
Commendations and Awards

1017.1 PURPOSE AND SCOPE

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

1017.2 POLICY

The policy of the Police Department is to recognize outstanding performance by Police employees or members of the community. Public commendation enhances the professionalism of all Police employees and rewards those individuals deserving recognition. To this end, procedures for the awarding of Medal of Valor, Police Cross, Silver Star Medal, Life Saving Medal, Medal of Meritorious Service, Injury Ribbon, Chief's Coin, and the Captain Edward Lee Tracey Community Service Achievement Award, are established.

1017.3 COMMENDABLE ACTIONS AND PROCEDURES

The **Medal of Valor** will represent achievement of the highest order earned by an employee for service rendered far above that expected. It is to be awarded to an employee of the San Leandro Police Department who voluntarily distinguishes himself/herself conspicuously by gallantry and extraordinary heroism. The act must be in excess of the normal demands and of such a nature that the employee was fully aware of the imminent threat to his/her personal safety and acted above and beyond the call of duty at the risk of his/her life. The act must not be foolhardy.

The **Police Cross** is to be awarded where a Police Officer lost his/her life in the performance of duty under honorable circumstances. The Police Cross may be awarded in addition to any other award the Officer may be entitled to in making the supreme sacrifice. The Police Cross will be awarded to a family member by the Chief of Police.

The **Silver Star Medal** is to be awarded to an employee of the San Leandro Police Department for courageous actions when circumstances do not fall within the provisions qualifying for the Medal of Valor. The level of action, while of lesser degree than that required for the Medal of Valor, must nevertheless have been performed with distinction and courage.

The **Life Saving Medal** is to be awarded to an employee of the San Leandro Police Department whose actions clearly save the life of a citizen or San Leandro Police Department employee.

The **Medal of Meritorious Service** will represent outstanding work which is beyond the expected. Circumstances prompting nomination for this award may include, but are not limited to, continued excellence that elevates performance or results far above the norms of an individual's assignment.

The **Injury Ribbon** will be awarded to an employee who suffers significant physical injury while in performance of his or her duties. The injury shall not have been caused by accident or negligence on the part of the employee. The Injury Ribbon may be awarded alone or in conjunction with, the Medal of Valor, Silver Star, Medal of Meritorious Service or Life Saving Medal.

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The **Chief's Coin Commendation** will be awarded to any employee or member of the community for outstanding work and exhibiting the Department's core values.

The **Captain Edward Lee Tracey Community Service Achievement Award** will be awarded to any employee who represents Captain Tracey's leadership, enthusiasm, strong passion, and commitment to community service.

1017.4 SELECTION

The Medal of Valor, Police Cross, Silver Star Medal, Life Saving Medal, Medal of Meritorious Service, Injury Ribbon, Chief's Coin, and the Captain Tracey Achievement Award will be awarded by the Chief of Police, upon nomination and recommendation of the Service Award Board. The Chief of Police will designate a Command Officer to chair the Service Award Board. This Board will be comprised of at least three (3) members including the designated Command Officer, one Supervisor and one Officer or professional staff employee, who will be selected by the designated Command Officer.

Medal of Valor, Police Cross, Silver Star Medal, Life Saving Medal, Medal of Meritorious Service, Injury Ribbon, Chief's Coin, and the Captain Tracey Achievement Award are open to all Department employees. Thus, nomination may be instituted at any level by memoranda, through channels, to the Chief of Police. The Chief of Police may convene the Service Award Board, which will examine all facets of the performance and interview command officers, supervisors, and any pertinent officers or professional staff member who were present or witnessed the performance. The Service Award Board will make recommendations of eligibility, and complete the award documentation for presentation.

The Chief of Police will award the Medal of Valor, Police Cross, Silver Star Medal, Life Saving Medal, Medal of Meritorious Service, Injury Ribbon, Chief's Coin, and the Captain Tracey Achievement Award selecting an appropriate forum and date most beneficial to public disclosure of the individual's achievement.

The award documentation and public recording of the Medal of Valor, Silver Star Medal, Life Saving Medal, Medal of Meritorious Service, Injury Ribbon, Chief's Coin, or the Captain Tracey Achievement Award will become a permanent part of the recipient's personnel record.

Recipients of the Medal of Valor, Police Cross, Silver Star Medal, Life Saving Medal, Medal of Meritorious Service, and Injury Ribbon are encouraged to wear the corresponding ribbon on the uniform shirt. The Medal of Valor, Silver Star Medal, Life Saving Medal, Medal of Meritorious Service, and Injury Ribbon shall be worn on the dress tunic for all formal occasions. The medals shall be centered on the left breast, in a single row, in order of precedence, from the sternum outward. The top of the suspension ribbon shall be flush with the top edge of the breast pocket. Corresponding bars shall be worn above the left breast pocket. The bars shall be worn so the bottom edge of the bar(s) is flush with the top edge of the pocket flap.

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1017.5 MEDALS/RIBBONS

Medal of Valor - The medal shall be the Entenman-Rovin Co. #2000-12479-1, Carltone finish with short blue ribbon with gold trim; AR-1-10 award bar, blue with six stars.

Police Cross - The medal shall be the Entenman-Rovin Co. #150212479-1, Carltone finish with red-white-blue neck ribbon.

Silver Star Medal - The medal shall be the Entenman-Rovin Co.#1600-12479-1, Platiloy finish with blue ribbon; AR-1-2 award bar, blue.

Life Saving Medal - The medal shall be the Entenman-Rovin Co.#1525-12479-1, Carltone finish with red-white ribbon; AR-1-C award bar Red-White

Medal of Meritorious Service - The medal shall be the Entenman-Rovin Co. #1201-12479-1, Carltone finish with red-white-red ribbon; AR-05-01 award bar, red-white.

The Injury Ribbon – The ribbon shall be a purple metal ribbon painted in hard enamel appropriate for the uniform shirt. There will be no medal accompanying the Injury Ribbon.

1017.6 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.

1017.6.1 DEPARTMENT MEMBER DOCUMENTATION

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

- (a) Identifying information:
 1. For members of the Department - name, bureau 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.

1017.6.2 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:

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1. For members of the Department - name, bureau 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.

1017.6.3 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 Services 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 Services 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.

1017.7 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.
- Meritorious Conduct.

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

1017.8 RESCINDED POLICY

This policy rescinds San Leandro Operations Directive 86-07.