



Apex Police Department General Order



<i>Title</i> Awards and Commendations		<i>Order Number</i> 303-20
<i>Effective Date:</i> September 18, 2020	<i>Amends:</i> 303-14a	
<i>CALEA Standard:</i> 26.1.2	<i>Rescinds:</i>	
<i>Reference:</i> GO 306 – Appearance and Uniform Regulations Award Reference Sheet	<i>Pages:</i> 8 + addendums	
<i>Forms:</i> F303 - Request for Award Ribbon F303a – Award Nomination Form F303b - Citizen Recognition Program – Chief’s Coin		

Awards and Commendations

Purpose

The purpose of this directive is to establish a fair and consistent method to nominate and recognize employees and community members who have distinguished themselves through specific acts and/or accomplishments in a calendar year.

Policy

The Apex Police Department will publicly recognize employees for exceptional performance of duty and recognize citizens for outstanding actions. All employees are encouraged to report the outstanding performance and deeds that bring credit to the Apex Police Department and enhance public safety in the community.

Procedure

Awards Committee

1. An Awards Committee will be established to coordinate suggestions, ideas, research, and implement the Apex Police Department Awards & Commendations Program, as well as to review award nominations.

Awards and Commendations

2. Annually, a survey will be issued to staff seeking volunteers to serve on the Awards Committee. The survey results will be reviewed by the Executive Staff, who will then select Awards Committee members from the pool of staff members expressing an interest in serving on the committee.
3. Awards Committee members will serve a one-year term and may not serve for more than two consecutive years.
4. A supervisor at the rank of Corporal or above will be selected to serve as the Awards Committee Chairperson.

Process

1. Any employee may nominate another employee or citizen for an award or commendation.
 - Nominations should be submitted through Guardian Tracking; however, if necessary nominations may also be submitted using form F303a – *Award Nomination Form*.
2. The employee making the nomination should have personal knowledge of the act, achievement, or service that deserves recognition.
3. The time frame for the award will run annually from March 1st to February 28th.
4. All nominations will be submitted through the chain of command to the Chief of Police no later than March 15th, annually.
5. The nomination will include a complete synopsis of the event and any related supporting documentation.
6. The Awards Committee will review all nominations and make recommendations that will be forwarded to the Chief of Police by April 15th, annually.
7. The Chief of Police will make the final decision on all awards and forward the final selections to the Awards Committee Chairperson and Administrative Coordinator.
8. An Awards Ceremony will be scheduled to coincide with Police Week in May.
 - Exception to this may be under unusual circumstances under which the Chief of Police may approve the issuance of a ribbon earlier. However, the department will still hold a formal ceremony in May, unless circumstances exist that make such an event inappropriate.
 - If necessary, the Awards Ceremony may be rescheduled to another time of the year.

Awards

1. Awards may be presented in the following manner and issued alone or in combination:
 - Ribbons
 - Medals
 - Plaques
 - Certificates
 - Letters
 - Department Coins or other recognition
2. Awards and Recognition will be divided into the following categories:
 - Honors and Recognition
 - Educational and Professional Development
 - Service/Assignments
 - Civilian
 - Town of Apex Awards
 - Other Awards

Honors and Recognition

1. **Medal of Valor** – Awarded to any employee who has distinguished himself/herself by conspicuous bravery or heroism above and beyond the normal demands of police service, which is performed with extreme courage while consciously facing imminent danger to life or grave personal danger.
2. **Purple Heart** – Awarded to any employee **injured** while officially performing his/her law enforcement duties, which resulted in the employee's death or serious injury requiring significant medical treatment.
3. **Lifesaving** – Awarded to any employee who, while officially performing his/her law enforcement duties, provides life-saving efforts to a person who without immediate assistance would be in imminent danger of death.
 - **NOTE:** Actual resuscitation is not a requirement of this award.
4. **Employee of the Year** – Awarded to any well-rounded department employee who has exceeded the duty requirements of his/her position by achieving any or all the following elements:
 - Upholding the highest traditions of public service
 - Demonstrating a distinct pattern of public service coupled with professional achievement
 - Demonstrating a genuine commitment to his/her department and profession
 - Performing exceptionally during challenging and outstanding public service
 - Greatly and positively impacting the public from all walks of life

Awards and Commendations

- Significantly improving community conditions and/or quality of life
 - Supporting and furthering the ideals and core values of the Town of Apex, Apex Police Department, and Law Enforcement Code of Ethics
5. **Meritorious Service** – Awarded to any employee who demonstrates a sustained and superior performance of departmental and public service. The performance must substantially exceed normal requirements over an extended period, must contribute to enhancing the effectiveness of the department, and may be awarded for any or all the following elements:
- Significant contribution to enhancing the overall effectiveness of the department
 - Improved and sustained operations
 - Outstanding community service
 - Substantial savings in organizational costs
 - For diligent and sustained effort in the performance of duties
 - Distinguishing himself/herself by demonstrating a willingness and ability to set a professional example for others with a high degree of loyalty and dedication to the department
6. **Police Commendation** – Awarded to any employee who displays highly credible public service in a single operation, incident, or investigation substantially above normal requirements and performed in an exemplary manner which contributes significantly to the achievement of law enforcement goals and may be awarded for any or all the following elements:
- Improved operations
 - Outstanding community service
 - Substantial savings in organizational cost
 - Submission of a device or method adopted to increase efficiency in an administrative or tactical procedure
 - For the diligent effort in the performance of duties
 - For developing a method or program that has a positive effect on the operation of the department
 - Demonstrating a willingness and ability to set a professional example for others with a high degree of loyalty and dedication to the department
 - An act of selfless conduct during a time of crisis or emergency
 - Notable performance in which the officer demonstrates a high degree of personal sacrifice, commitment, and professionalism
7. **Team Commendation** – Awarded to any team of directly involved employees who collectively demonstrate highly credible public service in a single operation, incident, or investigation substantially above normal requirements and performed in an exemplary manner which contributes significantly to the achievement of law enforcement goals and may be awarded for any or all the following elements:
- Improved operations
 - Outstanding community service

Awards and Commendations

- Substantial savings in organizational cost
 - Submission of a device or method adopted to increase efficiency in an administrative or tactical procedure
 - For the diligent and exemplary effort in the performance of duties
 - For developing a method or program that has a positive effect on the operation of the department
 - Demonstrating a willingness and ability to set a professional example for others with a high degree of loyalty and dedication to the department
 - An act of selfless conduct by a team during a time of crisis or emergency
 - Notable performance in which the team collectively demonstrates a high degree of personal sacrifice, commitment, and professionalism
8. **Chief's Letter of Recognition** – Presented by the Chief of Police to an employee who performed in an exemplary manner or who is worthy of special acknowledgment.
 9. **Military Service** – Awarded to employees who have served in any branch of the armed forces and were honorably discharged.
 10. If an employee receives more than one of the same awards during his/her career, a subsequent award will be noted by placing a silver star on the ribbon.

Educational and Professional Development

1. **Intermediate or Advanced Law Enforcement Certification** – Awarded to any employee who meets the certification requirements as established by the North Carolina Criminal Justice and/or Sheriffs Training and Standards Divisions.
 - **Note:** Only the highest ribbon is worn.
2. **College Degrees** – Awarded to any employee who holds or completes an Associate's, Bachelor's, Master's, or Doctorate Degree.
 - **Note:** Only the highest ribbon is worn.
3. **Professional Training** – Awarded to any employee who successfully completes a long-term management/leadership development course (i.e., FBI National Academy, Southern Police Institute, Northwestern Staff and Command College, Administrative Officers Management Program, or equivalent long-term management development program).
4. **Police Instructor** – Awarded to any employee who is actively certified by North Carolina Criminal Justice and/or Sheriff's Training and Standards Divisions as a general and/or specialized Instructor.

Service, Marksmanship, and Assignments

1. **Years of Service** – Awarded to any employee after five years of sworn or civilian law enforcement service and reissued every five years.
2. **Specialized Assignments** – Awarded and authorized for wear for any officer currently serving in or as authorized by the Chief of Police, has served with distinction in a specialized assignment for a period of at least five consecutive years. Specialized assignments may include:
 - School Resource Officer
 - Bicycle Officer
 - Motorcycle Officer
 - Special Response Team
 - Crisis Negotiation Team
 - Field Training Officer

Civilian

1. **Civilian Service** – Awarded to a civilian who has distinguished themselves by actions which have made a significant contribution to the community and/or his/her fellow citizen(s).
2. **Chief's Coin** – Awarded to a civilian who has aided an Apex Police Department officer or who has contributed to the department and/or community to enhance public safety.
 - Any employee may award a Chief's Coin.
 - All employees will be given one coin for this purpose.
 - The employee who makes this award will:
 - Complete F303b – *Citizen Recognition Program – Chief's Coin*
 - Include a complete description of why the citizen's actions were worthy of recognition, as well as contact information for the citizen
 - Attach any related report
 - Forward the completed form to the Office of the Chief of Police
 - Upon receipt of a completed form and for each subsequently completed form, the employee will receive another coin.
 - The Administrative Coordinator will prepare a thank you letter to further recognize the actions of the citizen on behalf of the Apex Police Department and/or public safety in the Town of Apex.

Town of Apex Awards

1. Employees are eligible for other awards and recognition as provided for by the Town of Apex.

Other Awards

1. Employees may be eligible for other awards and recognition as provided for other public safety agencies, as well as civilian, community, and/or professional organizations and associations.

Request for Award Ribbons

1. Request for award ribbons will be submitted on form F303 - *Request for Award Ribbon*, with substantiating documentation attached, and will be forwarded through the chain of command to the Chief of Police.

Wearing of Ribbons and Awards

1. Ribbons will be worn on a Class "A" uniform and will be optional on a Class "B" uniform.
 - Command Staff may wear ribbons on the blouse coat.
2. A maximum of 12 ribbons will be worn on the uniform.
 - If qualified, the officer must wear the years of service ribbon.
3. Ribbons will be worn in order of prominence, with the highest being on the top row furthest to the left, as viewed when facing the officer.
4. Ribbons will be placed a quarter of an inch from the top of the nameplate. A single ribbon will be centered over the nameplate. Multiple ribbons will be displayed using a furnished holder.

Special Considerations

1. Officers who receive an award of equal or similar recognition from another law enforcement agency may request permission to wear the award ribbon.
 - Awards or ribbons that indicate status or certification from the previous agency that are not applicable to the Apex Police Department, such as Field Training Officer, will not be worn.
2. Requests should be made using form F303 - *Request for Award Ribbon*, with substantiating documentation attached, and be forwarded through the chain of command to the Chief of Police.

Text in "Green" denotes a significant change in policy

BY ORDER OF:

A handwritten signature in black ink, reading "John W. Letteney". The signature is written in a cursive style with a horizontal line underneath it.

John W. Letteney
Chief of Police