

Chapter 9 Departmental Awards

Policy

It is the policy of this department to provide departmental awards to recognize exceptional performance. The Leander Police Department expects a high level of professional conduct from employees at all time. With that, at times employees will perform their duties in a manner exceeding expectations and bringing distinction to themselves or the Leander Police Department. Additionally, members of the community and members of other law enforcement organizations render assistance to the department and deserve special recognition. This policy details such recognition and achievement and details the procedure for submission.

Procedure 26.1.2

Unless specifically detailed below in the award description, an employee wishing to make an award nomination will complete a formal nomination letter or memorandum, using complete and concise information and process that nomination up their chain-of-command. The memo should indicate eligibility, reference the specific policy and award, as well as provide supporting documentation that meets the criteria indicated in each award. The memo will be processed up the chain-of-command allowing each supervisor to make comment or affirm the nomination. Once approved by the chief of police, arrangements will be made to present the award at an appropriate meeting, event, or other department function.

Achievement awards are issued after the recipient notifies their immediate supervisor of their eligibility through a formal memo. The memo should indicate eligibility, reference the specific policy and award, as well as provide supporting documentation verifying eligibility, such as a training certificate or Texas Commission on Law Enforcement (TCOLE) notification letter. The memo will be processed up the chain-of-command allowing each supervisor to make comment or affirm the achievement. Once approved by the chief of police, arrangements will be made to present the award at an appropriate meeting, event, or other department function.

The command staff and the chief of police will review all award nominations. The decision to issue an award will be at the discretion of the chief of police. A lesser award may be issued in place of the nominated award if deemed necessary or more appropriate. If an award is denied or an alternate award is chosen, a memorandum of explanation will be completed by the chief and provided to the nominating employee.

Award nominations are an important procedure and should be processed with the same expediency as other documents of high importance. Supervisory staff receiving nominations or eligibility memorandums should process that documentation of the chain-of-command in a timely manner. Award presentations are most effective if the nominations are processed quickly and the award presented in a timely manner. The opposite can have a negative effect on employee morale, so every effort should be made to process nominations in the most expedient manner.

9.1 Awards of Recognition

Police Cross

This recognition award is issued posthumously to the family of a sworn officer who gave their life in the performance of duty under honorable circumstances.

This award is considered the highest recognition in police service and will consist of two medals, one to be presented to the family and one to be interned with the officer at the discretion of the family. If the medal is not interned, it will be displayed with honor at an appropriate location within the police building.

Physical Description: Gold tone medal with solid black color ribbon.

Purple Heart

This recognition is given to a sworn officer who is wounded or seriously injured in the line of duty under honorable circumstances, bringing favorable recognition to the officer or the department.



Physical Description: White bar with Purple Heart in center. (Blackinton #A10296) Gold tone medal displaying a Purple Heart and purple color ribbon.

Medal of Valor

This recognition is given to a sworn officer for displaying exceptional and courageous action, risking life or bodily injury in the performance of duty, thereby earning honor and distinction and bringing favorable recognition to themselves and the department.

This award is considered the highest award issued to a living sworn officer. The action taken by the officer must have been a voluntary act and of personal bravery or self-sacrifice so conspicuous as to clearly distinguish the individual for gallantry and involved great danger and a risk of life. Incontestable proof of the performance of service will be expected and will be considered on a standard of extraordinary merit.



Physical Description: White and blue bar with gold tone lettering. (Blackinton #A10808) Gold and silver tone medal with blue and white color ribbon.

Medal of Honor

This recognition is given to a sworn officer for honorable achievement in the performance of duty and the display of conspicuous courage under unusual, hazardous, or complicated circumstances, thereby meriting honor and bringing favorable recognition to themselves and the department.



Physical Description: White and blue bar with gold tone lettering. (Blackinton #A10812)
Silver tone medal with blue color ribbon.

Life Saving Award

This award may be presented to a sworn officer for going above and beyond what is expected to save a human life. The victim's life is saved and an exceptional degree of lifesaving effort was demonstrated.

To qualify, the recipient must be sworn personnel who performs a physical act or renders first aid techniques to aid in the preservation of human life;

- where the victim is in immediate danger if succumbing to an injury or illness unless some immediate action is taken, or;
- where the victim is incapable of retreating from an actual life-threatening situation and was removed to safety by the officer.

The victim must sustain life for a minimum of 24 hours after the event. If there are special circumstances that resulted in the death of the individual subsequent to the officer's lifesaving efforts, then the chief of police, or appointed committee will evaluate the circumstances and determine the eligibility of the officer. A blue cross will be issued for each subsequent award as necessary.



Physical Description: White and blue bar with red colored cross in center. (Davis & Stanton E104)

Exception for non-sworn civilian personnel and members of the community: Under some circumstances a non-sworn civilian employee of the department or member of the community may perform life-saving action meriting recognition by the police department. To qualify, the actions of the individual should in some way mirror those actions as indicated above. This issuance of a Life Saving Award to a non-sworn employee or community member will be at the discretion of the chief of police. This version of the Life Saving Award will consist of an award plaque only. An award bar may be issued to uniformed civilian personnel at the discretion of the chief.

Meritorious Service Citation

This award is given to any employee of the department who distinguishes them self by performing duties in a manner which is above that normally expected or required and sufficient to distinguish the individual from those performing comparable duties.

To qualify, the recipient must have performed their duties in such a way that they have substantially exceeded the normal requirements assigned to their position; demonstrated a high degree of personal initiative while pursuing the achievement of law enforcement

goals; and have shown exemplary performance in achieving which is either sustained or for a single act. The action(s) contributed to a high degree of success and to a program or project, and the performance was clearly exceptional when compared to the contributions of their peers.

A star will be added for each subsequent award, up to a maximum of two stars, or three total awards. . A certificate will be presented to civilian staff employees. An award bar may be issued to uniformed civilian personnel at the discretion of the chief.



Physical Description: Blue and Silver Grey Bar. (Blackinton order #'s A2629B, RC-19 and Davis & Stanton EX08)

Honorable Conduct Citation

Eligibility is based on completing 5 years of service with the department provided the employee is in good standing; receives a favorable recommendation from his/her supervisor; and has no sustained written reprimands or suspensions reflected within that 5-year period. Award is given after five years of service, with a single star added after 10, 15, and 20 years of service after meeting the criteria outlined above. A certificate will be presented to civilian staff employees. An award bar may be issued to uniformed civilian personnel at the discretion of the chief.

A minimum amount of time must pass between a dishonorable event and consideration for the Honorable Conduct Citation. The purpose is to prevent presenting the award to someone who has recently received discipline, thereby undermining the significance of the Honorable Conduct Citation. The following time must pass between the event and consideration:

- Written reprimand – two years.
- Suspension – five years.

A written reprimand will affect eligibility in that the officer will lose one-year eligibility. The only exception is a written reprimand for collision or traffic. A suspension will affect eligibility in the following manner:

- A one or two day suspension causes a loss of five years of eligibility.
- Three to five days of suspension cause a loss of seven years of eligibility.
- Six to nine days of suspension causes a loss of nine years of eligibility.
- 10 or more days of suspension cause a loss of 15 years of eligibility.

To apply for Honorable Conduct Citation:

- Officers must complete an interoffice memorandum to their immediate supervisor.
- Supervisor will review complaint history and note any disciplinary actions taken, then make comments and a recommendation based on the criteria outlined in this section.



Physical Description: White, Red, White, Blue and White bar. (Blackinton #'s A3282 and RC-28)

Safe Driving Citation

This award is presented to sworn officers, or non-sworn personnel assigned to routinely operate a department vehicle, at three years, with a single star added at 5, 10, 15 and 20 years of safe driving. Eligibility is determined by subtracting one year from the officer's total years of service for each preventable collision.

To apply for Safe Driving Citation:

- Officers must complete an interoffice memorandum requesting consideration and give it to their immediate supervisor.
- Supervisor will review driving history and note any disciplinary actions taken, then make comments and a recommendation based on the criteria outlined in this section.



Physical Description: Yellow with Gold Stars (Davis & Stanton #J209 - Specify Yellow / Added stars Davis & Stanton #Q216, #Q226, #Q236)

Community Service Award

This award can also be presented as a result of an extraordinary dedication to a department community service effort when that dedication has contributed to a high level of success of the particular project or program. Nominations will be considered for this particular award and approved by the chief of police.

More commonly, this award will be presented to a employee of the department for 100 hours of volunteer work in the community or on departmental projects / programs that brings honor and favorable recognition to the individual and department.

A star will be issued for 300 hours of hours of volunteer work in the community or on departmental projects or programs that brings honor and favorable recognition to the individual and department. This award with the star is the highest level of the Community Service Award. Once achieved, the lesser award will not be worn.

It will be the responsibility of the individual officer or employee to report their volunteer hours to the support services sergeant, or designated community services officer, so that accurate records can be kept of volunteer service. A memorandum will be submitted to the support services sergeant indicating the community service details and hours. This will be processed up the chain-of-command and approved by the chief or assistant chief. The memo will then be kept on file to verify eligibility for the award when appropriate. No one is responsible for submitting the volunteer hours of service other than the officer

themselves. It is recommended that the officer also keep individual track of their approved hour of volunteer service. This award will not be retroactive, so hours will accumulate only after February 1, 2014.



Physical Description: Blue bar with a white stripe in the center. (Blackinton #A10802 or Davis & Stanton J209 - Specify blue and white enamel.)

9.2 Annual Recognition Awards

Annually, at an appropriate time prior to the scheduled annual award presentation in December, employees of the department will be provided with a ballot to select their choice in each annual award category. Participation in the ballot process is mandatory. However, employees will be given the opportunity to abstain from a choice in each category if they wish. The chief of police will issue the awards at a scheduled ceremony or dinner as appropriate.

Officer of The Year: All sworn officers who have successfully completed their probationary status and who are not members of the command staff are eligible for this award. A star will be issued for each subsequent award as necessary.



Physical Description: Green/White/Green: (Blackinton order # A7142 or Davis & Stanton O314 – Specify colors.)

“Rookie” of The Year: Sworn officers who have not completed their probationary status at the time of balloting are eligible for this award.



Physical Description: This is a solid Green bar. (Blackinton order # A7140 or Davis & Stanton J209 - Specify green enamel.)

Employee of The Year: All non-sworn staff employees that have successfully completed their probationary period at the time of balloting are eligible for this award. Recipients receive a plaque designating this distinction.

Volunteer of The Year: This award is presented to a volunteer who provides notable service to the Leander Police Department. Consideration will be given to the type of service, length of service, and quality of service. The chief of police will present this award annually and recipients receive a plaque designating this distinction.

Explorer of The Year: This award is presented to a youth member of the Explorer Post. Post Advisors will nominate a member based on various criteria to include, attendance, participation in activities, academics, and other suitable criteria as established by the

Explorer program. The Chief of Police will present this award annually and recipients receive a plaque and “Explorer” ribbon designating this distinction.



Physical Description: This is a solid blue cloth ribbon with a gold “E” as established by the BSA. Davis & Stanton EX12 (If cloth unavailable, enamel award may be substituted.)

Chief’s Award of Excellence: This award is presented to an employee of the department whose excellence in service deserves special recognition. A recipient reflects the Department’s Core Values and is known for their exceptional job performance and contributions to department efforts. Members of the command staff make a nomination and the chief of police chooses the recipient. The chief of police will present this award annually and civilian recipients receive a plaque, where sworn officers and other uniformed civilian personnel receive a plaque and award bar.



Physical Description: This is a three segment solid black bar with three gold stars representing the office of the chief. (Blackinton order #A7124B Specify black enamel.)

9.3 Other Awards

Certificate of Commendation

This certificate is issued to any employee of the department, and on some occasions, member of the community or other law enforcement officer or agencies, who have rendered valuable and distinguished service to the Lender Police Department. The Certificate is issued at the discretion of the chief of police and can be nominated by any employee of the department.

Personal Commendation and Letters of Appreciation

A personnel commendation or letter of appreciation can be initiated by any employee or group of employees of the department for another employee for exceptional performance or may be initiated as a result of favorable communication received from outside the department. A personal commendation or letter of appreciation should be processed up the chain of command, allowing each appropriate staff member within the chain to make comment on the letter. The original letter will be given to the subject of the letter, with copies going to their personnel files.

Chief’s Coin

A Chief’s Coin is issued to an employee of the department, or occasionally a member of the community to recognize exceptional job performance or invaluable assistance that is worthy of immediate recognition. When department personnel are recognized with issuance of a coin, the chief will soon after complete a personal commendation / letter of appreciation to be placed in the employee’s personnel file. A coin may be issued in conjunction with a personal commendation or letter of appreciation at the discretion of

the chief of police. The Chief's Coin will be changed from time-to-time to keep the recognition contemporary and viable.

Dedicated Service Award (Retirement Award)

The Dedicated Service Award is presented to employees of the Leander Police Department who have completed the employment requirements to be eligible for retirement from the City of Leander. This award may also be issued by the department, at the discretion of the chief of police, to an employee who retires honorably from police service.

9.4 Awards of Achievement

CALEA Departmental Recognition: This award is issued to all uniformed personnel to acknowledge the achievement and national recognition conferred by CALEA. All uniformed personnel are authorized to wear this bar upon completion of their specified probationary period. Personnel can wear this award for the duration of the Department's recognition or participation in the national standards program.



Physical Description: A black bar with gold tone metal stripes and a gold tone CALEA logo in the center of a black field. (Davis & Stanton #O616)

TCOLE Certification Bars

Only the most current certification bar may be worn. Previous awards in this category become obsolete upon attainment of the higher certification.

Intermediate: Issued to those who have attained an Intermediate Peace Officer License.



Physical Description: White/Red/White with a White stripe in the Red field. (Davis & Stanton #O214 – Specify colors.)

Advanced: Issued to those who have attained an Advanced Peace Officer License.



Physical Description: Red/White/Red with a Blue stripe in the white field. (Davis & Stanton #O214 – Specify colors.)

Master: Issued to those who have attained a Master Peace Officer License.



Physical Description: Blue/White/Blue with a Red stripe in the white field. (Davis & Stanton #O214)

TCOLE Academic Recognition: Officers who have met the criteria as established by TCOLE Academic Recognition Award will be issued a bar indicating such achievement.



Physical Description: The bar will be as designed and issued by TCOLE. However, to match the Departments award system, a matching bar has been created. (Davis & Stanton O414 – Specify Red / White / Blue)

Leadership Command College: Supervisory staff members who have successfully completed the Leadership Command College (LCC) through the Bill Blackwood Law Enforcement Management Institute at Sam Houston State University will be issued a bar indicating such achievement.



Physical Description: The bar will be designed and issued by LEMIT. However, to match the Departments award system, a matching bar has been created. (Davis & Stanton – Request LEMIT-LCC Bar)

F.B.I. National Academy: Employees who have successfully completed the F.B.I. National Academy will be given a bar indicating such achievement.



Physical Description: The bar will be designed and issued by the F.B.I. National Academy. However, to match the Departments award system, Blackinton has created a matching bar for the Cab Slider award system. (Blackinton, specify FBI-NA Award Bar #J203FN or Davis & Stanton V231 FBI-NA)

F.T.O. (Field Training Officer) Employees who has successfully completed an approved Field Training Officer course of instruction and who are currently assigned the duties of a Field Training Officer will be given a bar indicating such achievement and assignment. Only those actively serving as Field Training Officers are authorized to wear this achievement bar.



Physical Description: Solid blue bard with two white stripes on each side of the letters “F.T.O.” (Blackinton Special Order)

Bicycle Certification: Employees who have successfully completed an approved police bike course that meets established Department requirements to be deployed as a bicycle officer will be given a bar indicating such achievement and assignment. Only those actively serving as Bicycle Officers are authorized to wear this achievement bar.



Physical Description: Gold tone bike rider in center blue field. (Davis & Stanton T219 – specify blue enamel.)

K-9 Certification: Employees who have successfully completed an approved police canine training course and who are actively handling a deployed police dog will be given a bar indicating such achievement and assignment. Only those actively serving as K-9 officers are authorized to wear this achievement bar.



Physical Description: Black Bar with gold tone stripes and “K-9” in center black field. (Davis & Stanton T119 – Leander Custom)

Instructor Certification: Employees who have successfully achieved the Instructor Certification from TCOLE will be given a bar indicating such achievement.



Physical Description: Black and red bar. (Davis & Stanton K210)

Firearm Instructor Certification: Employees who have successfully achieved the Instructor Certification from TCOLE will be given a bar indicating such achievement.



Physical Description: Black bar with gold tone handgun, target, and “Firearms Instructor” lettering. (Davis & Stanton T619)

Collision Reconstruction: Employees who have successfully completed the required course of instruction as indicated by policy to be deployed as Accident Reconstructionist for the Department will be given a bar indicating such achievement. Only those actively serving on the Accident Reconstruction Team are authorized to wear this achievement bar.



Physical Description: Black and yellow-gold stripes and “Delta” in the black center field. (Davis & Stanton I108 – Specify colors.)

Intoxilyzer Operator: Employees who have successfully completed the required course of instruction as indicated by policy to be deployed as Intoxilyzer Operator for the Department will be given a bar indicating such achievement and assignment. Only those actively serving as an Intoxilyzer Operator are authorized to wear this achievement bar.



Physical Description: A blue bar and black stripes. (Davis & Stanton #C202 – Specify colors.)

D.R.E (Drug Recognition Expert): Officers who have received the required training and satisfied the field experience requirements of the Texas Drug Recognition Experts program as administered through Sam Houston State University, as issued upon completion of the certification program.



Physical Description: The bar will be designed and issued by the D.R.E. program. However, to match the department’s award system, a matching bar has been created. (Davis & Stanton O716-DRE)

H.R.T. (High Risk Team) Special Service Emblem: Active members of the H.R.T. are authorized to wear a distinctive special services emblem over the right pocket or above the award bar system. The particular emblem will be determined by the team leadership and approved by the chief of police. No more than two special service emblems may be worn at one time.

C.N.T. (Crisis Negotiations Team) Special Service Emblem: Active members of the C.N.T. are authorized to wear a distinctive special service emblem over the right pocket or above the award bar system. The particular emblem will be determined by the team leadership and approved by the chief of police. No more than two special service badge emblems may be worn at one time.

Honor Guard Special Service Emblem: Active members of the honor guard are authorized to wear a distinctive special service emblem over the right pocket or above the award bar system. The particular emblem will be determined by the team leadership and approved by the chief of police. No more than two special service emblems may be worn at one time. This particular emblem is authorized only for wear on regular duty uniforms and not on honor guard uniforms. A separate honor guard wreath emblem has been prepared for this purpose and should be worn in accordance with established honor guard dress policy.

9.5 Revocation of Awards

The Chief of Police may revoke an award if there is significant cause and that there are facts that would have prevented original approval of the award.

9.6 Retroactive Awards and Other Awards

The chief of police shall have discretion over all retroactive and other awards. Other awards wearing may be done on a case-by-case basis.

9.7 Wearing Awards and Decorations

Employees are encouraged, but not required to wear authorized awards while in uniform. Medals, commendation bars/ribbons, and lapel pin shall be worn in the following manner if worn:

- Class A Uniform: medals; or commendation bars/ribbons.
- Class B Uniform: commendation bars/ribbons; or
- Class C Uniform and Civilian Dress: no awards are to be worn

Decorations shall not be worn on outer garments such as raincoats, windbreakers, and all-weather coats, with the exception of command formal jackets / coats. If only one medal is to be worn, it shall be worn ¼” above the center of the nameplate above the right breast pocket. If two or more medals are to be worn, they shall be worn ¼” above the center of the name plate above the right breast pocket centered symmetrically in descending order of precedence. Awards are not authorized to be worn on honor guard ceremonial uniforms.

9.8 Department Commendation Bars and Ribbons

Commendation bars and ribbons, representing authorized department medals, may be worn on the uniform in lieu of the respective medals. They shall be centered ¼” above the nameplate above the right breast pocket in descending order of precedence. Two ribbons shall constitute a complete row. Precedence of rows shall be top to bottom. An incomplete row shall be the top row with its ribbons centered on the complete row(s) beneath.

Commendation bars/ribbons must also be worn in the correct order of precedence established by the department. If necessary to provide sufficient space for commendations bars/ribbons, the nameplate may be lowered to touch the seam above the right breast pocket.