

Commendations and Awards

1029.1 PURPOSE AND SCOPE

This policy provides general guidelines for recognizing commendable or meritorious acts of members of the Newark Police Department and individuals from the community.

1029.2 POLICY

It is the policy of the Newark Police Department to recognize and acknowledge exceptional individual or group achievements, performance, proficiency, heroism and service of its members and individuals from the community through commendations and awards.

1029.2.1 MEDAL OF VALOR

The Medal of Valor is the highest award to be issued by the Chief of Police and is issued in recognition of outstanding personal bravery above and beyond the call of duty as a member of the Newark Police Department.

The Medal of Valor shall be awarded to members, who while serving in an official capacity, distinguish him or herself conspicuously by heroic action above and beyond the call of duty.

The Medal of Valor will be a gold eagle with the Police Department insignia imprinted in the middle. The medal will hang from a red, white and blue ribbon. A red, white and blue top bar will be available to wear on the uniform.

Criteria:

- (a) At the time the member acted, a strong possibility existed that the department member could have suffered serious injury or death.
- (b) The member did not use poor judgment or procedures which created the necessity for his/her actions.
- (c) The act was not foolhardy.

1029.2.2 SILVER EAGLE MEDAL

The Silver Eagle medal shall be awarded to members, who while serving in an official capacity, incur a serious injury while engaging in the safety of persons or property.

The Silver Eagle Medal will have the Police Department insignia imprinted in the middle. The medal will hang from a solid red ribbon. A solid red top bar will be available to wear on the uniform.

Criteria:

- (a) The member did not use poor judgment or procedures which caused or resulted in injury.
- (b) The act was not foolhardy.

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1029.2.3 DISTINGUISHED SERVICE MEDAL

The Distinguished Service Medal shall be awarded to members and employees, who while serving in an official capacity, distinguish him or herself by some conspicuous act, meritorious service or contribution to the City of Newark, the Law Enforcement profession, or brings distinct credit to him/herself and/or the Police Department.

The Distinguished Service Medal will be a silver starburst with the Police Department insignia imprinted in the middle. The medal will hang from a blue and white ribbon. A blue and white top bar will be available to wear on the uniform.

Medals awarded to members from prior police service or as a result of distinguished service in an official capacity in another jurisdiction may be worn and displayed as if they were awarded by the Newark Police Department. Similarly, prior medals will be included for consideration in the event of multiple awards as described above.

1029.2.4 PLAQUES

A Department plaque will be issued with all medal presentations. The plaque will be of walnut finish and dimensions will be 8"x 12" or similar measurement. The plaque will bear the Police Department insignia in the upper left corner.

The plaque will be inscribed with the name of the medal presented, the name of the member being awarded and a short summary of the action meriting the award.

1029.2.5 MULTIPLE AWARDING OF MEDAL OF VALOR, SILVER EAGLE AND DISTINGUISHED SERVICE MEDAL

There is no limit to the number of times a member may be awarded the Medal of Valor, Silver Eagle, or Distinguished Service medal. If any member is awarded any of the three a second time, the appropriate top bar with an embossed silver star shall be presented along with the medal. Upon receiving the same award a third time, the appropriate top bar with an embossed gold star shall be presented along with the medal.

1029.2.6 POSTHUMOUS AWARDS

The appropriate next of kin shall be entitled to receive a service award earned by a deceased member.

1029.2.7 CHIEF'S CHALLENGE COIN OF SPECIAL RECOGNITION

The Chief's Challenge Coin of Special Recognition is a Department Commendation awarded by the Chief only to those who consistently perform at exemplary levels or distinguish themselves with a single act of excellence.

The award consists of both a commemorative coin and a certificate of the award.

1029.3 COMMENDATIONS

Commendations for members of the Department or for individuals from the community may be initiated by any department member or by any person from the community.

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1029.3.1 GOLD AWARD

The Gold Award is a Department commendation awarded by the Chief of Police to members who distinguish him or herself by the following:

- (a) Superior handling of a difficult situation
- (b) Conspicuous bravery
- (c) Superior performance of duty
- (d) An act or contribution to the Department that is of superior nature, but not amounting to a Distinguished Service Medal

1029.3.2 LIFESAVING AWARD

Lifesaving Award - The Lifesaving Award may be awarded to any employee, reserve, or volunteer who performs an exceptional act under emergency and/or extraordinary conditions in the furtherance of human life. (a)The award recipient shall be presented with a Red and White ribbon and certificate. (b)Additional acts of lifesaving will be symbolized by an oak cluster attached to the uniform ribbon, no more than three clusters will be worn. (c)An act of CPR or other approved lifesaving measure will only constitute recognition under the lifesaving award if, in fact, a life was saved.

1029.3.3 SILVER AWARD

The Silver Award is a Departmental commendation awarded by the Chief of Police to members who distinguish him or herself by the following: An innovative or exceptional handling of a difficult situation. An act which is of superior nature, but not amounting to a Gold Award

1029.3.4 BLUE AWARD

The Blue Award is a division level commendation awarded to those members who distinguish him or herself by performing assignments, tasks, duties or other service which is outstanding in nature, but not amounting to a Distinguished Service Medal or Gold Award.

1029.4 CERTIFICATE OF APPRECIATION

The Chief of Police may issue a Certificate of Appreciation to any City employee or citizen who assists or otherwise provides service to the Police Department during the course of a police investigation or other police action.

The certificate will be green and bear the Department insignia in the middle. All certificates awarded shall include a short summary of the action meriting the award. The certificate will be placed and presented in a suitable frame.

1029.5 LETTER OF APPRECIATION

A letter of appreciation from the Chief of Police may be given to members who are commended by citizens.

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1029.6 OFFICER OF THE YEAR

An officer selected as Officer of the Year may wear a white star, sewn on long sleeves (or jackets) along side service stripes. Sergeants previously selected may wear silver stars, and command level may wear gold stars.

1029.7 EMPLOYEE OF THE QUARTER

The Employee of the Quarter Award will be given to the employee'(s) who exhibits the highest standards of performance in their work product and/or their service to the community. The Employee of the Quarter will be recognized by having their name'(s) added to a perpetual plaque and by receiving an engraved gift acknowledging the award.

1029.8 NOMINATION FOR AWARDS

Nominations for awards may be made by any member of the Police Department. The nomination shall be forwarded to the member's immediate supervisor for review and comment. A Department Award Nomination form is available to accomplish this. The person nominating shall include a brief summary of the action meriting the award. The supervisor accepting the nomination shall sign and date the form, and immediately forward the form to the Division Commander, who will in turn date, sign and forward the form to the Chief of Police.

In the case of Employee of the Quarter, nominations must be received no later than 10 days after the end of the quarter.

The Chief of Police shall review the circumstances and determine if the criteria for a particular award is met. If so, the nominations will be received by the command and supervisory staff and the selections will be made.

1029.9 RECORD OF THE RECOGNITION

If the recipient of the medal, plaque, or award is a member of the Newark Police Department, a copy of the medal/plaque presentation or award will be placed in the recipient's personnel file. A second original copy will be displayed in the police annex.

1029.10 CRITERIA

A meritorious or commendable act may include, but is not limited to:

- Superior handling of a difficult situation.
- Conspicuous bravery or outstanding performance.
- Any action or performance that is above and beyond typical duties.

1029.10.1 DEPARTMENT MEMBER DOCUMENTATION

Members of the Department should document meritorious or commendable acts. The documentation should contain:

- (a) Identifying information:

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1. For members of the Department - name, division and assignment at the date and time of the meritorious or commendable act
 2. For individuals from the community - name, address, telephone number
- (b) A brief account of the meritorious or commendable act with report numbers, as appropriate.
- (c) The signature of the member submitting the documentation.

1029.10.2 COMMUNITY MEMBER DOCUMENTATION

Documentation of a meritorious or commendable act submitted by a person from the community should be accepted in any form. However, written documentation is preferred. Department members accepting the documentation should attempt to obtain detailed information regarding the matter, including:

- (a) Identifying information:
1. For members of the Department - name, division and assignment at the date and time of the meritorious or commendable act
 2. For individuals from the community - name, address, telephone number
- (b) A brief account of the meritorious or commendable act with report numbers, as appropriate.
- (c) The signature of the person submitting the documentation.

1029.10.3 PROCESSING DOCUMENTATION

Documentation regarding the meritorious or commendable act of a member of the Department should be forwarded to the appropriate Division Commander for his/her review. The Division Commander should sign and forward the documentation to the Chief of Police for his/her review.

The Chief of Police or the authorized designee will present the commendation to the department member for his/her signature. The documentation will then be returned to the Administration secretary for entry into the member's personnel file.

Documentation regarding the meritorious or commendable act of an individual from the community should be forwarded to the Administration Division Commander. The documentation will be signed by the Division Commander and forwarded to the Chief of Police for his/her review. An appropriate venue or ceremony to acknowledge the individual's actions should be arranged. Documentation of the commendation shall be maintained in a file designated for such records.

1029.11 AWARDS

Awards may be bestowed upon members of the Department and individuals from the community. These awards include:

- Award of Merit.
- Award of Valor.
- Lifesaving Award.

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- Meritorious Conduct.

Criteria for each award and the selection, presentation and display of any award are determined by the Chief of Police.