

AWARDS & RECOGNITION

STANDARD NO(S):

NYSLEAP 17.1

NYSSA # 51

DATE:

July 30, 2009

REVIEWED: 05/17/2017

REFER TO:

John Cleere

I. OBJECTIVE:

To establish definitions of and procedures for the recognition of outstanding acts of heroism or bravery, life saving, exceptional performance above and beyond the call of duty, as well as sustained excellence on the part of members and employees of the Seneca County Sheriff's Office.

II. POLICY:

It is essential to effective supervision and employee morale that outstanding actions or exceptional performances by SCSO personnel, regardless of rank or assignment, are appropriately encouraged and recognized. Any member or employee learning of or participating in an action which may be worthy of such recognition, is urged to provide details in accordance with the procedures set forth in this directive.

III. DETAILS:

A. **Awards Committee** - There shall be an awards committee consisting of five members or employees appointed by the Sheriff. The naming of persons to serve on the committee shall be on the basis of at least one each from Civilian Support (Administration), Road Patrol, CID (Law Enforcement Bureau), Corrections Bureau and one member at large. It shall be the responsibility of the awards committee to screen proposals for awards or recognition, and to make appropriate recommendation to the Sheriff in each case. In carrying out this responsibility the awards committee shall:

1. Meet at a convenient time within two weeks after the receipt of an award proposal by one of the committee members.
2. Carefully review each proposal for an award or recognition and take one or more of the following actions in any order:
 - a. Endorse the proposal as submitted, or
 - b. Request that additional details or documentation be submitted, or;
 - c. Invite the person making the proposal to appear before the committee for amplification, or;

- d. With the approval of the Sheriff, request that an investigator be assigned on a time available basis to make inquiry or conduct interviews of employees or others to verify and/or establish additional facts concerning the laudable conduct, if needed, or;
- e. Recommend that an award or recognition other than that which was proposed be presented, or
- f. Recommend that no award or recognition be presented.

B. Procedure to initiate award or recognition proposal - Any employee of the SCSO who witnesses or otherwise learns of an exemplary act by another employee may initiate a proposal for an award or recognition by submitting, in writing, a narrative account which includes the date, time and location of the act. The narrative should clearly describe what occurred, with names and addresses of any additional witnesses. The proposal may or may not suggest a specific award, and should be forwarded through the chain of command to the Chief Deputy for the Law Enforcement Bureau or the Jail Administrator for the Corrections Bureau for referral to the awards committee.

C. Nomenclature of awards -

Medal of Valor - The Medal of Valor shall represent the highest award to be given within the SCSO. It shall be reserved for a member who, in the line of police duty, gives one's life or exceptionally distinguishes oneself by performing a courageous act at the risk of one's own life, with knowledge of such risk, which act is above and beyond the call of police duty. Such an act must have been performed in saving or protecting another.

Distinguished Service Award - The Distinguished Service Award shall be presented to a member or employee who, intelligently and in connection with one's official duties, distinguishes oneself by performing a courageous act at the risk of serious injury to oneself, with knowledge of such risk, for the purpose of saving or protecting another; or who performs an extraordinarily creditable and unusual police accomplishment.

Purple Heart Medal - The Purple Heart Medal shall be presented to a member who, in the line of police duty, sustains a serious injury resulting from the hostile behavior of another; or, given posthumously to an employee who is killed in the performance of duty. The Purple Heart may be awarded in addition to any other appropriate recognition.

Life Saving Award - The Life Saving Award shall be presented to a member or employee who, whether on or off duty, renders first aid of a distinguished or unusually creditable nature to a person whose life is in immediate jeopardy, and in doing so sustains the life of such person enabling his deliverance to a medical facility. Recommendation for this award may include a statement from the attending physician attesting to the fact that life was in immediate jeopardy, that the first aid rendered was effective, and that the expiration of life would have been likely without the employee's skillful intervention.

Employee of the Year - Selected from the Office of Sheriff at large, the person designated as recipient of this award shall have demonstrated, to a singular degree, all of the attributes and accomplishments necessary for the Meritorious Service Award (below), thus being worthy of recognition by the entire community. In any year in which such recognition is appropriate, the recipient shall be featured in SCSO's Annual Report.

Meritorious Service Award - The Meritorious Service Award shall be presented to a member or employee who has performed one's duties with exceptional and noteworthy skill, and has sustained such excellence for at least one year. Factors to be considered for this special recognition shall include, but are not limited to, initiative, motivation, accomplishments in the face of adversity, or demonstrable exemplary citizenship, the latter of which may occur outside the scope of one's employment. The recipient of this award will, in some manner, have acted in the best traditions of professional law enforcement, reflecting great credit upon oneself and the Seneca County Sheriff's Office.

STOP-DWI Law Enforcement Officer of the Year - This award is presented to a member or employee who has demonstrated dedication to the STOP-DWI effort through action, attitude and education.

Community Policing Excellence Award - This award is presented to a member or employee in recognition of an outstanding commitment to the community in the areas of crime prevention, public safety, education and problem solving. The recipient shall demonstrate an unusual dedication toward improving the quality of life in Seneca County.

Letter of Commendation -The Letter of Commendation, signed by the Sheriff, shall be presented to a member or employee who deserves recognition for an individual act or accomplishment for which another award is not deemed appropriate. It is expected that recommendation for this recognition will begin with the employee's immediate supervisor and that general concurrence will be obtained through the chain of command. Once authorized, the original will be given to the recipient and a copy will be placed in the employee's official personnel file.

Longevity Award - The Longevity Award is presented in recognition of years of dedicated service to the SCSO. Presentation will be made to members and employees upon the completion of five years service and recognized by an appropriate award ribbon and certificate. At the completion of each successive five year period the award will consist of an award ribbon denoting the cumulative years of service and certificate at the completion of each successive five year period. Members assigned to plain clothes assignments will receive an appropriate lapel pin denoting their years of service as indicated above.

Prior Military Service -An honorable discharge from active military duty in the armed forces, including reserve or national guard service (but not training) by a member or employee shall be recognized by an appropriate ribbon authorized for uniform wear.

Marksmanship – Members may at their expense purchase and display on their SCSO uniform a Pistol Marksmanship Award Ribbon for demonstrated proficiency with a SCSO issued sidearm as certified by a SCSO or other Certified Firearms Instructor. Pistol marksmanship award ribbons are authorized for the following marksmanship categories and certified scores during the most recent SCSO firearms qualification period:

Marksmanship	(80-85)
Sharpshooter	(86-91)
Expert	(92-97)
Master	(98-100)

In the event a member's firearms proficiency falls below the currently held marksmanship level, he/she may at their own expense purchase and display on their SCSO uniform an award ribbon appropriate to the level of proficiency. At no time is a member authorized to display an award ribbon that is not appropriate to the currently certified proficiency level.

Certified Instructors – The Achievement Award Ribbon will be awarded to those members of the SCSO, possessing current instructor certification(s) awarded by either the NYS Division of Criminal Justice Services, NYS Commission of Corrections or any other certifying agency or body. Members may display on their SCSO an appropriate award ribbon signifying certification as an "Instructor" appropriate to the discipline in which the certification is possessed.

Field Training Officer (F.T.O) – The Achievement Award Ribbon will be awarded to those members of the SCSO who have been certified by the NYS Division of Criminal Justice or the NYS Commission of Correction as a Field Training Officer.

Achievement Award – The Achievement Award may be awarded to those members of the SCSO whose performance of duty and or professional knowledge sets them apart from their peers but is not sufficient merit for a specific commendation award.

Civilian Employees – Certificates of Achievement and Commendation may be awarded to civilian employees upon recommendation of any employee of the SCSO with the approval of the Sheriff.

Other – Non-employees – Certificates of Appreciation and Commendation may be awarded to non agency personnel upon recommendation of any member with the approval of the Sheriff.

D. Wearing of Ribbons -

Award ribbons will be worn above the right breast side pocket of the member's uniform starting in a single line upwards from the members name tag. Award ribbons are not authorized for wear on a sweater or outer garment

E. Order of Precedence

Award ribbons will be worn from the highest to the lowest, as follows: Medal of Valor, Purple Heart, Longevity, Achievement Award.

F. Medals, Commendations Bars & Ribbons –

V. H. Blackinton & Company, Inc., 221 John L. Dietsch Boulevard, P.O. Box 1300, Attleboro Falls, Massachusetts 02763, telephone (800) 699-4436, has been selected as vendor for the devices which will be presented to SCSO personnel in connection with this directive. Literature and other information pertaining to the specific pieces needed is retained by and available from the Awards Committee.

G. Award notification and presentation -

After recommendation of the Awards Committee as to a specific action, and with the approval of the Sheriff, the Sheriff will notify the employee by letter of being selected to receive an award.

The two appropriate times during the year for the presentation of awards are at an awards ceremony to be determined by the Sheriff, and/or during National Law Enforcement Week, which occurs in May. The Sheriff will select one or both of these occasions for presentations; however, nothing contained in this directive will interfere with the Sheriff's prerogative to confer recognition at any time upon any employee who has performed an act consistent with the standards contained herein.

H. The Seneca County Employee Recognition Program was established by the Seneca County Board of Supervisors and was in effect in January 2009 as part of the Official Seneca County Policy Manual whose goal was to recognize excellence in departmental and county performance and public service for the good of the people in Seneca County.

The purpose of the Employee Recognition Program was to recognize excellence in the areas of quality service, process improvement, teamwork, and to acknowledge long standing commitment to the county.

The Seneca County Employee Recognition Program operates under the following guidelines, which in part state the following:

“A full-time or part-time staff/administrative employee working for Seneca County can be nominated by completing an Employee of the Quarter Nomination Form. Nominations must be submitted by the 20th of the second month in the quarter for award consideration for the following quarter.”

An individual can win the award once in any calendar year. Recipients will receive the following recognition: a designated parking space for the quarter, a certificate signed by the Chairman of the Board, County Manager and Department Head. All recipients will have their name and photo placed on a plaque which will be located in the two most visible entrances of the County Office Building.

There will be four recipients each year and from these four, one will be chosen as Employee of the Year. The plaque will encompass the Employee of the Year and photo as well.

In the Month of January, there will be a dinner held for the employee of the year with each Department Head present along with County Supervisors and other employees wishing to attend.

CRITERIA FOR COUNTY EMPLOYEE RECOGNITION PROGRAM NOMINATION

1. Exhibits commitment to service and to serving the Seneca County Community or Organization.
2. Sustained high level of productivity and consistent quality of work.
3. Demonstrates high degree of initiative in the performance of responsibilities.
4. Maintains, demonstrates and exhibits effective relationships with others.

If someone you know portrays these kinds of qualities or has done something above and beyond normal duties, nominate them for the Employee of the Year.”

Nomination forms are available to all SCSO members and employees and are located at Section 105.101 of the Seneca County Policy Manual via the Seneca County intranet computer system. Completed forms should be directed and forwarded to the Seneca County Personnel Officer, located at the Seneca County Office Building, One DiPronio Drive, Waterloo, New York.

This program is for all county employees and is administered separately from SCSO’s; however, it shall be the responsibility of the Sheriff to serve official notification on the chairperson of any awards presented under SCSO’s program in the event that the Seneca County Board of Supervisors wishes to consider an award recipient for county recognition as well.