



# SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



## 230.01 COMMENDATION PROGRAM 6-27-2022

### PURPOSE

The purpose of this order is to establish procedures for presenting awards and certificates to members of the Department.

### POLICY

It shall be the policy of the Sacramento Police Department to recognize employees as prescribed within this order.

### PROCEDURE

#### A. DEFINITION

Above and beyond the call of duty - In excess of normal identified duties, responsibilities, and community demands.

#### B. GENERAL

Individuals/units that distinguish themselves by action above and beyond the call of duty shall receive departmental recognition.

#### C. AWARDS AND CERTIFICATES

Departmental awards and certificates to employees/units consist of the following:

1. Medals of Valor to be awarded for bravery above and beyond the call of duty:
  - a. Gold Medal of Valor (Uniform Bar, Medal, and Certificate)  
This medal shall be awarded to employees who undertook an action willingly and with full knowledge of the grave risk to their own personal safety, performing a heroic deed with exceptional conduct involving unusual courage, and:
    - (1) were responsible for saving or attempting to save a human life.
    - (2) accomplished the feat or were prevented by incurring a disabling injury or death.
  - b. Silver Medal of Valor (Uniform Bar, Medal, and Certificate)  
This medal shall be awarded when the circumstances do not fall within the provisions qualifying for a Gold Medal of Valor, but the employees:
    - (1) demonstrated outstanding bravery above and beyond that expected in the normal course of duty.
    - (2) undertook these actions willingly and with full knowledge of the risk, and danger to their personal safety for the purpose of saving or protecting human life.
  - c. Bronze Medal of Valor (Uniform Bar, Medal, and Certificate)  
This medal shall be awarded for bravery when the circumstances do not fall within the qualifications required for the Gold or Silver Medals of Valor, but the employees:
    - (1) performance distinguished their act of courage involving personal hazard.
    - (2) action(s) prevented or attempted to prevent serious bodily injury or death to individual(s).
2. Purple Heart (Uniform Bar, Medal, and Certificate)  
This medal shall be awarded when an employee sustains great bodily injury during performance of their duties.
3. Community Guardian Award (Uniform Bar, Medal, and Certificate)  
This medal shall be awarded to employees who, under the threat of imminent and significant great bodily injury to themselves, other officers, or community members, courageously undertook specific actions that directly and peacefully de-escalated a significant situation that likely would have resulted in an officer involved shooting, or other significant use of force.
4. Excellence in Empathy Award (Sworn: Uniform Bar, Medal, and Certificate; Professional Staff: Pin, Medal, and Certificate)  
This medal shall be awarded to personnel who have demonstrated remarkable acts of empathy, which could be demonstrated by:
  - a. Engaging in significant act(s) of selfless service to members of our Department or community.
  - b. Displaying extraordinary levels of professionalism during extremely difficult and adverse conditions in which the employee's actions reflected positively on the community and our Department.
5. Community Safety Excellence Award (Sworn: Uniform Bar, Medal and Certificate; Professional Staff: Pin,



# SACRAMENTO POLICE DEPARTMENT

## GENERAL ORDERS



### Medal and Certificate)

This medal shall be awarded to employees who have courageously performed their most hazardous duties in the most efficient and effective manner thus preventing great bodily injury or death to individuals. This award is to be differentiated from others in that it does not require the employee to be at risk of immediate physical harm.

#### 6. Meritorious Service Award (Pin, Certificate)

A Meritorious Service Award shall be presented to employees who have demonstrated a commitment to community service and public safety through 30-years of service with the Police Department.

#### 7. Distinguished Service Award (DSA) (Sworn: Uniform Bar, Medal, and Certificate; Professional Staff: Pin, Medal, and Certificate)

The DSA may be awarded to personnel who have performed effective, efficient, and valuable service to the Department. Such service may be a specific instance, or it may be an outstanding performance of general duties over an extended period of time. More specifically, awards may be administered for such qualities as:

- a. performance beyond the normal work assignment.
- b. developing projects, programs, and processes that have a significant impact on the apprehension of criminal(s) or reducing or solving crime.
- c. making suggestions/changes in policy/procedures resulting in improving the overall efficiency and productivity to the Department.
- d. performing superior quality of work at a high level of productivity.
- e. developing personal expertise above and beyond required duty which has an impact on the Department, profession and community.

#### 8. Unit Citation (Sworn: Uniform Bar and Certificate; Professional Staff: Certificate)

a. The Unit Citation may be considered for meritorious performance by an organizational element (section, unit, team, shift, or other combination of Office members) of the Department for outstanding service.

b. The accomplishment shall be the result of the combined efforts of members of a unit.

Examples of performance may include, but are not limited to:

- (1) exceptional performance in a program or operation that exemplifies an extraordinary quality or service.
- (2) exceptional performance in conducting a major investigation.
- (3) exceptional contribution which improves Departmental operations.
- (4) completion of a major project or task in a significantly shorter period of time, resulting in substantial benefits to the Department.

#### 9. Life Saving Award (Uniform Bar, Medal, and Certificate)

a. The Lifesaving Award shall be presented to employees who were acting in grave situations, but were performing their actions not in the presence of a hostile person, and:

- (1) were directly responsible for the saving of a human life, or
- (2) performed emergency medical aid, not necessarily requiring bravery or unusual effort, which resulted in the saving of a human life, or
- (3) performed emergency medical aid which prolonged a human life to the extent that the victim was released to the care of medical authorities even though the victim expired at a later time.

b. Nominations shall include:

- (1) A statement from a medical professional attesting to the victim's condition, and the related effect of nominee's act toward sustaining life.
- (2) An explanation, in detail, of the specific nature of the emergency, the difficulties imposed by it, and a description of the way the employee solved the problem or acted in the emergency. This explanation should clearly outline the manner and extent to which the act surpassed normal job expectancy.

#### 10. Marksmanship Award Program (pin)

a. The Training, Research and Development Division Captain, Office of Investigations, shall administer the Marksmanship Award Program.

b. The Marksmanship Award levels shall be awarded in three grades from highest to lowest.

- (1) Master



# SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



- (2) Expert
- (3) Marksman
- c. Marksmanship Awards are valid for one year. The right to wear an award pin is valid until the officer qualifies the following year.
- d. Rangemasters shall:
  - (1) ensure strict adherence to the course of fire.
  - (2) identify all officers who qualify for an award.
  - (3) issue the appropriate pin.
  - (4) report the officers who have received an award to the In-Service Training Lieutenant and the awarded officer's Division Captain. Officers may only wear the specific award that reflects their most recent qualification.

## 11. Letters from Citizens and Fellow Employees

Any letter from a citizen or employee commending an employee shall be directed to the employee's Office Chief.

- a. Office Chiefs shall review the letter and forward it to the employee's division captain.
- b. The division captain shall:
  - (1) review the letter and ensure a copy is placed in the employee's personnel file.
  - (2) provide the employee a copy of the letter.
  - (3) if the action described warrants recognition by the Department, facilitate a Commendation Report Form through their chain of command to their office chief.

## D. NOMINATIONS

Employees should report all acts worthy of Department recognition through their chain of command, to their office chief.

- 1. Nominations for recognition may be initiated by any employee having knowledge of an act or service performed and shall be documented on an SPD Commendation Report (SPD 129).
- 2. The Commendation Report Form shall be used to make an official record of the act performed.
- 3. Supervisors shall, upon receiving nominations:
  - a. review them for completeness and accuracy.
  - b. attach copies of applicable reports to the SPD 129 and forward the package, through the chain of command, to their office chief.
- 4. The office chief shall review the commendation package for clarity and completeness and approve/disapprove the nomination. When the nomination is approved for consideration by the Commendation Review Committee (CRC), the office chief shall sign the SPD 129 and forward the nomination to the Office of the Chief (OOC) Captain, Special Services Division.
- 5. The OOC Captain shall:
  - a. notify the nominee(s) and the immediate supervisor in writing that a request for commendation or award has been received.
  - b. maintain a file of nominations and accompanying documentation.
- 6. Any member of the Department believing they are entitled to recognition for an act, and for which no recommendation for commendation was made, may appeal within one (1) year of the original incident to the OOC Captain who shall consult with the COP. The COP shall make the final decision.
- 7. Nomination/award action shall be reported to the employee section/unit, in memorandum format within sixty (60) days of receipt of the nomination by the CRC.

## E. COMMENDATION REVIEW COMMITTEE

- 1. The CRC shall consist of up to 18 members, and the Deputy Chief, OOO, who shall serve as the permanent Chair. The Captain, OOC, shall assume the duties and responsibility in the absence of the Deputy Chief, OOO.
- 2. Each Office shall be represented as follows:
  - a. Office of Specialized Service (OSS): Three (3) representatives, one of which shall be a professional staff member.
  - b. Office of the Chief (OOC): Three (3) representatives.
  - c. Office of Investigations (OOI) one (1) sergeant or above and two (2) other sworn members.
  - d. Office of Operations (OOO): Up to 7 members including at least (1) sergeant or above and one (1) employee from the communications center.



# SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



- e. The Sacramento Police Officers' Association (SPOA) shall appoint (1) one of its members to the committee.
- f. Local 39 shall appoint at least (1) one of its members to the committee.
- g. SCXEA shall appoint one (1) of its members to the committee.
- h. CRC appointments shall be made by the Deputy Chief, OOO, in December and members shall serve for a two (2) year period.

## F. PRESENTATION OF AWARDS

1. Presentation of all awards, except the Marksmanship awards, shall be held in ceremonies arranged by the OOC.
2. The presentation of all awards shall be held in a timely ceremony. Appropriate preparation shall be made and shall include, but not be limited to, the following elements:
  - a. The type of ceremony.
  - b. The time and location of the ceremony.
3. Appropriate Attire  
Employee authorized to wear the uniform shall wear a Class "A" Uniform.
4. Number of Awards a Person May Receive  
No limitation is placed on the number of medals and certificates that may be awarded to an individual for separate acts. Unless extraordinary circumstances occur, only one (1) award shall be made to an employee for any one (1) act, achievement, or period of meritorious service.
5. Posthumous Awards
  - a. The next of kin is entitled to receive any award earned by a deceased member of the Sacramento Police Department. The next of kin, in order of precedence, are:
    - (1) Widow/widower
    - (2) Eldest child
    - (3) Father/mother
    - (4) Eldest sibling
  - b. Posthumous awards shall be presented as appropriate.

## G. DISPLAYING THE AWARD

1. Medals and ribbons. Medals and award pins shall be worn consistent with the procedures provided in the "Insignia of Merit / Awards" section of the SPD Uniform & Grooming Standards Manual (RM 430.01).
2. Recipients shall:
  - a. receive a framed certificate.
  - b. receive a picture of the COP presenting the award to them.
  - c. have a copy of the award placed in their personnel file.