

ELGIN POLICE DEPARTMENT

ELGIN Police Department

151 Douglas Avenue Elgin, Illinois 60120

Effective Date: 04/08/03	STANDARD OPERATING PROCEDURE	Revised Date: 06/10/19		
Chief of Police:	Departmental Awards/Recognition, 103.1			
Cross Reference:	Policy Sections: 103.1.1 Police Awards Committee 103.1.2 Award Nomination Procedures 103.1.3 Committee Awards 103.1.4 Letters of Appreciation 103.1.5 Presentation of Awards Appendix A: Award Nomination Request Appendix B: Placement of Awards			

PURPOSE

The purpose of this policy is to establish guidelines for the establishment of awards, define the criteria for each award, and establish a police awards committee to receive nominations and grant awards.

POLICY STATEMENT

It is the policy of the Elgin Police Department to recognize employees and citizens who distinguish themselves by achieving or serving above and beyond the normal call of duty. All personnel and community members are encouraged to recommend any person to receive recognition for efforts in providing exemplary assistance to the department and the community.

DEFINITIONS

Employees: Personnel employed by the department or acting as agents of the department. An agent may be an informant, a citizen assisting with a law enforcement matter or local, state, and federal officers.

Meritorious Achievement: Accomplishment of a specific task in a short period of time or the act of valor in a highly credible manner, conducive to the betterment of the department and the City of Elgin.

Meritorious Service: Exemplary performance of regularly assigned functions which is conducive to the betterment of the department.

PROCEDURES

103.1.1 POLICE AWARDS COMMITTEE

- A. The chief of police appoints a commander to supervise the awards committee and serve as a liaison between the chief and the committee.
- B. The committee shall consist of a minimum of five (5) volunteer members of the community and a maximum of eighteen (18) volunteer employees, with the approval of the chief of police.
- C. The chairperson will be appointed by the chief of police to serve as the presiding officer.
- D. In the event committee members relinquish their position, current committee members shall recommend new members to the commander, to be finalized by the chief of police.
- E. Eight (8) committee members shall constitute a quorum, the required number of members to vote.
- F. In the event of a tie or when a committee member is a nominee, the chairperson shall be permitted to vote.

G. The chairperson will be responsible to call meetings at least quarterly or as deemed necessary when an appropriate number of nominations have been received for review.

103.1.2 AWARD NOMINATION PROCEDURES

- A. Nominations for awards may be submitted by any department employee or citizen. Nominations shall be submitted utilizing the Award Nomination Request Form. Employees have the option to utilize a video file to summarize the nomination S:\Awards Committee\Video File for Awards Policy. When utilized, the video file shall be submitted with the award nomination request form. Refer to Appendix A to view the nomination request form.
- B. The nomination of an employee shall be forwarded to the nominated employee's immediate supervisor up through the chain of command to the chief of police. Notification of the nomination shall also be electronically provided to the chairperson.
- C. The nomination shall be submitted within sixty days from the date of the incident or completion of the investigation. A request for exception, through the chairperson, will be reviewed for those nominations brought forward beyond the sixty days.
- D. The committee, with approval of the chief of police, is vested with full discretion in the distribution of awards. The committee may chose to change the award to a lesser or higher ranking award, or deny an award.
- E. Once the committee approves the nomination, notification shall be made to the award recipient.

103.1.3 COMMITTEE AWARDS

A. Medal of Valor



Awarded to employees who performed a voluntary act of heroism which involved an imminent risk to their life. This will also be awarded posthumously to an officer losing their life in the performance of duty under honorable circumstances. This award shall consist of the following:

- Medal of Valor with incident date engraved
- 2. One award bar, white in color with a gold colored border and the initial "V" in the center
- 3. Plaque
- B. Purple Heart Medal



Awarded to an employee, who in the line of duty, is incapacitated due to the seriousness of their injury. The committee may not consider injuries sustained from falls, motor vehicle accidents, training or any conduct that is not acceptable, etc., unless the evidence clearly states the officer exhausted all reasonable safety precautions and had no control over the circumstances. This award shall consist of the following:

- 1. Purple Heart Gold Medal with incident date engraved
- 2. One award bar, purple in color, with a gold colored border
- Plaque

C. Life Saving Award



Awarded to employees or citizens directly responsible for the preservation of a human life; the action taken must have preserved a life. Documentation and supporting evidence must be included to substantiate the award, such as statements from witnesses, physicians, or supervisors. This award shall consist of the following:

- 1. Officers receive a lifesaving gold medal with the incident date engraved on the back
- 2. Civilian employees and citizens are awarded a neck ribbon with the incident date imprinted on the back.
- One award bar, green and white in color with a gold border 3.
- 4.
- D. Department Commendation

Awarded to employees who attempted lifesaving measures on a person and for extraordinary devotion to duty and meritorious achievement rendered during a high risk situation. This award covers circumstances that do not warrant the Medal of Valor or Life Saving Award. This award shall consist of the following:

- 1. One award bar, blue and red in color, four narrow blue stripes separated by three wider red stripes
- 2. Plaque
- E. Distinguished Service Commendation

This award is divided into three categories:

1. Class I



Awarded to individual employees for meritorious service beyond the call of routine duty and displaying a high level of knowledge and self initiative. Award also encompasses the attainment of thirty departmental Letters of Appreciation. Once an employee attains thirty departmental Letters of Appreciation, the accumulation of an additional thirty Letters of Appreciation shall be reinitiated in the same manner. This award shall consist of the following:

- a. One Class 1 award bar, red and white
- b. Plaque
- 2. Class II



Awarded to employees for their meritorious team efforts in displaying a high level of self initiative and dedication to the call of duty, resulting in improved operations. This award shall consist of the following:

- One Class II award bar, red, white and blue in color a.
- b. Plaque

3. Class III



Awarded to employees for their meritorious service to duty in creating, managing or participating in projects resulting in improved departmental operations. This award shall consist of the following:

- a. One Class III award bar, red, white, blue, white, red in color
- b. Plaque

F. Unit Citation



Awarded to employees of a unit for extraordinary devotion to duty and meritorious achievement. A unit is defined by the department's organizational chart or a temporary operation made up of employees from various divisions. The award shall consist of the following:

- 1. One award bar, tan in color
- 2. Plaque to be displayed in the unit's office or other designated place within the department
- 3. Plaque for each member of the unit involved

G. Outside Agency Award



Awarded to employees for their reception of an award by another organization that bestows substantial and identifiable credit for a significant task or achievement.

- 1. One award bar, red in color
- 2. Plaque

H. Legacy Award

This award may be presented to a former police department employee, who left in good standing, for his/her significant contribution to the creation of a program, initiative, or philosophy. The chief of police has full discretion to designate the recipients of this award. The award shall consist of a plaque.

Community Activist Award

This award may be presented to a citizen or entity that demonstrated superior volunteerism in donating a significant amount of time or money to the police department. The chief of police, with input from command staff, has full discretion to designate the recipients of this award. The award shall consist of a plaque.

J. Distinguished Community Service Commendation

This award may be presented to a citizen for meritorious service in assisting the community in an actual emergency situation or an outstanding contribution of time and talent without monetary compensation. This award shall consist of a plaque.

K. Multiple Awards of the same Classification

The following awards fall under this policy section: Purple Heart, Life Saving, Department Commendation, Distinguished Service Commendation (Class 1), Distinguished Service Commendation (Class 2), Distinguished Service Commendation (Class 3), Unit Citation, and the

Outside Agency Award.

- 1. In the event an employee receives an 8th award of the same classification, a gold bar will be awarded.
- 2. Each gold bar is limited to five stars, which represents up to 13 awards of the same classification.
- At the 14th award of the same classification, another gold bar will be awarded.

L. Placement of Awards

Department issued award bars may be worn on Dress Class A, Dress Class A-1 uniforms. They shall be affixed to the shirt or blouse centered directly above the name plate, stacked directly above another with the highest award pin on top in descending order of rank. Award rank correlates with this policy. Only one award bar depicting the highest grade award for that category will be worn. See Uniform Guidelines & Appearance Manual for additional information. Refer to Appendix B to view the placement of awards on an employee's uniform.

M. Other Recognition Pins

These type of pins shall be worn above the name plate, below the lowest ranking department award. Employees may be awarded recognition pins for their previous contribution, as long as their departure from the unit/team was in good standing, or current participation in the following, but not limited to:

- 1. Crisis Intervention Team (CIT)
- 2. DUI Enforcement
- 3. Firearms Proficiency
- 4. Physical Fitness Achievement
- 5. Special Weapons & Tactics Team (SWAT)

N. Employee of the Quarter

- 1. Awarded to employees for exemplary performance of duties or for a particular incident during the quarter. The following ranks are recognized each quarter upon approval from the chief of police:
 - a. Manager of the Quarter
 - b. Patrol Officer of the Quarter
 - c. Special Division Officer of the Quarter
 - d. Civilian of the Quarter
- 2. Nominations for Employee of the Quarter

Nominations for each quarter should be submitted to the chairperson, through the chain of command by the due dates specified below, unless exigent circumstances exist:

- a. First Quarter: January-March (April 1st)
- b. Second Quarter: April-June (July 1st)

- c. Third Quarter: July-September (October 1st)
- d. Fourth Quarter: October-December (January 1st)
- 3. The quarterly award shall consist of the following:
 - a. Eight hours of compensatory time
 - Use of designated parking spot
 - c. Memorandum from the chief of police
 - d. Certificate of Appreciation
- 4. Per the collective bargaining agreement for sworn personnel, officers on probationary status may not earn or accrue compensatory time. However, compensatory time is awarded to probationary officers who receive the Rookie of the Year award, which is described below.
 - 1. The compensatory time shall be added to the officer's accrual bank when they are off probation.
 - 2. When the officer is off probation, he/she shall contact the payroll coordinator to have the compensatory time added to the accrual bank. Documentation to support the request shall be submitted.

O. Employees of the Year

- 1. Awarded to employees for exemplary performance of duties during the year. The following ranks may be recognized each year, with approval from the chief of police:
 - a. Officer of the Year
 - b. Rookie of the Year
 To be eligible for this award, the officer must have less than three years of service, to include previous sworn law enforcement experience, starting from the date he/she was hired. Exemptions may be granted with approval from the chief of police.
 - c. Civilian of the Year
 - d. Manager of the Year
- 2. Nominations for employee of the year shall be submitted to the chairperson, through the chain of command, no later than December 31, unless exigent circumstances exist.
- The committee determines the recipient for the Employee of the Year awards which are identified above. However, the chief of police and command staff determine who will be selected for Manager of the Year.
- 4. The annual award shall consist of a plaque and eight hours of compensatory time.

P. Explorer of the Year

- 1. Awarded to a member of the Explorer Post for exemplary performance of duties during the year.
- 2. The Explorer Post's executive board determines the recipient of this award.

3. The annual award shall consist of a plaque.

103.1.4 LETTERS OF APPRECIATION

Awarded by the chief of police, through the chain of command, to employees for meritorious achievement or service resulting from unusual proficiency and/or attention to duty. This award shall state the following on Elgin Police letterhead:

- 1. The facts surrounding the achievement or service.
- 2. Shall include personnel who had a meaningful involvement in the incident.

103.1.5 PRESENTATION OF AWARDS

- A. The committee shall arrange for the following awards to be presented at a city council meeting: medal of valor, purple heart medal, and lifesaving award.
- B. All other awards and recognition shall be presented as deemed appropriate.

APPENDIX A: AWARD NOMINATION REQUEST



ELGIN POLICE DEPARTMENT Award Nomination Request



Standard Operating Procedure 103.1 Departmental Awards/Recognition outlines the guidelines for the establishment of awards, as well as the criteria for each award. Nominations for awards may be submitted by any employee and forwarded to the nominated employee's immediate supervisor, up through the chain of command to the chief of police. Notification of the nomination shall also be electronically provided to the chairperson.

Date of request	Submitted by				
Person being nominated		Contact number	or .		
Address (only if nominee is not an employ	me)				
Designate the award(s) the person	is being nominated for:	Ma	ritorious Award		
Quarterly Award	Employee of the Year	Medal of Valor			
Manager	Manager		Distinguished Service		
Patrol Officer	Officer	Purple Heart			
Special Division Officer	Rookie	Life Saving Dept. Commendatio	Unit Gtation Outside Agency Award		
Civilian	Civilian	Dept. Commendatio			
Summarize why the nomination is	being submitted, additional s	space on page two:	Legacy Award Distinguished		
Report number In	ncident date	Video file to be Yes attached to email	No Community Service Community Activist Awar		
include your summary in the space to the right. You have the option to attach a video file in your email.					
Submitted by					
Reviewing Supervisor		Approve	Disapprove		
Comments:					
Are additional supporting docume	ents attached? Yes N	lo			
Has the committee chairperson been notified of the award nomination? Yes No					
Reviewing commander	<u> </u>	Approve	Disapprove		
Comments:					
Deputy Chief	•	Approve	Disapprove		
Comments:					
Chief of Police	<u> </u>	Approve	Disapprove		
Comments:					
151 Douglas Avenue, Elgin, IL 60120 Phone: (847) 289-2500 Fax: (847) 289-2750					

APPENDIX B: PLACEMENT OF AWARDS

(Awards shall be placed on the uniform, above the nameplate, in the order they are pictured below)



Other recognition pins shall be placed on the flap of the shirt pocket or jacket, under the Outside Agency Award bar.