for the action in question. If the action cited in the nomination fails to meet criteria for an award, the Committee may, in lieu thereof, recommend a Letter of Recognition.
- B. The Awards Committee shall meet whenever it becomes necessary to consider recommendations.
- C. Any award a member of the Department may have been nominated for or received will be reviewed accordingly for potential external award recognition.

VI. REVIEW OF RECOMMENDATION:

- A. The Awards Committee shall prepare and submit a report to the Final Reviewing Authority containing all relevant information of determination for a Department award. The final report shall be organized into the following four sections:
 - 1. Conditions: A chronological review of the written statement, and *if applicable*, the case file and interview(s) of Department personnel and community member(s). The conditions can also include an itemization of the relevant policies, procedures, tactics, training, and equipment involved.
 - 2. Evaluation: An assessment of the conduct and performance of the nominee with regard to the determination of an award.
 - 3. Findings: A written statement drawing reasonable conclusions from the condition and evaluation recommending the appropriate outcome award.
 - 4. Recommendation: A statement recommending an award.
- B. The Final Reviewing Authority shall review all nominations or recommendations approved by the Committee and may approve or amend the award as deemed proper. The Final Reviewing Authority reserves the right to commend a member without the approval of the Committee. The actions of the Committee, when approved by the Final Reviewing Authority, are final.

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VII. PRESENTATION OF AWARDS:

- A. When an award is given, the Chief of Police shall present the recipient with the appropriate award, accompanying certificate, and *if applicable* a citation bar.
- B. If the recipient is the Chief of Police, the City Administrator shall present the Chief of Police with the appropriate award, accompanying certificate, and *if applicable* a citation bar.
- C. If the recipient is an employee, a copy of the award certificate shall be placed in the member's personnel file.
- D. If the recipient is sworn but employed outside the Department, notification of the award will be made to the recipient's employer in advance of the presentation, in order to allow the employer to be present at the award.
- E. Awards may be presented by the Chief of Police at a time deemed appropriate by the Chief of Police.
- F. At the Chief's discretion, notice of pending presentation will be sent to local media to allow them to cover the presentation.

VIII. DEPARTMENT COMMENDATIONS AND AWARDS:

- A. Purple Heart - The Purple Heart is awarded to a member, or to a deceased member's family on behalf of a member, of the Department having been critically injured or killed, in the line-of-duty. The action stemming from the incident must have been related to a criminal suspect or while engaged in other laws enforcement duties posing a significant risk of injury or death to the officer. This award recognizes the pain and suffering of such injury or death.
- B. Medal of Valor (Class A Commendation) – Awarded for an extraordinary act of valor above and beyond the call of duty that exhibits exceptional courage, extraordinary decisiveness, and presence of mind, and unusual swiftness of action. This award is given for action taken understanding the risk to the officer's personal safety in an attempt to save or protect the life of another in furtherance of the guardian values of the sanctity of life.
- C. Medal of Distinguished Service (Class B Commendation) - Awarded for an act of courage and bravery involving an unusual situation or sudden occurrence of a serious and urgent nature that demands immediate action, the utilization of exceptional tactics, and demonstrates good judgment over and above what is normally demanded and expected.
- D. Medal of Commendation (Class C Commendation) - Awarded for the outstanding initiative, exceptional actions or activities determination and ability in the performance of police duties. May also be awarded for participation in a significant Department accomplishment or for individual actions that significantly build community support or bring public acclaim to the Department or the police profession. May also be awarded for a highly creditable and unusual police accomplishment. This event or action(s) is unique and specialized in nature and

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would be considered an outstanding act or achievement not seen or performed frequently.

- E. Lifesaving Award - Awarded to any employee of the Department who in disregard of personal safety or by prompt or alert through their direct actions, while on-duty or off-duty was instrumental in saving the life of another person.
- F. Unit Citation - Awarded to a Department unit, group, or task force for the outstanding initiative, determination, and ability in the performance of police duties. May also be awarded for participation in a significant Department accomplishment or for actions that build community support or bring public acclaim to the Department or police profession.
- G. Chief's Award - Awarded to any employee of the Department who demonstrates exceptional skill and service in policing and/or dedication to community service which significantly promotes the mission and professional image of the Inver Grove Heights Police Department.
- H. Citizen's Award: Awarded to a non-department civilian who renders valuable or courageous assistance to public safety; particularly in cases where his or her prompt action, without regard to his or her personal safety, aided persons in imminent peril, or in cases where a criminal is seized and detained until the arrival of the police.
- I. Letter of Recognition: Awarded for outstanding performance, by a member or unit of the Department, which merits recognition by the Department, but which does not meet the criteria for one of the above awards. When a Letter of Recognition is given to a member of the Department, a copy of that letter shall be placed in the member's personnel file.

IX. EXTERNAL RECOGNITION:

- A. External recognition of quality service by Department personnel from other criminal justice agencies and the public are important measures of excellence. Any time an award, letter of recognition, expression of gratitude, or thank you is received, a copy will be given to the employee(s) named and included in their Department personnel file. Copies may be posted within the Police Department.