

# Commendations and Awards

## 1030.1 PURPOSE AND SCOPE

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

## 1030.2 NOMINATION PROCEDURE

Employees and members of any class or rank may submit a memorandum to their division commander nominating other members and employees, or private citizens, for awards.

Whenever division commanders learn of service which may deserve Department recognition, they shall investigate the circumstances to determine if an award nomination is warranted.

If an award nomination is warranted, the division commander shall complete a nomination package and forward it through channels to the Chief of Police.

Each nomination package shall include:

The date, time, place, and a detailed account of the act or service performed by the nominee.

Copies of applicable reports.

An appropriate letter of recognition typed for the signature of the Chief of Police if the recommended award is to be a Letter of Appreciation or a Letter of Commendation.

The Chief of Police shall send copies of all nominations regarding members and employees to the Personnel and Training Section so that a permanent file can be maintained.

## 1030.3 ELIGIBILITY CRITERIA AND DESCRIPTION OF AWARDS

A meritorious or commendable act by an employee of this department may include, but is not limited to, the following:

Medal of Valor - The Department Medal of Valor shall be awarded to members who, while serving in an official capacity<sup>\*</sup>, distinguish themselves conspicuously by heroic action above and beyond the call of duty. Each nomination for the Medal of Valor shall be based on the following criteria:

A strong possibility existed at the time the member acted that he/she could have suffered serious injury or death, and the member was aware of that risk.

The objective was of sufficient importance to justify the risk.

The member did not use poor judgment or procedures which created the necessity for his/her acts.

The objective was accomplished or the member was prevented from doing so by incurring serious injury or death.

Medal of Merit - The Department Medal of Merit shall be awarded to members who, while serving in an official capacity<sup>\*</sup>, distinguish themselves by meritorious service. The degree of merit need

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not be unique but must be distinctive. The Medal may be awarded for personally administering life-saving first aid under complicated or hazardous conditions.

**Rob Davey Award** - The Rob Davey Award is a Department hazardous duty award. It shall be awarded to any member who incurs a serious injury while engaged in an official police duty involving the safety of persons or property under unusual, hazardous, or complicated conditions, where the member exercised sound judgment in accordance with the high standards of the Alameda Police Department.

**Chief's Certificate of Commendation** - The Department Certificate of Commendation shall be presented to members and employees who, while serving in an official capacity\* and in the best interests of the Department, distinguish themselves through the accomplishment of an outstanding service. The certificate may be awarded for personally administering life-saving first aid under other than complicated or hazardous conditions.

**Letter of Commendation** - A Letter of Commendation from the Chief of Police may be awarded to members and employees who perform acts of service deserving of Department recognition. The commendation is set forth on Department letterhead stationary in memo format. The subject line shall read, "SUBJECT: LETTER OF COMMENDATION." Letters to citizens acknowledging the deserving acts of service by Department personnel will be set forth on Department letterhead in official letter format.

**Certificate of Appreciation** - The Department Certificate of Appreciation may be awarded to private citizens who perform an outstanding act or service which aids the Department in carrying out its objectives.

**Letter of Appreciation** - A Letter of Appreciation from the Chief of Police may be awarded to private citizens for appropriate reasons. The award is set forth on Department stationary.

**\*\*Official Capacity** implies the employee is readily identifiable as a peace officer as defined by **Penal Code 830** or, if off-duty, the employee has overtly identified themselves as a peace officer either verbally or by displaying qualifying credentials (Departmental identification card or badge.)

#### Multiple Awards

No limit shall be placed on the number of medals, certificates or letters that an individual may be awarded.

Only one kind of award shall be made for the same act, achievement or period of service, except for the Rob Davey Award, which may be awarded by itself or together with another medal or certificate.

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

Whenever a member is awarded a medal, an appropriate certificate will also be awarded. A copy of the certificate will be placed in the employee's permanent personnel file.

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#### 1030.3.1 NOMINATION APPROVAL AND AWARD PRESENTATION PROCEDURE

Nominations for Letters of Commendation or Letters of Appreciation shall be considered and approved (or not approved) by the Chief of Police.

Whenever the Chief of Police receives a nomination for a Department Medal or Certificate of Commendation, the nomination package shall be submitted to an Award Review Board composed of the Chief of Police, a captain, two lieutenants, two sergeants, and a representative from the Police Association. Board members shall be appointed, as needed, by the Chief of Police.

The Award Review Board shall review the nomination and determine whether an award is warranted. A simple majority vote of the board shall be sufficient to approve nomination.

The Award Review Board can issue a higher or lower level award than that which was recommended in the nomination package.

The Personnel and Training Section shall coordinate all activities necessary for the preparation and presentation of medals and certificates. These awards shall be presented personally by the Chief of Police or his designee.

Whenever the Chief of Police awards a Letter of Commendation or Letter of Appreciation, the letter shall be posted on the Department bulletin board and a copy placed in the employee's personnel file.

#### 1030.3.2 DISPLAY OF RIBBON OR MEDAL

Whenever a member is awarded a medal, a corresponding uniform ribbon shall be presented. Members are encouraged to wear the ribbon when in uniform.

The ribbon is worn centered above the right shirt pocket flap, approximately 1/4 inch above the name plate.

The medal may be worn on the Eisenhower jacket during inspections, formal Department functions, or when authorized by the Chief of Police. It is worn centered below the name plate over the right breast pocket.

Any Department award or recognition by a law enforcement recognized entity is permissible in the class B uniform.

Class A uniform will only include department awards or insignias for currently active duties (ie: FTO ~~name-plate~~, motor, K9, or SWAT pin, and US flag.

#### 1030.4 COMMANDER'S COMMENDATION

The Commander's Certificate of Commendation can be awarded to employees who, demonstrate outstanding service while serving in an official capacity. Commanders who identify employees they believe are deserving of this commendation shall complete a memorandum addressed to their bureau commander. If approved, the commander will complete a letter addressed to the employee on Department letterhead. Personnel and Recruitment will generate a Commanders Commendation Certificate. The Department letter and certificate will be presented to the employee as soon as practical. An Awards Review Board does not need to occur for an employee to receive

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[this commendation. To receive the Commander's Commendation, the employees actions should rise above the level of a Personnel Action Slip Commendation, yet below the standard of the Chief's Certificate Commendation \(1030.3\).](#)