

**REDWOOD FALLS POLICE DEPARTMENT      POLICY And PROCEDURES**

SUBJECT: PROPOSED AWARD POLICY	<u>DATE OF ISSUE</u> 2012	<u>NUMBER</u> **
	<u>REVISION DATE:</u> n/a	<u>SECTION</u> OPERATIONS

**I. POLICY**

It is the policy of the Redwood Falls Police Department to promote excellence in law enforcement and recognize outstanding performance of its members as well as citizens who significantly support and assist our mission.

**II. Purpose**

Officers often find themselves in situations dictated by circumstances beyond their control and which they have no way to prepare for or prevent from happening. Within this hectic environment there are times when officers perform at a superior level that is above and beyond the call of duty.

Citizens rely upon law enforcement to deal with situations for which they are ill-equipped or untrained to handle. However, citizens may also find themselves in a unique position to provide invaluable service to law enforcement.

The purpose of this section is to outline specific standards that will be used to measure outstanding achievement or conduct and how that action will be recognized.

**III. DEFINITIONS**

For the purpose of this policy, the terms set forth below are defined as follows:

- A. Award of Valor:** This award shall be presented to member(s) who perform their duty to the highest standards despite the immediate threat of great bodily harm or death to themselves or others. This award is recognized as the highest award within the City of Redwood Falls Police Department.

- B. Award of Excellence:** This award is presented to member(s) who perform their duty to the highest standards and in a manner that demonstrates their dedication to achieving the mission of the Redwood Falls Police Department. This award may be conferred for actions in the field requiring immediate action or which required an extended period of time to achieve.
- C. Chief's Commendation Award:** This award is presented to members who, during the course of their official duties, provide a service that is carried out in a superior manner. This award may be conferred for duties including, but not limited to: enforcement activity, lifesaving efforts, departmental service, community service.
- D. Outstanding Citizen Award:** This award is presented to citizens who significantly assist or support the efforts of the Redwood Falls Police Department to achieve its mission.
- E. *Member*** means all compensated personnel of the Redwood Falls Police Department.
- F. *Citizen*** means any resident of the City of Redwood Falls, State of Minnesota or United States of America.
- G. Award Committee:** This is the body that reviews all nominations. The committee is comprised of the Chief of Police, one member of the Redwood Falls Police Commission, and one member of the Redwood Falls City Council.

#### IV. PROCEDURE

##### A. Nomination

1. Any officer or citizen who has firsthand information of conduct for which they wish to nominate a member or citizen may submit a written nomination to the Chief of Police.
2. Nominations for the Chief of Police will be submitted to the City Administrator.
3. Upon receiving a nomination the Chief of Police will notify the Award Committee and a meeting will be convened to review it. The committee may approve, deny, or approve a lower level award than the one noted on the nomination form.

4. If a nomination is approved, denied, or downgraded the nominator will be notified of the committee's decision and their reasoning.

B. Conferring an Award

1. To confer any award a simple majority of the Awards Committee must approve the action.

2. Once the Award Committee has authorized an award the Chief of Police will notify that person of the committee's decision.

3. Members who earn the Award of Valor will be presented with a plaque and a uniform bar that may be worn on the uniform. Members earning all other awards will be presented with a certificate. All conferred awards will be documented in the member's personnel file.

4. Citizens who earn the Outstanding Citizen Award will be presented with a certificate at a place and time designated by the Awards Committee.

5. Presentation of an award to a member will be done at a place and time of the Award Committee's choosing, with consent of the Chief of Police.

## Redwood Falls Police Department Award Nomination Form

This form may be filled out to nominate an officer of the Redwood Falls Police Department or a citizen for conduct which you believe is worthy of recognition. This form is to be filled out by the person who has firsthand knowledge of the events and circumstances which you believe warrant recognition.

Your Name: \_\_\_\_\_

Your Address: \_\_\_\_\_

Your Phone Number: \_\_\_\_\_

Nominated Officer or Citizen Name: \_\_\_\_\_

### Requested Award

\_\_\_ Award of Valor: This award is presented to officers who perform their duty to the highest standards despite the immediate threat of great bodily harm or death to themselves or others.

\_\_\_ Award of Excellence: This award is presented to officers who perform their duty to the highest standards and in a manner that demonstrates their dedication to achieving the mission of the Redwood Falls Police Department. This award may be conferred for actions in the field requiring immediate action or which required an extended period of time to achieve.

\_\_\_ Chief's Commendation Award: This award is presented to members who, during the course of their official duties, provide a service that is carried out in a superior manner. This award may be conferred for duties including, but not limited to: enforcement activity, lifesaving efforts, departmental service, or community service.

\_\_\_ Outstanding Citizen Award: This award is presented to citizens who significantly assist or support the efforts of the Redwood Falls Police Department to achieve its mission.



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