



# Peoria Police Department Policy and Procedure Manual

Policy 3.07

Awards



## I. POLICY

It is the policy of the Peoria Police Department to recognize and acknowledge outstanding individual or group achievements, performance, proficiency, heroism, and service of its employees and the citizens of the community through its awards program. (26.1.2)

## II. PROCEDURE

- A. The Peoria Police Department shall have an Awards Committee for the purpose of reviewing award recommendations for outstanding achievement and performance. The Committee members are designated by the Chief of Police and can serve a term of up to 3 years.
1. The Committee Secretary, appointed by the Chairperson, is a voting member and is responsible for taking, transcribing, and distributing the notes of each meeting.
  2. Members are required to attend at least 50% of the Awards Committee meetings. Committee members should plan to attend the Annual Employee Awards Ceremony in a non-compensated status.
  3. The Committee shall meet as determined by the Chairperson. A quorum of four members is required to conduct business.
    - a. All voting shall be recorded and the recommendations submitted to the Chief of Police for approval.
    - b. The role of the committee is to review the nominations received for the various awards and make a "Committee Recommendation" to the Chief of Police.
    - c. The Chief shall approve or reject the recommendations of the committee.
- B. Any department member or community member may make a nomination for an employee to receive an award.
- C. All of the following awards can be earned by both sworn and non-sworn employees and are listed in order of prestige:
1. Medal of Honor:
    - a. Shall consist of a medal, service bar (RED, BLUE, GOLD, BLUE, RED with gold trim) and certificate.
    - b. Nominations for this award will be based on the following criteria:
      - (1) The act was performed displaying extreme courage while the employee was consciously facing imminent injury of death.
      - (2) The act was necessary to prevent catastrophe, death, or injury to another person or persons.
      - (3) The employee did not use poor judgment or procedure that created the necessity of the act.
      - (4) The employee did not violate department policy or procedure while performing the act.
    - c. In the event of the death of an employee, which is the result of Peoria Police Departmental service, the medal and certificate will be presented to the family of the fallen employee.

“Our Community...Our Commitment”

2. Police Star

- a. Shall consist of a medal, service bar (PURPLE w/gold trim) and certificate.
- b. Nominations for this award will be based on the following criteria:
  - (1) The employee is injured in the performance of their assigned duties as the result of a heroic act, or to serve the furtherance of justice.
  - (2) This award will not be issued to employees who are injured due to their own negligence.

3. Lifesaving Medal

- a. Shall consist of a medal, service bar (RED, WHITE, BLUE w/gold trim) and certificate.
- b. Nominations for this award will be based on the following criteria:
  - (1) The employee has saved the life of another person, or
  - (2) The employee saved another person from eminent physical injury either on or off duty.

4. Distinguished Service Medal

- a. Shall consist of a medal, service bar (RED, GOLD, RED w/gold trim) and certificate.
- b. Nominations for this award will be based on the following criteria:
  - (1) The employee was serving in an official capacity.
  - (2) The employee's service contributed significantly toward the department attaining its goals and objectives over an extended period of time.
  - (3) The service significantly impacted the department in a positive manner.
  - (4) The service involved a great deal of responsibility and personal initiative.
  - (5) The service was in the finest tradition of the law enforcement tradition.

5. Achievement Award

- a. Shall consist of a service bar (RED w/gold trim) and certificate:
- b. Nominations for this award will be based on the following criteria:
  - (1) For a specific action taken while engaged in official business and,
  - (2) The employee has demonstrated achievement, or outstanding performance in a specific event/project that was substantially above and beyond what is normally expected or required.
  - (3) This award is given to an employee who deserves more than a Certificate of Commendation.

6. Certificate of Commendation

- a. Shall consist of a certificate.
- b. Nominations for this award will be based on the following criteria:
  - (1) The employee has demonstrated outstanding performance in a specific event/project that was substantially above and beyond what is normally expected or required.

- (2) This performance shall have directly contributed to the success of the event/project related to the attainment of the Peoria Police Department's mission, or have demonstrated exemplary citizenship or community involvement that brings credit to the Peoria Police Department.

7. Unit Citation Award

- a. Shall consist of a certificate.
- b. Nominations for this award will be based on the following criteria:
  - (1) A work unit or group of employees whose team effort directly resulted in an outstanding accomplishment or the successful achievement of a Peoria Police Department goal.

8. Customer Service Award

- a. Shall consist of a certificate.
- b. Nominations for this award will be based on the following criteria:
  - (1) The employee has demonstrated outstanding customer service.

9. Educational Achievement Award

- a. Shall consist of a service bar/pin (GREEN, WHITE, BLUE w/gold trim).
- b. This award will be presented based on the following criteria:
  - (1) The employee has attained a post-secondary degree from an accredited college or university.
  - (2) Those who achieve a degree while employed with the Peoria Police Department shall be presented their educational award at the Annual Employee Awards Ceremony.

10. Retirement Award – Shall consist of a plaque with the employee's badge mounted on it and a retired identification card.

11. Volunteer of the Year

- a. Shall consist of a certificate and plaque.
- b. Nominations for this award will be based on the following criteria:
  - (1) A civilian volunteer whose performance, proficiency, and service to the citizens and the Peoria Police Department has been outstanding.

12. Non-Departmental Achievement Awards – These are awards received as recognition from other agencies or organizations, such as Mothers Against Drunk Drivers (MADD), the Federal Bureau of Investigation (FBI), the Elks Lodge, etc.

D. Community Awards

1. Community Service Award

- a. Shall consist of a certificate or plaque.
- b. Award selection will be based on the following criteria:
  - (1) The citizen, business, or citizen groups are not employees of the Peoria Police Department.
  - (2) The citizen, business, or citizen group assistance to the Peoria Police Department was a selfless act performed in furtherance of the Peoria Police Department's mission.

2. Community Member Lifesaving Award

a. Shall consist of a certificate, or plaque.

b. This award will be presented based on the following criteria:

(1) A citizen has saved the life of another person or saved another person from eminent physical injury.

3. Certificate of Appreciation

a. Shall consist of a certificate signed by the Chief of Police.

b. This award will be presented based on the following criteria:

(1) The nominee is a volunteer, citizen, or employee of other governmental or criminal justice agencies for specific acts or assistance that enhance the Peoria Police Department's ability to fulfill its mission.

(2) Employees wishing to recommend a citizen or citizen group for outstanding assistance to the Peoria Police Department may do so by sending an email to the awards committee.

E. Quarterly Awards/ Annual Awards – In an effort to recognize employees for outstanding performance, proficiency, and service to the citizens and the Peoria Police Department, this award is established to enhance and promote recognition of departmental employees and establishes the field for Annual Awards.

1. The Chief of Police or a designee on a quarterly basis will present quarterly awards. Each presentation should occur during the month following the quarter being recognized.

2. An employee may be nominated, by any other employee, for this award.

3. The Committee, following the end of the quarter (January-March, April-June, July-September, and October – December) will request nominations.

4. There are three categories for employees of the quarter awards.

a. There will be an “Of the Quarter” and “Of the Year” recipient for each of the following:

(1) Officer of the Quarter – The Sworn Officer of the Quarter is an award recognizing non-supervisory sworn police personnel for outstanding performance, proficiency, and service to the citizens and the Peoria Police Department.

(2) Supervisor/Manager of the Quarter – The Supervisor of the Quarter is an award recognizing supervisory personnel for outstanding performance, leadership, proficiency, and service to the citizens and the Peoria Police Department.

(3) Non-sworn Employee of the Quarter – The Non-sworn Employee of the Quarter is an award recognizing non-sworn personnel for outstanding performance, proficiency, and service to the citizens and the Peoria Police Department.

5. At the end of each year the committee will select an “of the year” awards recipient from the employees nominated during the year for the “of the Quarterly Award.”

6. At the end of each year, the Chief of Police may select an Employee of the Year. This award will be considered the “Chief’s Award” with the criteria for this award designated by the Chief.

7. Nomination Process for Awards

- a. The Awards Committee will request Awards Nomination Forms and set a specific due date.
  - b. Employees or citizens wishing to make a nomination can send an email to the "Police Awards Committee" group email address or submit a letter or memorandum to the committee.
  - c. The Committee Members will review the nominations, compare them to the award criteria and make a recommendation during the committee meeting.
  - d. Nominations should contain specific detailed information outlining the justification for the nomination.
  - e. Nominations can include any external or internal documentation, such as a police report or memorandum, to substantiate the nomination.
  - f. The Committee's recommendation will be recorded and the forwarded to the Chief of Police for approval.
    - (1) After the approval of the Chief of Police, the Awards Committee will notify the employee's immediate supervisor of the nomination and/or selection.
    - (2) Presentation of the quarterly awards will be made during the department's supervisor's meeting
    - (3) The Annual Employee Awards will be presented during the annual awards banquet or other appropriate setting.
    - (4) Performance Awards and External Awards can be submitted at anytime during the year.
  - g. Lack of Nominations – If no nominations are received for any award or award category it will go un-rewarded.
- F. Exceptions – The Chief of Police has the authority to grant any award in this policy without going through the Awards Committee if deemed appropriate.

**Peoria Police Department**  
**Policy 3.07 Awards**  
**Original Issue Date: 01/01/03**  
**Last Revision Date: 04/17/07**  
**Next Review Date: 03/31/08**  
**Office of Primary Responsibility: OSB**  
**Author: P. McDonnell**  
**Reviewed By: R. Smith**

**APPROVED:**   
 \_\_\_\_\_  
**Larry J. Ratcliff**  
**Acting Chief of Police**