WEST NORRITON TOWNSHIP POLICE DEPARTMENT

Subject: Commendation Awards		Policy # 5.1.2
Accreditation N/A		
Effective Date: January 1, 2008	Revised Date:	
By Authority Of: Chief A. Dale Mabry	Signature: ADMabry	

5.1.2 COMMENDATION AWARDS

A. PURPOSE

The purpose is to insure that members of the Police Department are awarded official recognition for outstanding performance of duty and further, to set forth guidelines for receiving these awards.

B. POLICY

It is the policy of this Police Department that official commendations shall be given to deserving personnel in recognition of, and appreciation for, outstanding acts of police service. These awards shall not be construed as automatic, but shall be awarded after a thorough evaluation of each request.

C. REGULATIONS

1. All recommendations for Official Commendations shall be submitted in compliance with the guidelines set forth in this policy. Recommendations contrary to this policy shall not be considered.

2. Official commendations shall be awarded in the following categories:

   a. Commendation for Valor - For an extraordinary act of outstanding courage, without regard to personal safety while in actual combat with an armed and dangerous adversary.
   b. Commendation for Bravery - For the performance of an outstanding arrest where the officer's effort is met by an armed and dangerous adversary.
   c. Commendation for Heroism - For an act of heroism and outstanding courage without regard to personal safety, which results in the saving of a life.
   d. Commendation of Merit - For the performance of an outstanding act of police work and/or an act which displays superior intelligence and effort and which results in an important apprehension or solution to a crime.
   e. Chiefs Commendation - For the performance of an act which brings credit upon the individual and the entire department as a whole.
   f. Distinguished Unit Citation - Shall be awarded where the outstanding accomplishment is the result of team work rather than that of an individual(s).
   g. Police Officer of the Year - Shall be awarded to an officer who best

exemplifies the highest standard of duty and untiring efforts for the welfare and safety of the residents of West Norriton Township.

h. Years of Service - Awarded to an officer who has completed a set number of years of continual service as a member of the department.

3. Commendation Ribbons

   a. There shall be (8) distinctive commendation ribbons signifying the categories of awards. A ribbon shall be issued to the recipient of any qualifying award. For each subsequent award in the same class, an appurtenance shall be issued, and can be attached to the original ribbon.
   b. Commendation ribbon(s) shall be worn in accordance with department dress policy. Award recipients have the option of wearing or not wearing commendation ribbons on their duty uniforms. On formal occasions as specified by the Chief of Police, all officers will wear their commendation ribbons.

4. Posthumous Award or Commendation

   a. Medal of Honor Award - This medal will be awarded to the family of an officer or employee killed in the line of duty. An appropriate medal will be presented to the family at an appropriate ceremony.
   b. Posthumous Commendation - This commendation will be presented to the family of an officer or employee who dies while on active duty with the West Norriton Township Police Department.

5. Citizens Award or Commendations

   a. An award or commendation will be presented to any citizen who assists the West Norriton Township Police Department to accomplish the police mission. Criteria for selection will be similar to that used for awards or commendations for police officers.

D. PROCEDURES

1. Recommendation for official recognition shall be made by a supervisor or a Command Officer. These requests shall be forwarded to the Chief of Police via channels.

2. Preparation - Persons submitting requests for awards shall do so in a formal memo to the Chief of Police via channels as soon as possible after the commendatory action has taken place. In no event shall submission of a request exceed sixty (60) days after the commendatory action has taken place.

3. Contents of the memo shall include:

   a. The person's name, rank and badge number.

   b. A summary of the facts concerning the case. In cases where more than one person is

to be commended, the exact role of each participant shall be described.

c. A copy of the incident report or other documents pertinent to each request.
d. Do **not** request a specific degree or award.
e. Indicate whether a previous award has been given for the case.

4. The Chief of Police shall evaluate all requests for commendations and recommend appropriate action to the Chairman of the Public Safety Committee.

5. When approved by the Board of Commissioners, the Chief of Police will distribute award letter as follows:

   a. Copy to officer
   b. Copy filed in officers personnel folder
   c. Copy on bulletin board

E. CITIZEN'S COMPLIMENTARY LETTERS

1. All letters received by the Police Chief originating from outside sources, commending an officer's conduct and performance of duty shall be acknowledged by the Chief of Police.

2. The Chief of Police's acknowledgment shall be distributed as follows:

   a. Copy to officer
   b. Citizen's letter to the officer's personnel file
   c. Copy on bulletin board

3. All letters received by the Chief of Police shall be processed by him.

F. AWARDS AND REWARDS

1. No reward or award of any kind may be solicited.

2. No reward or award of any kind may be accepted by any member of the department, without the official approval of the Chief of Police.

3. The Chief of Police shall have the power to distribute any and all awards or rewards.

G. CEREMONIES

1. Award of promotional ceremonies shall be held at the discretion of the Chief of Police and the Board of Commissioners.

2. When a formal ceremony is held, those present may include:

   a. Police personnel invited by the Chief of Police and Board of Commissioners.
   b. Families and friends of personnel to be honored.