

# St. Joseph, Missouri Police Department



DIRECTIVE TYPE: <b>GENERAL ORDER</b>		INDEX NUMBER: <b>GO0004</b>
SUBJECT: <b>RECOGNITION AND AWARDS</b>		
ISSUE DATE: <b>April 17, 2000</b>	REVISED: <b>12/19/07,01/11/08, 02/25/09</b>	AMENDS/RESCINDS: <b>P3002 ( June 1998)</b>
REVISIONS CONTINUED: <b>11/01/10, 5/14/13, 03/03/16</b>		DISTRIBUTION: <b>A</b>

## I. POLICY

The St. Joseph Police Department expects a high level of performance from its members. The Department seeks to recognize the commendable performance, specialized assignments and advanced skills of employees through official commendation. The Department also honors those citizens who substantially assist the Department in a manner beyond their normal civic responsibilities.

## II. PROCEDURE

### A. BOARD

The awards board will consist of eleven members from throughout the department. All units both civilian and sworn will be represented with no Board member possessing a supervisory rank higher than the rank of Sergeant or its civilian equivalent. The Patrol Division shall have four positions with one person from each shift and one from the Traffic Unit. Support Services shall be allotted four positions, one commissioned member and three civilians. The Detective Division shall be allotted two positions. Administration shall have one member. The Awards Board will elect both a Chairperson and a Secretary from its members. The Board is responsible for the review of all conduct nominated. Board decisions are made by a simple majority vote; they will then make a recommendation to the Chief of Police. The Chief of Police will make the final determination in reference to the nomination.

Board members shall have two year term limits, but may resign or be removed for cause. A member may be removed by the Chief of Police, or by a unanimous vote from the remaining Board members. If a vacancy should arise then nominations from the outgoing member's representative group shall be made within 30 days of removal. Nominations will then be presented to the Board for final approval. A simple majority vote is necessary to carry a nomination. This process will continue until the vacancy is filled. Rejected nominations will be supported in written memorandum form to the Chief of Police and the nominated person by the Awards Board

Chairperson. Members may serve more than one term if their representative group nominates them to serve additional terms.

## **B. MEETINGS**

The Board will meet as needed to review nominations. Board members may also review nominations via memo from the Chairperson, who will provide all necessary information needed for the Board's recommendation.

## **C. NOMINATION AND SELECTION**

When a member comes under consideration for an award, a nomination will be sent to the Board on the approved nomination form. The full name of all persons involved in the meritorious act and all pertinent documentation are to be included when presenting the form. Nominations submitted without all available documentation will be rejected by the board. The board may request the completion of additional reports by the nominee or other department members to further clarify the conduct of the nominee. Nominations may come from anyone within or outside the Department. Under normal circumstances the Board will return a recommendation to the Chief of Police and the submitter within 10 working days after the board meets. If this can not be done a written notice as to why a delay is necessary will be presented to the Chief of Police and the individual.

## **D. DEPARTMENT MEMBER AWARD CATEGORIES**

### **1. Medal of Honor**

The highest award the Department can bestow on any member. It is awarded to a member who performed an exceptional act far above and beyond the call of duty, displaying conspicuous bravery under unusual, complicated, or hazardous conditions wherein they risked grave personal danger and used excellent judgement in accomplishing a specific mission. The act performed must have been one of conspicuous bravery or self-sacrifice so notable as to set the person apart from his/her comrades. Any member who gives their life in the line of duty, as a result of a suspect's aggression, will be given the Medal of Honor posthumously.

### **2. Meritorious Conduct and Life Saving Medal**

#### **a. Meritorious Conduct Medal**

This award is presented to a member who performs an act in a distinguished manner that conspicuously exceeds the performance normally expected. The award is considered equal in stature to the Life Saving Medal however; the two awards shall be distinguished from one another.

#### **b. Life Saving Medal**

This award is presented to a member who saves the life of another person by some direct act. If the person whose life was saved subsequently expires, the award will still be presented. The award is considered equal in stature to the Meritorious Conduct Medal however; the two awards shall be distinguished from one another.

### **3. Purple Heart Medal**

This award is presented to members who have received a SERIOUS wound or injury in the line of duty as a result of a suspect's actions. Any member who

gives their life in the line of duty will be given the Purple Heart posthumously.

**4. Distinguished Service Medal**

The Distinguished Service Medal shall be awarded by the Chief of Police to a member, either sworn or civilian, who retires after a minimum of twenty years of distinguished law enforcement service. The Chief of Police will determine the character of service and appropriateness of the award. Length of service alone will not be the sole justification for the award.

**5. Exceptional Duty Ribbon**

This award is presented to a member who performed an exemplary act under unusual, hazardous, or complicated conditions wherein sound judgment was used.

**6. Community Service Ribbon**

This award is presented to members who through their actions have demonstrated commitment to community service and the furthering of the Department's community policing philosophy. Included would be members who voluntarily give of themselves and their personal resources to enhance the quality of life in St. Joseph.

**7. Good Conduct Ribbon**

This award is authorized for members with no substantiated IA or department violations and evaluations that are satisfactory or higher for a minimum of three consecutive years.

**8. Education Ribbon**

This award is authorized for members who earn an Associates of Science Degree or higher.

**9. Advanced Certification Ribbon**

This award is authorized for members who receive a certification that is recognized either nationally or by the St. Joseph Police Department. Examples include but are not limited to:

- a. Crime Scene Investigator
- b. Accident Reconstruction
- c. Drug Recognition Expert
- d. Crisis Negotiation
- e. Hazmat
- f. Recruiter

**10. Instructor Ribbon**

This award is authorized for members who possesses a written qualification and are utilized to teach Department training for at least one successful department training session. Issuance of the award will require the approval of the Training Sergeant.

**11. Field Training Officer Ribbon**

This award is authorized for members who serve as Field Training Officers. Issuance of the award will require the approval of the FTO Sergeant.

**12. Special Response Team Ribbon**

This award is authorized for members who serve as SRT Operators. Issuance of the award will require the approval of the SRT Commander.

**13. Canine Unit Ribbon**

This award is authorized for members who serve as a K9 Unit handler. Issuance of the award will require the approval of the K9 Unit Supervisor.

**14. School Resource Officer Ribbon**

This award is authorized for members who serve as SRO's. Issuance of the award will require the approval of the School Resource Supervisor.

**15. Motor Officer Unit Ribbon**

This award is authorized for members who serve as Motor Officers. Issuance of the award will require the approval of the Traffic Division Supervisor.

**16. Honor Guard Ribbon**

This award is authorized for members who serve on the Honor Guard. Issuance of the award will require the approval of the Honor Guard Supervisor.

**17. Bicycle Patrol Unit Ribbon**

This award is authorized for members who serve as a Bike Patrol Officer. Issuance of the award will require the approval of the Bike Patrol Unit Supervisor.

**18. Safe Driver Ribbon**

This award is authorized for members who have had no chargeable accidents for a minimum of three years. Other disqualifying circumstances would be:

- a. negligently damaging a vehicle while in operation or
- b. causing an accident without just cause, through negligence or as a result of a policy violation.

**19. Attendance Ribbon**

This award is authorized for members who have no sick or suspension days for a minimum of one year

**20. Chiefs Letter of Commendation**

Any member may request that a letter of commendation be presented to a member where another award may not apply. The request will be submitted in writing to the Office of the Chief of Police through the Awards Board with any pertinent information for review. The letter shall be framed and copies placed in Department personnel files, with a copy sent to Human Resources. In addition to the Letter of Commendation members will receive a Department Challenge Coin. The coin shall stand as a reminder of a member's continued duty to meet and exceed Department standards. The Board Chair will be responsible for writing the narrative for the purposed citation.

**21. Employee of the Quarter**

Employee of the Quarter shall be awarded to a member who consistently performs at a level above that of his or her peers for a continuous three month period. Nominations shall come from any member to the Awards Board at any time. In order for an individual to be considered by the Board accomplishments must be documented and quantifiable for the period of consideration. Employee of the Quarter will receive a framed letter copies of which will be placed in Department personnel files, with a copy sent to Human Resources. Employee of the Quarter will only be awarded as seen fit by the Chief of Police and the Awards Board, and may not be awarded every quarter.

## **E. CITIZEN AWARD CATEGORIES**

### **1. Citizens Distinguished Service Commendation**

This award shall consist of a certificate and is given to citizens who substantially assisted the Department, or any of its members, above and beyond the scope of normal civic responsibility. Every attempt to attain media involvement will be coordinated by the Public Information Officer.

### **2. Letter of Appreciation**

Members may request that a letter of appreciation be sent to a citizen to acknowledge their service or assistance to the Department. These requests need to be in writing and submitted to the Office of the Chief of Police within six months of the act.

## **F. AWARD CEREMONY**

Awards of a valorous or exceptional nature will be presented by the Chief of Police or a designate at the department's annual awards ceremony held during employee recognition week in September. A brief synopsis of the event will be given to the local media through the Public Information Officer. As resources permit, the Department shall take photographs of the ceremony, and provide them to the recipients as a remembrance of the event.

## **G. ISSUANCE**

1. Awards of a valorous or exceptional nature shall be requested only through formal nomination. The Chief of Police will give final approval for these awards which will be issued by official ceremony.
2. Awards for special achievement and skill recognition shall be requested through the members direct or special unit supervisor. The Awards Board will give final approval for these awards which will be issued at a time and place of the supervisor's choosing.

## **H. MANNER OF WEAR**

### **1. Medals**

Medals shall not be worn on any department uniform at any time without the prior authorization of the Chief of Police.

### **2. Ribbon Bars**

Ribbon bars will be worn only on the class A uniform with tie or supervisors dress uniform and will only be worn for special occasions. They will be worn centered above the nametag in rows of two or three arranged right to left, bottom to top in the order of precedence in this general order. No more than nine department issued ribbon bars shall be worn on the uniform at any one time. Members with more than nine award bars may wear any combination of nine that they choose provided they are in the correct order of precedence.

### **3. Special Unit Insignia**

SUI are approved for wear at all times on all uniforms. Special Unit Commanders will set forth the approved finish and manner of wear for all SUI. SUI will be worn centered above the nametag or above the award bars depending on the circumstance. Only one SUI will be worn on the uniform at a time. The following SUI are approved for wear on the department uniform:

- a. Traffic Unit

- b. Motor Officer
- c. K9
- d. SRT Operator
- e. SRT Marksman
- f. CIT

**4. Outside Agency Awards**

Ribbon bars issued by the Fraternal Order of Police are approved for wear on the department uniform. The manner of wear for such awards shall comply with the guidelines listed above. FOP ribbon bars will be worn centered above the nametag or above the SJPD award bars and below the SUI depending on the circumstance.

**5. Multiple Awards**

Brass mounting plates will be used to mount multiple ribbon bars. For uniformity multiple awards should be mounted using department issued mounting plates. Members shall turn in previously issued mounting plates before they will be issued another larger plate. Plates that are not returned for exchange or are returned in damaged condition will be replaced at the members expense.

**6. Phased Out/Alternate Awards**

The following is a list of awards which have been *phased out* but are still recognized with (alternate) ribbon bars.

- a. *FTO Sergeant* (FTO Ribbon)
- b. *Training Officer & Firearms Instructor* (Instructor Ribbon)
- c. *CSI, Accident Reconstruction, DRE, Negotiator, Hazmat & Recruiter* (Advanced Certification Ribbon)

Members who have already been issued the phased out ribbons may continue to wear them however, at no time shall a member wear both the phased out ribbon and the alternate ribbon if the awards represent the same achievement.

**I. MANDATORY DOCUMENTATION**

1. Awards or citations whether they are of a valorous or exceptional duty nature must be annotated in the member's annual evaluation.
2. The Policy Compliance Sergeant will document all awards and commendations using IAPro. Those records will be accessible by both department members and their supervisors.
3. Department members will be responsible for ensuring their individual record is accurate, up to date and will report any discrepancies in a timely manner.

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Chris Connally, Chief of Police

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Date



# St. Joseph Missouri Police Department



## Recognition Award Ribbons



MEDAL OF HONOR



MERITORIOUS CONDUCT MEDAL



LIFE SAVING MEDAL



PURPLE HEART MEDAL



DISTINGUISHED SERVICE MEDAL



EXCEPTIONAL DUTY RIBBON



COMMUNITY SERVICE RIBBON



GOOD CONDUCT RIBBON



COLLEGE EDUCATION RIBBON



ADVANCED CERTIFICATION RIBBON



INSTRUCTOR RIBBON



FIELD TRAINING OFFICER RIBBON



SPECIAL RESPONSE TEAM RIBBON



CANINE UNIT RIBBON



SCHOOL RESOURCE OFFICER RIBBON



MOTOR OFFICER RIBBON



HONOR GUARD RIBBON



BICYCLE PATROL RIBBON



SAFE DRIVER RIBBON



PERFECT ATTENDANCE RIBBON