



SACRAMENTO POLICE DEPARTMENT



230.01 COMMENDATION PROGRAM 05-01-02

PURPOSE

To establish procedures for processing and presenting awards and certificates to members of the Department.

POLICY

To recognize employee performance 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

1. Individuals/units distinguishing themselves by action above and beyond the call of duty shall receive departmental recognition.
2. Individuals/units shall have been acting within the law and Department orders.

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 (medal, ribbon, 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) after having sufficient time to evaluate the objective, accomplished the feat, or were prevented from accomplishing the feat by incurring a disabling injury or death.
 - b. Silver Medal of Valor (medal, ribbon, certificate)
This award would be considered 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 (medal, ribbon, 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 (medal, ribbon, certificate)
This medal shall be awarded when employees sustain a serious wound or great bodily injury by a hostile person.
3. Meritorious Service Award (ribbon, certificate)
A Meritorious Service Award shall be presented to employees who courageously perform their most hazardous duties in the most efficient and effective manner thus preventing great bodily injury or death to other individuals.
4. Distinguished Service Award (DSA) (sworn: medal, ribbon, certificate; civilian: medal, pin, certificate)

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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 extending beyond the normal work assignment.
 - b. developing projects, programs, and processes that have a significant effect in the apprehension of criminal(s).
 - c. making suggestions/changes in policy/procedures resulting in improving the overall efficiency and productivity (cost savings) to the Department.
 - d. performing superior quality of work at a high level of productivity.
 - e. demonstrating self-motivation in the solution of crimes and/or work-related problems.
 - f. developing personal expertise above and beyond required duty.
5. Unit Citation (ribbon, certificate)
- a. The Unit Citation may be conferred 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 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 in improving Departmental operations.
 - (4) completion of a major project or task in a significantly shorter period of time, resulting in substantial benefits to the Department.
6. Lifesaving Award (medal, ribbon, 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 results in the saving of a human life, or
 - (3) whose actions 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) if the victim receives follow-up medical treatment, a statement, preferably signed, from at least one (1) physician in attendance, attesting to the victim's condition and the related effect of the 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.
7. Marksmanship Award Program (pin)
- a. The Training Lieutenant, Office of Technical Services, shall administer the Marksmanship Award Program.
 - b. The Marksmanship Awards levels shall be Marksman, Expert, and Master.
 - c. Marksmanship Awards are valid for one year. The right to wear an award pin must be renewed during the second handgun qualification of each calendar 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 Training Lieutenant.

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- e. At the conclusion of the second handgun qualification of each calendar year, the Training Lieutenant shall send a memorandum to each Office Chief listing the officers who received a Marksmanship Award.
 - f. Officers may only wear the specific award that reflects their most recent qualification.
8. 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/watch commander or section/unit supervisor.
 - b. The division/watch commander or section/unit supervisor shall:
 - (1) review the letter and place it in the employee's Appraisal File.
 - (2) provide the employee a copy of the letter.
 - (3) if the circumstances constitute service beyond normal levels of duty, route a memorandum to the employee's office chief recommending placement in the employee's personnel file or an award. The office chief shall determine which of the following procedures shall be followed:
 - (a) The letter is sent to the employee with a copy being placed in their personnel file.
 - (b) If the action described warrants recognition by the Department, a recommendation from the office chief and the letter shall be directed to the appropriate Commendation Review Board (CRB). The CRB shall then investigate and classify the commendation.

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 prepared in typewritten form.
- 2. Commendation Report Form (SPD 129). 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 CRB, the office chief shall sign the SPD 129 and forward the nomination to the Deputy Chief, OOO.
- 5. The Deputy Chief, OOO, 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. Nominations for DSAs shall be submitted on an SPD 129 and routed through the chain of command to the Deputy Chief, OOO. (See paragraph E).
 - a. Supervisors receiving nominations shall review them for completeness. All applicable reports/information shall be attached to the nomination to assist the CRB in making decisions on the merit of the nomination.
 - b. Recommendations shall be made at each level through the chain of command.
- 7. 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 from the original incident to the Captain, Office of the Chief (OOC), who shall consult with the COP. The COP shall make the final decision.
- 8. 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 CRB.

E. COMMENDATION REVIEW BOARD

- 1. The CRB shall consist of 15 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.

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2. Each Office, shall be represented as follows:
 - a. OTS: one (1) sworn member and three (3) civilians, one of which shall be from the Communications Division.
 - b. OOC: one (1) representative (sworn or civilian).
 - c. Office of Investigations (OOI): one (1) sergeant or above, two (2) other sworn members, and one (1) civilian.
 - d. OOO: one (1) sergeant or above, two (2) other sworn members, and one (1) civilian.
 - e. The SPOA shall appoint one (1) of its members to the Board.
 - f. Local 39 shall appoint one (1) of its members to the Board.
3. CRB 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. (Typically, personnel receiving medals, or DSAs are honored at a dinner presentation of their awards; personnel receiving other awards are honored at a Management Operations Briefing presentation of their awards.)
2. The presentation of all awards shall be held in a timely ceremony. Appropriate preparation shall be made for the planning phase of the awards ceremony. The planning phase 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
Employees authorized to wear the uniform shall be attired in the uniform described in RM 430.01 UNIFORM AND GROOMING STANDARDS and 430.02 Body Markings, as appropriate.
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. Example: Valor, Lifesaving, and Purple Heart awards resulting from one incident.
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 at the memorial or funeral service, as appropriate. Further recognition at later events, i.e., Annual Awards Luncheons, Veteran's Day Services, etc.) shall be coordinated with the next of kin.
6. Official Recording of Awards
When employees receive an award, an appropriate document shall be placed in the individual's personnel file for official record of the recognition bestowed.

G. DISPLAYING THE AWARD

1. Medals and ribbons. See RM 430.01 as appropriate for wearing instructions.
2. Recipients shall:
 - a. receive a framed certificate.
 - b. receive a picture of the COP presenting the award to them.
 - c. receive, for sworn personnel, a medal and bar, and for civilian personnel, a medal and pin.
 - d. have a copy of the award placed in their personnel file.
3. DSA recipients shall have their names engraved on a perpetual plaque to be displayed indefinitely in an area designated by the COP.