

**University of Chicago Police Department
GENERAL ORDER**

Effective Date: February 7, 2018		Number: GO 1005
Subject: Awards and Recognition		
References: CALEA 26.1.2		
Reevaluation Date: Annually		No. Pages: 7
Amends: 23 NOV 2015 Version (O.D.P.) 20 JULY 2011		Rescinds:
Approved By: Kenton W. Rainey, Chief of Police	Signature: Original signed document on file in Accreditation Office.	

1005.1 PURPOSE

The purpose of this order is to establish a formal system of recognition and commendations for the University of Chicago Department of Safety and Security including the Police Department.

1005.2 ELIGIBILITY

Any employee of the University of Chicago Department of Safety and Security is eligible to receive an award or commendation upon successful nomination and selection as described below.

- A. Sworn and non-sworn (civilian) personnel of the University of Chicago Police Department as well as other public and private safety workers employed by federal, state, municipal police, contracted or other agencies are eligible to receive awards or commendations upon successful nomination and selection.
- B. Other employees of the University of Chicago Department of Safety and Security are eligible to receive awards and recognition upon successful nomination and selection.
- C. Community members are eligible to receive awards and recognition as determined by the Associate Vice President for Safety, Security and Civic Affairs (Associate Vice President).
- D. Unless special circumstances exist, determined by the Awards and Recognition Committee, employees will not receive multiple awards for the same incident, event, and/or circumstance.

1005.3 AWARDS AND RECOGNITION COMMITTEE

- A. The Associate Vice President shall appoint an Awards and Recognition Committee consisting of the following:

1. One (1) Commander who shall serve as the chairperson of the committee.
 2. One (1) Sergeant.
 3. Two supervisors from the overall Department of Safety and Security.
- B. After reviewing nominations, the committee is authorized to:
1. Recommend the issuance of the award, as nominated.
 2. Recommend the issuance of a substitute award or recognition.
 3. Recommend the issuance of a Letter of Commendation.
 4. Recommend against the issuance of any award (Failure to receive a nomination and second by an Awards Committee member on a submitted award shall serve as a Committee recommendation against the award).
 5. Table the nomination pending receipt of additional information.
- C. In order to act on any nomination, a minimum of three (3) committee members must be present.
- D. The committee shall make recommendations to the Chief of Police for the use of recognition devices that may be approved for uniform wear (i.e., pins denoting professional certifications, achievements and service).

1005.4 ISSUANCE OF AWARDS

- A. After the Awards and Recognition Committee concludes its consideration for the awards reviewed, it shall report its actions to the Associate Vice President for approval or disapproval. The report shall include the following:
1. A synopsis of all nominations.
 2. The recommendation(s) of the committee.
 3. A report on nomination(s) tabled or not acted upon.

- B. The awards will be presented in a timely manner after the Associate Vice President has approved the report submitted by the Awards and Recognition Committee. The format in which the award(s) are presented shall be at the discretion of the Associate Vice President.
- C. Upon review of the nominations submitted if no nomination meets the criteria for an award as set forth in section 1005.6 no award shall be issued. There shall exist no obligation to annually award any of the awards set forth in section 1005.6.

1005.5 NOMINATIONS, HONORABLE MENTIONS, & LETTERS

- A. Any supervisor of the University of Chicago Department of Safety and Security may nominate a person, agency, or department for an award or recognition.
- B. Nominations for awards shall be made using the Awards Nomination Form (UCPD – 11.667).
- C. Requests for Recognition Uniform Bars shall be made using the UCPD Recognition Uniform Bar Request Form (UCPD – 11.668).
- D. Nominations or requests shall be accompanied by sufficient information to support the nomination or request. Incomplete nominations shall not be considered.
- E. Once completed, the nomination and/or request package shall be routed to the Awards and Recognition Committee Chairperson (with the exception of Honorable Mentions).
- F. Letters of Commendation: Typically, those receiving consideration for this honor go beyond that expected of them in the line of duty.
- G. Honorable Mentions: Honorable Mentions recognize exemplary work during the normal course of duty, which do not necessarily meet the standards for a Letter of Commendation.

NOTE: Nominations for Honorable Mentions use the Awards Nomination Form, however, the nomination package, once approved through the employee's chain of command, need not be reviewed by the Awards and Recognition Committee.

- H. Letters of Commendation and Honorable Mentions may be issued in lieu of award nominations. When issued, a copy of the letter or mention will be maintained in the recipient's Department personnel folder.

1005.6 AWARDS

- A. **Medal of Valor:** The Medal of Valor is the highest award issued. The Medal of Valor may be issued to an employee who performs an act of superior service under adverse or dangerous conditions, which constitute a substantial risk of death or serious physical injury. A recipient of the Medal of Valor shall receive a letter of issue, certificate of recognition, the designated uniform bar (if applicable) and designated medal with distinctive ribbon. A Department plaque shall be displayed and maintained with the names of all the recipients.
- B. **Meritorious Service Award:** The Meritorious Service Award may be issued to an employee who performs a superior act of service under adverse or dangerous conditions. A recipient of the Meritorious Service Award shall receive a letter of issue, certificate of recognition and the designated uniform bar unless the recipient is a non-uniformed employee. A Department plaque shall be displayed and maintained with the names of all recipients.
- C. **Distinguished Service Award:** The Distinguished Service Award may be issued to an employee who performs an act of superior service or who demonstrates special faithfulness or perseverance in the performance of duty. The recipient of the Distinguished Service Award shall receive a letter of issue, certificate of recognition and the designated uniform bar unless the recipient is a non-uniformed employee. A Department plaque shall be displayed and maintained with the names of all recipients.
- D. **Life Saving Award:** The Life Saving Award may be issued to any employee for acts that directly contribute to the saving of a person's life. Evidence must indicate that actions prolonged human life for a period of at least 24-hours. A recipient of the Life Saving Award shall receive a letter of issue, certificate of recognition and the designated uniform bar. A Department plaque shall be displayed and maintained with the names of all recipients.
- E. **Officer of the Year:** The Stephen Mitchell Award (Officer of the Year) is issued to a sworn employee of the University of Chicago Police Department with the rank of Sergeant or below selected by the Committee with consideration during the first quarterly session of the new year that considers the following from the previous year:
1. Absence of disciplinary action (above written reprimand).
 2. University of Chicago community involvement.
 3. Teamwork and assistance within the University of Chicago Police Department.
 4. Awards, Commendations, and/or Honorable Mentions received.
 5. Involvement in specialized Department programs and specializations (i.e., community relations programs, Department instructors, and FTO).
 6. Employee initiative as demonstrated by pursuit of additional training and/or furthering education through pursuit of a college degree.

7. Other recognitions received.

The recipient shall receive a letter of issue, certificate of recognition and the designated uniform recognition bar. A Department plaque shall be displayed and maintained with the names of all recipients.

- F. **DSS Civilian Employee of the Year:** The DSS Civilian Employee of the Year Award is issued to a civilian employee of the University of Chicago Department of Safety and Security, selected by the Committee with consideration during the first quarterly session of the new year that considers the following from the previous year:

1. Absence of disciplinary action (above written reprimand).
2. University of Chicago community involvement.
3. Teamwork and assistance within the Department of Safety and Security.
4. Awards, Commendations, and/or Honorable Mentions received.
5. Employee initiative as demonstrated by pursuit of additional training and/or furthering education through pursuit of a college degree.
6. Other recognitions received.

The recipient shall receive a letter of issue, certificate of recognition and a plaque. A Department plaque shall be displayed and maintained with the names of all recipients.

- G. **Community Service Award:** The Community Service Award may be issued to an individual, unit, or Department that maintains a *sustained* level of exemplary performance or makes a significant contribution to the safety and security of the community. A recipient of the Community Service Award shall receive a certificate of recognition and the designated uniform bar unless the recipient is a non-uniformed employee. A Department plaque shall be displayed and maintained with the names of all recipients.

- H. **The Willie Thomas Security Professional Excellence Award:** The award will be bestowed upon the security officer(s) who exhibits the highest level of security excellence by doing exceptional work, in the spirit that Willie Thomas embodied. The recognition for the overall accomplishments, extraordinary contributions that have been made through outstanding job performance, exceptional customer service, and other activities above and beyond the employee's job responsibilities. A Department plaque shall be displayed and maintained with the names of all recipients.

- I. **Citizen Service Award:** The Citizen Service Award may be given to a non-employee of the University of Chicago Department of Safety and Security for providing information leading to the identification of a criminal offender(s) or, for providing aid, support or assistance to the Department that greatly improved the security of the University

community. The recipient shall receive a letter of issuance and award as determined by the Awards & Recognition Committee. A Department plaque shall be displayed and maintained with the names of all recipients.
















- J. **Marksmanship Award:** The Marksmanship Award is given to sworn personnel who achieve a score of at least 95% (on their first attempt) in annual firearms qualifications conducted by the University of Chicago Police Department. The recipients shall receive the designated uniform bar.

1005.7 AWARDS AND RECOGNITION INSIGNIA

- A. Only awards and recognition bars issued by the University of Chicago Police Department shall be worn on the uniform unless otherwise approved by the Chief of Police.
- B. Award and recognition bars shall be worn centered on the right breast above the pocket and nameplate. No more than three bars shall be worn to a row.
- C. When award and recognition bars are worn, the highest award or recognition will be displayed on the top row and closest to the heart. Additional awards or recognition bars shall proceed outward from the center and down in order of precedence as designated in Table 1 below.
- D. Award and recognition bars shall not be worn or otherwise displayed on specialized uniforms such as utility uniforms.
- E. Only one bar per award or recognition shall be worn on the uniform at any one time. Duplicate or additional awards of the same type will be signified by the attachment of a number denoting the number of awards to the appropriate award bar.
- F. Approved Awards and Recognition uniform bars:
Any other awards or recognition bars may only be worn on the uniform with prior approval of the Chief of Police.
 - 1. Awards designated in Section 1005.6.
 - 2. The **FBI National Academy** recognition bar may be worn by employees that have successfully completed the course.
 - 3. The **Northwestern School of Police Staff and Command** recognition bar may be worn by employees that have successfully completed the course.
 - 4. The **Master's Degree** recognition bar may be worn by employees that have earned and received a graduate degree, of at least Masters level, from an accredited university.

5. The **Bachelor's Degree** recognition bar may be worn by employees that have earned and received a four-year Baccalaureate degree from an accredited college or university.
6. The **Military Service** recognition bar may be worn by employees who currently serve or have honorably served in the United States Armed Forces.
7. The **Field Training Officer** recognition bar may be worn by employees that are certified field training officers and are currently serving in this capacity.
8. The **Instructor** recognition bar may be worn by employees that have successfully completed an approved law enforcement instructor development training course, or other specialized law enforcement instructor certification as approved by the UCPD Training Coordinator.
9. The **Service Recognition Bar** may be worn by employees for continual years of service as a law enforcement officer. The number of years of service are determined by calculating the continual years of service beginning from the date that the employee attended the basic police academy. The recognition is in increments of five (5) years of service beginning with the 5th year of service.

G. The following table illustrates the Awards and Recognition uniform bars, and the order of precedence in which the awards or recognitions should be worn (a Police Executive Research Forum Senior Management Institute for Police bar may be worn at the level of an Northwestern SPSC bar):

		
Medal of Valor	Meritorious Service	Distinguished Service
		
Life Saving	Officer of the Year	Community Service
		
Marksmanship	FBI National Academy	Northwestern SPSC
		
Master's Degree	Bachelor's Degree	Military Service
		
Field Training Officer	General Instructor	Service Recognition Bar

NOTE: The Service Recognition Bar pictured above denotes five years of continual service as a law enforcement officer. The recognition bar will be different for each additional 5-year period of service (10 years, 15 years, 20 years, and 30 years of service) and only one Service Recognition Bar shall be worn at a time.