

# POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 121-A

REFERENCE STANDARDS: 26.1.2 26.1.8

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SUBJECT: Department Awards Program

POLICY: The policy of this department is to be aggressive in determining if a given act or consistent outstanding service warrants recognition and, if so, to appropriately recognize that act or achievement. (26.1.2)

## I. APPLICATION AND ELIGIBILITY FOR AWARDS CANDIDACY

- A. Each candidacy case shall be initiated by a sponsor(s). Any department member or private citizen may serve as a sponsor.
- B. Any department member or private citizen is eligible for consideration for any department award, with the exception of the Ahlstrand Awards as described below.

## II. PROCESSING OF AWARDS CANDIDACY CASES

### A. Application and Sponsorship

- 1. All cases for candidacy in any awards category with the exception of the Ahlstrand Awards shall be initiated through completion of the Employee Action Form by the sponsor. The sponsor shall complete as fully as possible all of the identified information, (Appendix A – fillable PDF document).
- 2. Although any person may sponsor any other person for candidacy for a specified award, the immediate supervisor of an employee has the primary responsibility to assume sponsorship of an outstanding performance, if he has personal knowledge.
- 3. If the candidate is an employee of the Police Department, the Employee Action Form will be forwarded to the immediate supervisor of the employee.
- 4. If the candidate is not an employee of the Police Department, a detailed To-From Memo will be sent to the office of the Chief.

## B. Supervisory Review and Recommendation

1. The immediate supervisor of the employee-candidate shall conduct an investigation, interview witnesses, and attach all related documentation to the Employee Action Form.
2. The immediate supervisor of the employee-candidate will complete a detailed To-From Memo and attached it to the Employee Action Form and make a recommendation, in a written narrative, through the chain of command.
3. Chief's Review
  - a. The Chief of Police shall review the case file on all candidates nominated for an award and indicate approval or disapproval. In the case of approval, he will make final judgment as to which award shall be presented based on the situation and the criteria for the award.
4. Final Disposition
  - a. All Award Candidate Review forms will be placed in the candidate's personnel file if he is a department employee.
  - b. Presentation of the award for department employee will be performed as detailed in section V.

## IV. CRITERIA FOR AWARDS

- A. The Medal of Valor - This award shall be presented for acts of bravery and heroism rendered by a private party or member of the Department who, in the protection of life or furtherance of justice, sacrificed his/her life or knowingly placed his/her life in extreme peril in the protection of life or furtherance of justice. The candidate throughout the incident shall demonstrate sound judgment in order to qualify.
- B. Lifesaving Award - This award shall be presented in recognition of a notable effort, which results in the saving of a life which is defined, as an action that, if not performed, would beyond a reasonable doubt have resulted in the death of a person(s), in which no personal risk is involved.
- C. Ahlstrand Award for Sworn Officer and Civilian Employee of the Year
  1. Each year, the Ahlstrand Award shall be presented to one sworn officer and one civilian employee who demonstrate exemplary work performance, dedication to the Department, and professionalism during the prior year. The recipients of this award will be selected by a committee utilizing the selection process outlined below:
    - a. Ahlstrand Award Selection Procedure:

1. One sworn officer and one civilian employee will be selected for each calendar year.
2. In January of each year, employees at all levels will have the opportunity to submit nominations for the award for the previous year. Nominations will be made via the Ahlstrand Award Nomination Form, (Appendix B). Nomination forms shall be submitted to the award committee chairperson or to the person indicated on the nomination request announcement, who will then forward the nominations to the chairperson of the selection committee.
3. Nominations shall be reviewed by a committee for each award. Each committee shall review the nominations and provide a recommendation to the Chief of Police, who shall have final approval.

b. Ahlstrand Award Committee

1. The nominations for the Ahlstrand Award will be reviewed by a committee for each award, overseen by a chairperson. The chairperson shall be appointed by the Chief of Police or his designee.
2. The police officer award committee shall consist of two sworn officers (one assigned to patrol and one not assigned to patrol), one police supervisor, and the award committee chairperson. The civilian award committee shall consist of two civilian employees (one assigned to the Operations Division and one assigned to the Support Services Division), a civilian supervisor, and the award committee chairperson. The members of each committee shall be selected by the committee chairperson, with approval of the Chief of Police. Employees nominated for an award shall be considered ineligible to serve on the award committees.

- D. Department Commendation - This award shall be presented to a private party or member of the Department who through a single act or consistently outstanding service, has significantly impacted and improved the ability of this department to fulfill its mission. Sound judgment must be demonstrated throughout the incident.
- E. Unit Meritorious Service Award - This award shall be presented in recognition of the performance of exceptional acts of outstanding services and achievements in the protection of life, furtherance of justice, or service to the community by a unit or division of the Police Department.
- F. Purple Heart Award – This award shall be presented when an employee is wounded or seriously injured by a deadly weapon, as the result of an assault, while the employee is performing his official duties and responsibilities. The serious bodily injury must not have been caused through the member's own negligence or unreasonable disregard for common safety practices, rules, regulations, or policies of the department
- D. Letter of Recognition - This award shall be presented to a private person or member of the Department who, through a single act not qualifying for any of the aforementioned awards, is deserving of recognition and appreciation of the members of the Police Department. Sound

judgment must be demonstrated throughout the incident. External letters of recognition must be signed by the Chief of Police.

## V. PRESENTATION AND METHOD OF RECOGNITION

### A. Medal of Valor

1. The following shall be presented in a formal public ceremony in the presence of dignitaries and news media representatives:
  - a. Commendation Ribbon for display on uniform. The ribbon shall be blue with white stripes and V in the center.
  - b. Medal of Valor encased in presentation frame.
  - c. Letter of explanation detailing the incident being recognized.

### B. Lifesaving Award

1. The following may be presented in a formal public ceremony in the presence of dignitaries and news media representatives; or
2. Presentation shall be made directly from the issuing officer to the recipient of the award. An attempt shall be made to present the award in the presence of other employees. (i.e.: Roll Call):
  - a. Commendation Ribbon for display on uniform. The ribbon shall be red and white with a blue stripe. Officers in receipt of multiple Lifesaving Awards shall wear one ribbon with a star for each subsequent award after the first, to a maximum of three stars per ribbon. The stars should be placed in such a manner that they do not cover the navy blue stripes, (i.e. one star to the far left, one in the center, and one to the far right). Stars should be attached to the ribbon in a left-to-right manner until the maximum of three is reached.
  - b. Letter of explanation detailing the incident being recognized.

### C. Ahlstrand Award for Sworn Officer and Civilian Employee of the Year

1. Presentation of the Ahlstrand Awards shall be conducted during a formal public ceremony in the presence of dignitaries, Village elected officials and leadership, and news media representatives if possible. This may be conducted at a Village Board Meeting, COPS Days Picnic or other public event, or other time and place at the discretion of the Chief of Police. The award shall consist of:
  - a. A plaque which shall be maintained in the front lobby of the Police Headquarters building containing the names of the winners for each year.
  - b. Each award recipient shall also receive an individualized award and certificate commemorating their achievement.

- c. Commendation Ribbon for display on uniform. The ribbon shall be blue and white with red stripes and leaf branches in the center.

#### D. Department Commendation

1. Presentation of this award shall be during a formal ceremony in the presence of dignitaries and news media representatives; or
2. Presentation shall be made directly from the issuing officer to the recipient of the award. An attempt shall be made to present the award in the presence of other employees. (i.e.: Roll Call).
  - b. Commendation Ribbon for display on uniform. This ribbon shall be red with navy blue stripes. Officers in receipt of multiple Department Commendations shall wear one ribbon with a star for each subsequent award after the first, with a maximum of three stars per ribbon. The stars should be placed in such a manner that they do not cover the navy blue stripes, (i.e. one star to the far left, one in the center, and one to the far right). Stars should be attached to the ribbon in a left-to-right manner until the maximum of three is reached.
  - c. Commendation Coin
  - d. Letter of explanation detailing the incident being recognized.

#### E. Unit Meritorious Award

1. The following shall be presented in a formal public ceremony in the presence of dignitaries and news media representatives; or
2. Presentation may be made directly from the issuing officer to the recipient of the award. An attempt shall be made to present the award in the presence of other employees. (i.e.: Roll Call).
  - a. Commendation Ribbon for display on uniform. The ribbon shall be white with navy blue stripes. Officers in receipt of multiple Unit Meritorious Awards shall wear one ribbon with a star for each subsequent award after the first, to a maximum of three stars per ribbon. The stars should be placed in such a manner that they do not cover the navy blue stripes, (i.e. one star to the far left, one in the center, and one to the far right). Stars should be attached to the ribbon in a left-to-right manner until the maximum of three is reached.
  - b. Letter of explanation detailing the incident being recognized.

#### F. Purple Heart Award

1. The following shall be presented in a formal ceremony in the presence of their fellow employees:

- a. Commendation Ribbon for display on uniform. The ribbon shall be purple. Officers in receipt of multiple Purple Heart Awards shall wear one ribbon with a star for each subsequent award after the first, to a maximum of three stars per ribbon. The stars should be placed in such a manner that they do not cover the navy blue stripes, (i.e. one star to the far left, one in the center, and one to the far right). Stars should be attached to the ribbon in a left-to-right manner until the maximum of three is reached.
- b. Letter of explanation detailing the incident being recognized.

#### G. Letter of Recognition

1. This award shall be delivered to the candidate with no formal ceremony.

#### H. Record Routing (26.1.8)

1. All written documentation will be forwarded to the Human Resource Department for inclusion in the department member's personnel file.
2. Copies of all documentation will be forwarded to:
  - a. Administrative secretary for tracking;
  - b. Intelligence Officer for inclusion in monthly and annual reports.

### VI. AUTHORIZED DISPLAY OF AWARDS

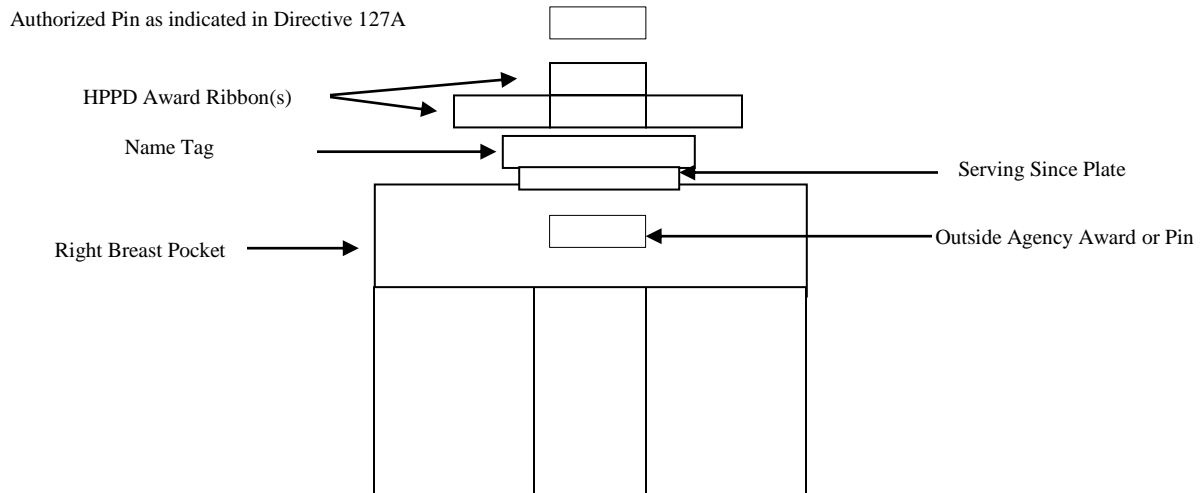
- A. Ribbons - Commendation Ribbons shall be worn above the right breast pocket flap centered directly above the name tag with no more than three awards in a row. The highest-ranking ribbon will always be the highest and left most positioned ribbon. The ribbons shall be ranked using the order in which the awards are listed above. Subsequent award ribbons will be worn in a pyramid manner, utilizing a backing plate to secure the ribbons into place. Awards should be placed in a manner in which top ribbons are centered above lower ribbons. Ribbons received from outside agencies shall be worn on the right pocket flap beneath the name plate. (Sample Diagram on Page 6).
- B. Civilian Attire - Members of this department wearing civilian attire may wear Commendation Ribbons in an appropriate manner, taking into consideration the type of clothing being worn.

### VII. OUTSIDE AGENCY AWARDS PROGRAM

- A. Department members who have exhibited exceptional performance during a calendar year will be eligible for consideration of professional recognition from outside agencies. The office of the Chief of Police will present nomination packets, when available, at the bi-weekly staff meetings.

- B. Department personnel who submit members for these recognitions will adhere to the guidelines established by the outside agency as well as the guidelines established throughout this directive.
- C. Department members are eligible to participate in any of the following agency recognition programs:
  - 1. Police Training Institute Medal of Integrity
  - 2. Illinois Police Association Distinguished Service Award
  - 3. Illinois Association of Chiefs of Police Annual Awards Program
  - 4. Mothers Against Drunk Driving – M.A.D.D.
  - 5. DuPage Juvenile Officers’ Association
  - 6. The International Association of Chiefs of Police Awards & Campaign Program
  - 7. Cook County Sheriff’s Department Merit and Valor Program
  - 8. Other programs as available
- D. Department members selected as recipients of an outside agency award will be notified of their award by the Chief of Police and will attend the reception hosted by the agency issuing the award. The Chief of Police or his designee will also be in attendance.
- E. Notification of the award will be posted within the department with written notification to the administrative offices of the municipal complex. A copy of the award will be forwarded to the Human Resource Department for inclusion in the member’s personnel file.

**Sample Display:**





# The Ahlstrand Award for Sworn and Civilian Employee of the Year Nomination Form for Candidates



Each year, one sworn officer and one civilian employee will be chosen to receive the Ahlstrand Award for Employee of the Year. This award is named after former Hanover Park Police Chief Carl Ahlstrand, who was tragically killed in the line of duty on February 22, 1959. Any department employee is eligible to be selected, and nominations may be made by any employee.

Employees of the year should exemplify the high standards of excellence and public service that we set forth in our Department. Ideally, recipients should be the type of employees that set an example for the public and their peers with their conduct, work ethic, compassion, attendance, and attitude. These employees are those who demonstrate a high level of initiative and provide outstanding customer service, both internally and externally.

To nominate an employee, please complete the form below, providing as much detail as possible as to why the employee is being nominated. The nominations will be reviewed by a committee and a selection will be made utilizing the nomination forms.

## NOMINATOR INFORMATION - PLEASE PRINT

Name of Nominator: \_\_\_\_\_ Division: \_\_\_\_\_

## NOMINEE INFORMATION - PLEASE PRINT

SELECT THE AWARD:     \_\_\_\_\_ SWORN     \_\_\_\_\_ CIVILIAN

Name of Nominee: \_\_\_\_\_ Division: \_\_\_\_\_

I nominate this individual because (attach additional sheet if necessary):

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Signature of Nominator: \_\_\_\_\_

*Please return to:*

*By:*



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