

**POLICY
1019**

**EFFECTIVE
DATE
6-7-17**

**Eugene
Police Department**



Performance Awards

1019.1 PURPOSE AND SCOPE

This policy provides a means to recognize deserving employees, work units, and other persons for outstanding or meritorious service to the community and/or the Department through the presentation of awards or other forms of commendation. To ensure that employees are appropriately recognized and to ensure organizational consistency, an Awards Committee, appointed by the Chief of Police, will review nominations for awards and make recommendations to the Chief.

1019.2 AWARDS AND RECOGNITION GENERALLY

Any employee, work unit, or other person who has performed in a manner deserving of recognition is eligible to be nominated for an award. Only the Eugene Police Star and the Unit Citation Award may be awarded in conjunction with another award for the same action(s) or incident.

Any employee who initiates an act worthy of recognition while off-duty and who acts within department policy is eligible for an award nomination.

Except for the Medal of Valor, the Distinguished Service Award with Valor, and the Eugene Police Star, sworn department recipients of a second or additional award of the same category will receive a star to be placed on the award bar for each additional award.

A department volunteer who performs an act which merits an award while serving in his/her capacity as a department volunteer is eligible to receive one of the awards designated for recognition of department members.

1019.3 AWARD NOMINATION AND SELECTION GUIDELINES

The nomination procedure is as follows:

- a. A nomination can come from any source, internal or external. Supervisors are encouraged to submit a nomination for any event or performance that would make an individual eligible for an award.
- b. Nominations must be submitted by January 20 for any event occurring in whole or in part during the preceding calendar year.
- c. Each nomination should be complete and include the following; comprehensive report of the facts and circumstances of the event, copies of all relevant reports, any other documentation or statements that support the nomination, and witnesses information

The selection procedure is as follows:

The Awards Committee will review completed nominations and any accompanying documentation or comments. They will evaluate the facts to ensure that each act being nominated meets the criteria by applying all relevant policies and procedures, as well as common sense to the review process. The committee may investigate further if they deem it necessary, including interviewing witnesses.

- a. The Awards Committee will recommend one of the following options:
 1. Approval of the award
 2. A different award
 3. No award.
- b. Things which may cause the Committee to recommend against an award may include;
 1. An act that was undertaken foolishly, inappropriately, unnecessarily, or that was needlessly risky, regardless of outcome
 2. An act that inappropriately jeopardized citizens or other employees
 3. An employee who failed to act in a situation in which a civilian or another employee was subsequently jeopardized or injured as a result.
- c. Nominations received for members currently serving on the awards committee will be forwarded directly to Senior Staff for consideration.
- d. Final recommendations will be presented to Senior Staff by February 15.
- e. Senior Staff will review the Award Committee recommendations and evaluate the nominations against the department's mission, vision, core values, commitment and strategic goals.
- f. The Chief of Police will review recommendations made by the Awards Committee for final approval and will inform the nominator of his/her decision for each nomination.

1019.4 AWARD PRESENTATION AND DISPLAY

The award presentation procedures are as follows:

- a. After approval by the division manager, a *Commendation Award* will be returned to the involved employee's work unit supervisor who should present it at briefing or another work unit meeting.
- b. Other awards will be formally presented at the department awards ceremony. If the employee cannot attend the awards ceremony, the award will be formally presented at a later date in an area that is before his or her peers and supervisors (such as a patrol briefing, in-service training, records, etc.) unless the employee requests not to be publicly recognized.
- c. The presentation of awards and commendations is intended to have a positive impact on employee morale. If it appears there will be some delay in the presentation of an award to an employee, the department may elect to hold an informal presentation ceremony, normally followed by the formal presentation at the awards ceremony.
- d. Civilian letters of appreciation will be mailed to the recipient.
- e. Civilian Service and Lifesaving Awards may be presented at the awards ceremony.
- f. Awards are presented in the order listed in section 1019.7.
- g. Award bars may be worn by personnel when in uniform in accordance with department policy and the uniform manual.

1019.4.1 POSTHUMOUS AWARDS

Any form of recognition outlined in this policy may be awarded posthumously if the person's actions met the requirements for the award(s) being considered.

Posthumous awards will receive the full recognition for the award. Immediate family members may be presented with the United States Flag when the death resulted from the incident being recognized.

Posthumous awards for department employees may be presented at either the Awards Ceremony, funeral, or memorial service for the employee at the discretion of the family.

Posthumous awards for civilians will normally be presented at the Awards Ceremony.

1019.5 AWARDS COMMITTEE MEMBERSHIP

The Awards Committee will consist of up to eight members, with an equal number (when possible) of sworn and non-sworn members. Committee members will serve for three years and can serve for additional terms, with one year between terms.

The chair of the committee will be responsible for setting the agenda, convening the meeting, seeking nominations, and communicating with Senior Staff.

1019.6 ANNUAL AWARDS PRESENTATION CEREMONY

The department's annual awards ceremony will be held in May during Police Week each year. The Public Information Office (PIO) is responsible for all final preparations for the ceremony. The Awards Committee may provide input on speakers, news releases or preparation details to the PIO by February 15.

1019.7 AWARD LIST AND CRITERIA

1019.7.1 CIVILIAN SERVICE AWARD

Description: This award may be granted to any person not eligible for a department member award who renders service to Eugene Police Department personnel at actual or perceived risk of life or personal safety.

Award: The Civilian Service Award consists of a framed certificate presented at the annual awards ceremony.

1019.7.2 CIVILIAN SERVICE AWARD WITH VALOR

Description: This award may be granted to any person not eligible for a department member award who renders service to police department personnel at substantial risk of life and personal safety.

Award: The Civilian Service Award with Valor consists of a framed certificate.

1019.7.3 CANINE VALOR

Description: The K9 Valor award may be granted to a Eugene Police K-9 that, in the appropriate exercise of its duty, performs an act of outstanding service at the risk of serious physical injury to itself.

Award: The recipient of the K9 Valor award will be publicly recognized at the annual Awards Ceremony with a framed certificate.

1019.7.4 CLASS TWO COMMENDATION

Description: A Class Two Commendation denotes performance beyond the scope of duty that represents exemplary noteworthy performance or outstanding effort. This commendation involves performance above and beyond that required by the employee's basic work assignment or exceptional professional skill and conduct during a coordinated action. It may be awarded to an employee for an act of selfless conduct during a time of crisis or emergency but which does

not rise to the level of a higher award or for an act evidencing exemplary conduct or performance.

Award: Consists of an award bar and a framed certificate for a uniformed employee. Non-uniformed recipients will receive a framed certificate.

1019.7.5 CRISIS INTERVENTION AWARD

Description: This award is presented to a department member who while maintaining the safety of the individual, community, and other department members in a crisis situation interacts with an individual(s) in a manner that has a profoundly positive impact on their lives.

The department member receiving this award would have demonstrated care and compassion for an individual in crisis or with mental illness and afforded that individual dignity and respect. The awarded department member may have also acted in a manner to cause a confrontation to be resolved without the use of force, or otherwise ensured the de-escalation of an event while maintaining the safety of the involved individuals and other emergency personnel.

Award: Recipients of the Crisis Intervention Award receive a framed certificate.

1019.7.6 CIVILIAN LIFESAVING AWARD

Description: This award may be granted to any person not eligible for a department member award who performs an overt act which directly contributes to saving another human life by his or her own initiative, at the direction of a City employee, or while assisting a City employee.

Award: The Lifesaving Award consists of a framed certificate presented at the annual awards ceremony.

1019.7.7 DEPARTMENT LIFESAVING AWARD

Description: This award is granted to a department member or sworn law enforcement officer who, while in the performance of his/her duties or while off-duty, performs an exemplary act which directly contributes to saving another human life.

Award: Sworn recipients will receive an award bar and a framed certificate. Non-sworn recipients will receive a framed certificate.

1019.7.8 CAREER ACHIEVEMENT

Description: The Career Achievement Award honors a department employee who, over the course of their employment with Eugene Police Department, makes a lasting and substantial contribution to the department's ability to provide excellent public safety services. The actions must be cumulative during their employment with the department and completed in an exemplary manner that typifies leadership, the mission and values of the organization, and have contributed to the police profession in an outstanding manner. The award is given after separation from the department whether due to retirement or career change.

Award: A Career Achievement Award recipient receives a framed certificate.

1019.7.9 SERGEANT RICHARD F. HANSEN AWARD

Description: This award is granted to the recruit officer who attains the highest academic achievement during participation in the basic police course at the Department of Public Safety Standards and Training. The award will be granted to one (or more, in the case of an academic tie) recruit officer on an annual basis. Recruit officers eligible for the award will be those who graduate from the DPSST basic police course in the calendar year for which the award is given, regardless of the course start date.

Award: A recipient of the Sergeant Richard F. Hansen Award receives a framed certificate and their name engraved on a perpetual, memorial plaque.

1019.7.10 PARTNERSHIP AWARD

Description: This award is presented to persons or groups (within or outside the department) who have rendered service of a non-emergency nature which significantly contributes to the mission of the department.

A partnership award may be recommended by any department member. The partnership category areas will include:

- Community-Oriented Policing
- Prevention, Education, and Community Services
- Volunteer programs that augment department resources
- Networking between neighborhoods and public safety stations
- Partnership programs between the department and other government agencies, schools, social service agencies, advisory boards, and private enterprises
- Employee and/or community training
- Employee and/or community education development around public safety issues

Award: Recipients of the Partnership Award receive a framed certificate presented at the annual Awards Ceremony.

1019.7.11 JAMES R. ELLIS COMMUNITY POLICING AWARD

Description: The James R. Ellis Community Policing Award is presented to a department member whose performance has demonstrated integrity, compassion and courage, and;

- Has gone above and beyond the performance of their job.
- Has utilized public and private partnerships to improve the lives and safety of community members.
- Who performed well within their assignment, listened and interacted with community to come to common ground for improvement.
- Who took ownership of a specific problem, location, or both, and made difficult decisions while maintaining the values and goals of the Eugene Police Department.

Award: Recipients of the James R. Ellis Community Policing Award receive a framed certificate.

1019.7.12 MARY CAROL NOREMBERG HUMANITARIAN AWARD

Description: This award is presented to a department member who demonstrates dedication to fair and respectful treatment of others in the spirit of selflessness and compassion, and/or demonstrates a professional attitude toward work, and a commitment to serving the public.

Award: This award consists of a framed certificate presented at the annual awards ceremony and engraving the recipient's name on a perpetual plaque.

1019.7.13 MERITORIOUS SERVICE AWARD

Description: A Meritorious Service Award denotes exemplary service beyond the scope of duty which contributes to improved effectiveness and efficiency of the department in the furtherance of its goals and objectives. Meritorious actions are those which clearly surpass that which is normally required or expected. The degree of merit need not be unique but must be exceptional and superior.

Award: A sworn EPD recipient of the Meritorious Service Award will receive an award bar and a certificate. A non-sworn employee will receive a certificate.

1019.7.14 UNIT CITATION AWARD

Description: The Unit Citation Award may be awarded to a unit whose service to the department is truly outstanding and exemplary. The exemplary level of service and success is dependent upon the participation of the unit as a whole. This is not intended to be an annual award, or an award that is routinely or regularly awarded. A unit member assigned for the entire time period considered, or who was involved in the specific action(s) performed for which the award is issued may receive this award.

Award: Sworn EPD recipients of the Unit Citation Award receive a medal, an award bar, and a certificate in a folder. Non-sworn EPD recipients and recipients who are employees of other agencies who were members of the unit and meet the criteria receive a certificate in a folder. The unit receiving this award will also receive a unit framed certificate.

1019.7.15 EMPLOYEE OF THE YEAR: SWORN, NON-SWORN, VOLUNTEER

Description: This award is given annually to one sworn employee, one non-sworn employee, and one department volunteer for performance during the 12-month period. This person demonstrates a quality of work clearly and significantly exceeding the requirements of his or her position. This would include exceptional performance on a special project, or occurrences in which the employee has demonstrated exceptional knowledge, skills, or ability within the scope of their assigned duties and/or responsibility. An employee who has demonstrated sustained community service, either on or off duty, is eligible for this award.

Award: Recipients of Employee of the Year Award receive a framed certificate.

1019.7.16 DISTINGUISHED SERVICE AWARD WITH VALOR

Description: This award is granted to any member of the department who performs an act of outstanding service in the performance of duty which demonstrates devotion to duty, selflessness, and personal courage. This act must be performed at substantial risk to the employee's life or personal safety with full knowledge of the risk involved. Demonstrated unselfishness, courage, and the significant risk of death or serious physical injury would characterize such an act.

Award: Sworn EPD recipients receive a medal, an award bar, and framed certificate. Non-sworn employees will receive a framed certificate. The act of valor is exemplified by a "V" on the medal ribbon and on the award bar.

1019.7.17 EUGENE POLICE STAR

Description: This award is granted to an employee who sustains serious physical injury (as defined in ORS 161.015) while performing his or her duties. To qualify for this award, the injury must have been caused by the deliberate or reckless actions of another who is violating the law (e.g., attempting to cause injury to the employee or some other person or property), during the attempted apprehension of a person, or during an attempt by the employee to save a human life by placing himself/herself in immediate peril.

Award: Sworn EPD recipients receive a medal, an award bar, and a framed certificate for a uniformed employee. Non-sworn employees receive a framed certificate.

1019.7.18 MEDAL OF VALOR

Description: The Medal of Valor is the department's highest award. It is awarded to a department employee who, in the appropriate exercise of duty and with full knowledge of the risk involved, distinguishes himself or herself by performing an extraordinary act of bravery or heroism above and beyond that normally expected in the line of duty. The person must have displayed extreme courage by placing his or her own safety in immediate and extreme peril

while performing his/her duties. It must be the type of act that, if not done, would not subject the employee to any justified criticism.

Award: Sworn EPD recipients receive a medal, an award bar, and a framed certificate. The act of valor is exemplified by a "V" on the medal ribbon and on the award bar.

1019.8 ADDITIONAL AWARDS AND RECOGNITION

The following forms of recognition are not a part of the Annual Awards Ceremony, nor are they reviewed by the Awards Committee.

1019.8.1 LETTER OF APPRECIATION

Description: With supervisory approval, any employee may send a letter of appreciation to a person who renders service to Eugene Police Department personnel during the performance of their duties. A copy of the letter should be sent to the employee's division commander via the chain of command. This award is not reviewed by the Awards Committee.

1019.8.2 COMMENDATION AWARD

Description: A Commendation Award denotes exemplary performance or noteworthy service within the scope of the recipient's duties which reflects favorably on the department. A Commendation is issued by the supervisor to the involved employee after it has been approved by the employee's division manager.

Award: A Commendation consists of a certificate in a folder. This award is not reviewed by the Awards Committee.

1019.8.3 YEARS OF SERVICE AWARD PINS

Description: Years of Service pins will be awarded in five-year increments. Pins will be distributed by the employee's supervisor on or near the employee's anniversary date.

Award: Employees with twenty-five or more years of service may receive recognition in addition to the years-of-service pin. Employees reaching Years of Service milestones during the designated time frame prior to each year's Awards Ceremony will be recognized on the printed ceremony program. This award is not reviewed by the Awards Committee.

PETE KERNS
Chief of Police