

East Haven Police Department 	Type of Directive: Policies & Procedures		No. 210.4
	Subject/Title: Recognition of Outstanding Police Performance	Issue Date: April 26, 2016	
		Effective Date: May 15, 2016	
Issuing Authority: Honorable Board of Police Commissioners	Review Date: Annually		
References/Attachments: N/A		Rescinds: 210.3	
		Amends: N/A	

I. PURPOSE

- A. The purpose of this directive is to set forth the policies and procedures of the East Haven Police Department regarding established standards and guidelines for the recognition of outstanding police performance by members of the East Haven Police Department and others.

II. POLICY

- A. It is the policy of the East Haven Police Department to recognize outstanding police performance.
- B. It is the policy of the East Haven Police Department to recognize outstanding contributions from others, including officers from other departments, fire personnel, other public safety and criminal justice professionals and civilians.

III. PROCEDURE – Informal Recognition

- A. Supervisors and other superior officers shall make a practice of recognizing exceptional work at rolls calls and in one-to-one meetings.
1. Informal recognition builds individual self-confidence and morale.
 2. This type of recognition is recommended for acts of good police work that do not rise to the level of a Departmental award or medal.
 - a. Examples are good preliminary investigations, effective problem-solving, extraordinary service to victims, exceptional report writing and similar acts.

IV. PROCEDURE – Formal Recognition

- A. Supervisors shall recommend officers for awards and/or medals when in their judgment the officer(s) have performed outstanding police services.
- B. In cases in which an officer(s) feels that he or she deserves recognition for a specific incident, but was not submitted by his or her supervisor, he or she may submit a copy of the report to the Awards Committee for review.
- C. Any member of the East Haven Police Department may recommend others for recognition, including officers from other departments, fire personnel, other public safety and criminal justice professionals and civilians.
- D. When submitting a recommendation for recognition, nominators shall forward all reports concerning the incident along with a brief written explanation justifying the recognition to the Awards Committee.
- E. Awards and Medals Review Committee (Awards Committee)
 - 1. The Chief shall select the members of this committee.
 - 2. The committee shall establish and maintain uniform standards of recognition for recognizing commendable acts.
 - 3. All recommendations for recognition are to be forwarded to the Awards Committee.
 - 4. The Awards Committee shall meet as needed.
 - 5. The Awards Committee is responsible for recommending its approval or disapproval of all submissions to the Chief.
 - 6. The Awards Committee shall review and vote on all matters that come to their attention.
 - 7. After reviewing all recommendations, the Awards Committee shall vote on each one.
 - a. A majority of the vote is required to approve an award.
 - 8. The Awards Committee shall forward all their decisions in writing to the Chief of Police or his or her designee.
 - 9. If any officer feels that a decision made by the Awards Committee was unfair or unjust, he or she may appear in person before the committee. If the committee does not change their decision, the officer may appeal the matter to the Chief of Police or his or her designee.
- F. The Chief or his Designee
 - 1. The Chief of Police shall notify the committee regarding his or her recommendations to the Board and the Board's action on same.

G. Awards Ceremony

1. The Awards Committee shall recommend the scheduling of awards ceremonies.
2. The Awards Committee and the Chief of Police shall agree on a date and location.
3. The Board of Police Commissioners (BOPC) and the Chief of Police shall sponsor the awards ceremony.
4. The Chief and the BOPC shall confer the awards and medals.
5. All awards shall be recorded in the officer's personnel file.

H. Display of Medals on the Uniform

1. When in uniform, all sworn officers may wear all authorized medals.
2. Medals shall be centered and above the officer's badge.
3. In the event more than one medal is authorized, each medal shall be centered and above the other.
4. Medals shall be worn in order of importance as described below.
 - a. The officer may wear a leather badge/medal holder if he/she desires.

I. Medals and Awards Listed by Description

1. Medal of Honor
 - a. The Medal of Honor is awarded to officers of the Department who, in the line of duty, go beyond the normal requirements, and perform an exceptional act at the risk of his or her life. The officer will receive a Medal of Honor along with a medal bar that is a red-white-blue bar with stars.
2. Purple Heart Medal
 - a. The Purple Heart Medal is awarded to an officer of the Department who, in the line of duty, sustains a major wound inflicted by an armed adversary. The officer will receive a Purple Heart Medal along with a medal bar that is a blue bar with gold trim.
3. Medal of Merit
 - a. The Medal of Merit is awarded to an officer of the Department who, in the line of duty, performs an outstanding act at personal hazard, which does not meet the stringent requirements for receiving a Medal of Honor. The Medal of Merit is also awarded in cases involving an armed adversary. The officer will receive a Medal of Merit along with a medal bar that is blue-white with gold trim.
4. Silver Commendation Medal
 - a. The Silver Commendation Medal is awarded to an officer of our Department who has received ten (10) commendations. The medal bar is a silver bar with blue trim.

5. Bronze Commendation Medal
 - a. The Bronze Commendation Medal is awarded to an officer of our Department who has received five (5) commendations. The medal bar is a bronze bar with blue trim.
6. Commendation Medal
 - a. The Commendation Medal is awarded to an officer of our Department, or to any other person, who contributes to an unusually effective police accomplishment. The medal bar is a green-white bar with gold trim.
7. Silver Unit Citation Medal
 - a. The Silver Unit Citation Medal is awarded to an officer of our Department who has received ten (10) unit citations. The medal bar is a silver bar with blue-white-green trim.
8. Bronze Unit Citation Medal
 - a. The Bronze Unit Citation Medal is awarded to an officer of our Department who has received five (5) unit citations. The medal bar is a bronze bar with blue-white-green trim.
9. Unit Citation Medal
 - a. The Unit Citation Medal is awarded to a group of officers acting in concert to accomplish a specific task and whose efforts and accomplishments exceed the normal requirements of police service. The medal bar is a blue-white-green bar with gold trim.
10. Dedicated Service Medal
 - a. The Dedicated Service Medal is awarded to an officer of our Department who continuously and unselfishly devotes his or her energy to police service and goes above and beyond the normal requirements. The medal bar is a red-blue bar with gold trim.
11. Oak Leaf Cluster
 - a. The Oak Leaf Cluster is awarded to an officer of our Department to signify a previous award of the same medal. This medal is a gold star that is added to the award bar. Each star signifies another award.
12. Letter of Recognition
 - a. A Letter of Recognition is awarded to an officer of our Department, or to any other person, who contributes to effective police accomplishment that does not meet the requirement of a commendation.
 - b. For every five (5) letters of recognition the officer will be entitled to a commendation medal.

13. Foreign Awards

- a. The Department shall recognize awards from other law enforcement agencies or organizations. If a medal is awarded, it will be worn at the lowest position above the officer's badge and below any Department issued medals. The wearing of all foreign awards are subject to the approval of the Chief of Police or his/her designee.