

	<b>KENOSHA POLICE DEPARTMENT</b>		
	<b>POLICY AND PROCEDURE</b>		
	<b>35.3 Awards and Recognition</b>		
<b>Effective Date:</b>	6/7/2004	<b>Revision Date:</b>	10/20/2004
<b>Action:</b>	<a href="G:\Signed Policies\Book IV (Section 26.4 - Section 42.2)\35.3 Awards and Recognition\Performance Recognition Award Nomination Form.pdf">G:\Signed Policies\Book IV (Section 26.4 - Section 42.2)\35.3 Awards and Recognition\Performance Recognition Award Nomination Form.pdf</a>		<b>Number of pages:</b> 3

**I. PURPOSE**

The Kenosha Police Department recognizes that certain actions or activities taken by members of the Department, whether planned or in response to emergency circumstances, should be recognized and rewarded.

**II. POLICY**

It is the policy of the Kenosha Police Department to publicly recognize employees, as well as citizens, for their actions that involve exceptional performance of their duties, or involve actions above and beyond the call of duty.

**III. TYPES OF AWARDS AND DESCRIPTIONS**

- A. Medal of Honor: The highest award in the Department. To be awarded to an Officer who voluntarily distinguishes him/herself conspicuously by gallantry and extraordinary heroism. The act must be in excess of normal demands and of such a nature that the officer was fully aware of the imminent threat to his personal safety and acted above and beyond the call of duty at the risk of his life.
- B. Medal of Valor: Ranked next in prominence to the Medal of Honor. The Medal of Valor is to be awarded for exceptional bravery at imminent risk of great bodily harm, the recipient demonstrating exceptional courage by performing a voluntary course of action in an extremely dangerous situation.
- C. Medal of Merit: Awarded to an Officer who distinguishes him/herself by performing an act of excellent or outstanding self-initiated police work; acts that are highly unusual and creditable; and for continuing, long term dedication and devotion to the Department or Community (as a representative of the Department).
- D. Purple Heart: Awarded by the "Military Order of the Purple Heart", the only organization authorized by Congress to bestow this honor. An Officer, who has been seriously wounded or injured intentionally by other persons while in the performance of their duties, while on or off duty, may be considered. A serious wound is defined as injury to any part of the body from an outside force or agent, sustained while performing a law enforcement function and requiring treatment by medical personnel. In those cases where the serious wound was not inflicted by a deadly or dangerous weapon, the Committee shall determine whether it meets the required qualifications prior to submission for review by the "Military Order of the Purple Heart". The Committee shall not consider injuries sustained from training, falls, motor

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vehicle accidents or similar occurrences unless the evidence clearly indicates the officer had exhausted all reasonable safety precautions and had no control of the circumstances. Final determination for recipients of the Purple Heart will be made by the "Military Order of the Purple Heart".

- E. Outstanding Achievement Award: Awarded to an Officer in appreciation and recognition for continued dedication and loyalty to the law enforcement profession and for consistent high quality performance as a professional police officer. Examples of exemplary performances include but not limited to; exceeds evaluation standards; demonstrated loyalty and dedication to the law enforcement profession and the department; ability to consistently conduct investigations, make arrests and prepare reports that are above average in quality; demonstrated willingness and ability to set a professional example for peers; constructive participation in professional and community service organizations, which also brings favorable recognition to law enforcement, the City, and the department; demonstrated willingness and ability to provide constructive suggestions for improvements in Department policy, procedure, and operation.
- F. Life Saving Award: Awarded to an officer, employee, or citizen responsible for the saving of lives or prevention of great bodily harm to one or more persons in any particular instance. The rescuer need not have been subjected to personal risk through his involvement. The action need not have been taken while on duty.
- G. Letter of Commendation: A letter issued to an officer for an act or achievement which brings credit to them or the Department and which involves performance above and beyond that which would normally be expected of an officer. This act or achievement may be a specific instance or an outstanding performance of general duties over an extended period of time.
- H. Shift Level Letter of Recognition: A letter issued to an officer from their shift commander or designee for an act or achievement which brings credit to them or the Department and which involves performance above that which would normally be expected of an officer. This act or achievement may be a specific instance or an outstanding performance of general duties over an extended period of time. The Shift Level Letter of Recognition may be issued in conjunction with another award or may be issued by a shift supervisor to recognize an act or achievement.
- I. Citizen Award: A "Citizen Award" may be bestowed on any private citizen in recognition of actions or achievements that have directly benefited the Department, or any of its members, in a substantial or significant manner. The award will be in the form of a certificate or plaque or medal as deemed by the Chief of Police.

#### **IV. PROCEDURE**

- A. The Kenosha Police Department shall establish an Award Review Committee, which will be comprised of five members, representing the various classifications of the Department. Members will be appointed by the Chief of Police and will serve at his pleasure. The Assistant Chief of Administration will coordinate the activities of the Award Review Committee to include scheduling of meetings.
- B. Award Review Committee Duties: The Committee shall meet to review and act upon any recommendation received by the Chief. The Committee shall review all reports and documentation relative to the nominee's performance during the incident being evaluated and may interview any witnesses and/or the nominee in person. Following review, Committee members will determine whether the performance of the nominee substantially met the criteria established for the award. In exercising its judgement, the Committee may decide to recommend a higher award than that recommended by the original nomination. In instances where the recommendation fails to meet the required criteria for a specific award,

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the Committee can recommend denial of the award or recommend an award more appropriate to the circumstances. The Committee will be responsible for coordinating the awards program. These responsibilities shall include, but are not limited to, planning and scheduling award presentation ceremonies, obtaining the appropriate awards and certificates, and coordinating the involvement of nominees, citizens, and the news media (coordinating with the PIO) in award presentation ceremonies.

C. Nominating Procedure: A "Kenosha Police Department Award Recommendation Report" form shall be completed by any member of the Department and submitted to the Chief's office. The Chief will then forward the report to the Committee for investigation if he so desires. The Awards Review Committee then determines if nominations meet the criteria for award categories. After reviewing the facts, the Committee submits one of the following recommendations:

- Nomination Confirmed – The belief the act took place and the person nominated should be presented the award within the appropriate category.
- Nomination Amended – The belief the act took place but facts contained in the nomination lead the Committee to recommend an award of greater/lessor degree than originally specified (this would include sending the information to the Shift Commander for a Shift Level Letter of Recognition).
- Inconclusive – Facts provided lack corroboration to merit an award, and more investigation into the act may be required.
- Unfounded – Facts, statements, etc., conclusively indicate the act as alleged did not take place in the manner indicated and the nomination is, therefore, unqualified for award justification (the Chief will make the final decision).

#### **V. PRESENTATION OF AWARDS - CEREMONY**

- A. The Chief or his designee will present all awards.
- B. The Chief may request the Mayor present the award during a City Council meeting.
- C. The next of kin is entitled to receive any award earned by a deceased member of the Department or citizen. The next of kin, in order of precedence are: widow/widower, eldest son/daughter, father/mother, and eldest brother/sister.

#### **VI. WEARING OF AWARD BARS AND RIBBONS**

- A. Department members are encouraged to wear award bars on their uniforms centered just above the nametag over the right pocket.
- B. If more than one award bar is worn by Department members, they will be contained in an issued bar holder and positioned right to left.

#### **VII. RECORDS**

- A. Copies of awards will be maintained as follows:
  1. Original to recipient.
  2. Copy to personnel file at City Hall.
  3. Copy to personnel file in the Chief's office.
  4. Copy to Shift file.