



CITY OF MADISON POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE



Departmental Awards and Recognition

Eff. Date 01/13/2017

Purpose

The Madison Police Department (MPD) on an annual basis hosts a ceremony where MPD personnel and members of the public are recognized for performance and/or behavior that is deemed exemplary.

The purpose of this procedure is to clarify the definitions and criteria under which an employee or citizen may receive such recognition and the underlying process to recommend and select those individuals.

In no way does the lack of formal recognition through this process intend to dismiss the hard work, sacrifice and dedication that our employees and our public routinely display. Rather, this process also honors their efforts in our collective service to the City of Madison and our citizens.

Definitions/Criteria

DEPARTMENTAL AWARDS

The number of awards given are not restricted to a certain number (i.e., only one Lifesaving Award, etc.). **However, the Awards Committee will make the determination as to how many people will receive a particular award.**

- 1. Medal of Valor:** The Medal of Valor is the highest recognition of achievement presented by the Madison Police Department. The Medal of Valor shall be awarded to department personnel who distinguish themselves with extraordinary individual acts of bravery or heroism above and beyond which is normally expected in the line of duty at extreme, life-threatening, personal risk. Personnel must have displayed extreme courage by placing their own safety in immediate peril in the pursuit of their duties. The actions must clearly be so outstanding that it clearly distinguishes above the call of duty from lesser forms of bravery. If a member uses poor judgment or procedures which created the necessity for his/her action, they will not be eligible for this award. **Recipients of the Medal of Valor will receive a medal, certificate suitable for framing, and uniform ribbon (pin).**
- 2. Meritorious Conduct Medal:** The Meritorious Conduct Medal shall be awarded to department personnel who distinguish themselves by meritorious achievement or meritorious service. Meritorious actions are those which clearly surpass that which is normally required or expected. The degree of merit need not be unique but must be exceptional and superior. Acts of courage which do not meet the voluntary risk of life requirements for the Medal of Valor may be considered for the Meritorious Conduct Medal. **Recipients of the Meritorious Conduct Medal will receive a medal, certificate suitable for framing, and uniform ribbon (pin).**
- 3. Lifesaving Award:** Awarded to department personnel or a citizen for saving a human life under circumstances in which the recipient exposed himself or herself to either personal risk and/or significant or prolonged hardship. Lifesaving efforts which did not involve this kind of risk or hardship (for example, basic CCR of limited duration until paramedic arrival) should be considered for a Chief's Citation for Lifesaving. **Recipients of the Lifesaving Award will receive a medal, certificate suitable for framing, and uniform ribbon (pin). Citizen recipients of a Lifesaving Award will receive a challenge coin from the Department instead of the medal/uniform ribbon/pin, along with a certificate that is suitable for framing.**
- 4. Blue Star Award:** The Blue Star shall be awarded to department personnel who receive an injury of a degree necessitating hospitalization or the immediate care of a physician. This injury must be a serious nature, capable of causing death or extended disability. To qualify for this award, the injury must be attributable to the deliberate actions of another, directed toward the recipient or another person, or during the commission of a crime or attempted apprehension of the perpetrator, or in an

- attempt to save a human life placing oneself in immediate peril. **Recipients of the Blue Star Award will receive a medal, certificate suitable for framing, and uniform ribbon (pin).**
5. **Citizen Recognition Award:** The Citizen Recognition Award is awarded for acts of service to the department and community under circumstances involving bravery, personal risk, or significant hardship on the part of a citizen. Subject to approval by the Chief of Police, the Awards Committee may, in lieu of the Citizen Recognition Award, recommend a Chief's Citation, a Lifesaving Award, Outstanding Support Award, or Medal of Valor if the criteria is met. **Recipients of the Citizen Recognition Award will receive a certificate suitable for framing.**
 6. **Outstanding Service Award:** Outstanding service represents performance by a department employee during a period of 12 months or more which demonstrates a quality and/or quantity of work clearly and significantly exceeding the requirements of a position. This would also include work-related act(s) by an employee which results in exceptional performance on a special project, or occurrences in which the employee has demonstrated exceptional knowledge, skills or ability within the scope of assigned duties and responsibilities. An employee who has demonstrated sustained community service, either on or off duty, is eligible for this award, including an employee who has shown exceptional creativity, initiative and/or determination in finding solutions to a problem utilizing a problem solving approach. Problem-Solving efforts that will be recognized through this award will have had a significant impact on either the community and/or the Madison Police Department. **Recipients of the Outstanding Service Award will receive a certificate suitable for framing.**
 7. **Outstanding Support Award:** This award is intended for an individual who is not employed by the Madison Police Department, but who in his/her profession has supported the Madison Police Department in an extraordinary effort. This would include, but not be limited to, other police agencies, Probation and Parole, Human Services, or other agencies that through a collaborative effort work with the police department. Individuals who volunteer their time to the Madison Police Department are eligible for this award. **Recipients of the Outstanding Support Award will receive a certificate suitable for framing.**

CHIEF'S CITATIONS

There are circumstances when an employee or citizen engages in behavior or activity that does not meet the criteria for a departmental award, but exceeds the level and scope of conduct normally acknowledged through a supervisory commendation or performance recognition. Those occurrences should be submitted to the Chief and Awards Committee for consideration for a Chief's Citation. The following three categories are the most common application of the Chief's Citation, although other circumstances may be considered at the discretion of the Chief of Police.

1. **Lifesaving Citation:** Lifesaving efforts which do not involve personal risk or significant hardship still have a dramatic impact on those citizens who are recipients of that assistance, and should be recognized. Those department members and/or citizens who engage in lifesaving efforts that do not meet the criteria for a Lifesaving Award should be considered for a Chief's Citation for Lifesaving. **Recipients of the Chief's Citation for Lifesaving will receive a certificate, suitable for framing, signed by the Chief of Police.**
2. **Citizen Assistance Citation:** Citizen action which does not meet the criteria for a Citizen Recognition Award or other MPD award, but still involves a significant level of assistance by a citizen that benefits the community and the department, should be considered for a Chief's Citation for Citizen Assistance. **Recipients of the Chief's Citation for Citizen Assistance will receive a certificate, suitable for framing, signed by the Chief of Police.**
3. **Problem-Solving Citation:** Awarded to a Madison Police Department employee who has shown creativity, initiative and/or determination to find solutions to a problem utilizing a problem solving approach to identify and effectively deal with a problem(s) that if not addressed, would continue to negatively impact the department and/or community. **Recipients of the Chief's Citation for Problem-Solving will receive a certificate, suitable for framing, signed by the Chief of Police.**
4. **Exemplary Performance Citation:** Awarded to a Madison Police Department employee who has demonstrated exemplary performance in his or her service to the department and/or the community through work on a specific project(s) or performance during a specific incident(s). This citation should

be considered when the employee's contributions do not meet the criteria for an Outstanding Service Award or Meritorious Conduct Medal. **Recipients of the Chief's Citation for Exemplary Performance will receive a certificate, suitable for framing, signed by the Chief of Police.**

COMMENDATIONS/RECOGNITIONS

There are occasions when citizens, co-workers, supervisors and commanders recognize the work and performance of commissioned and civilian employees.

When this occurs, an Employee Commendation/Recognition form should be completed. A copy of this form should also be forwarded to the employee's Captain or Civilian Manager. Should the action be recommended for or if the Captain or Civilian Manager believes that the incident meets the criteria for either a Departmental Award or Chief's Citation, a Nomination Form must be completed and the related process followed as prescribed below.

Should a Citizen Commendation meet the criteria for either a Departmental Award or Chief's Citation, a Nomination Form must be completed and the related process followed as prescribed below.

Recipients of the Employee Commendation/Recognition will receive the original acknowledged form from the Chief of Police with a copy placed in their Employee File. Citizen Commendation Letters will be mailed to the recognized party.

Procedure

ELIGIBILITY

Any commissioned or non-commissioned member of the MPD is eligible for a Departmental Award or Chief's Citation, except the Citizen Recognition Award and the Outstanding Support Award. A recipient can only obtain one award for each recognized event, except for the Blue Star Award. The recipient should be given the highest award for which she/he is eligible.

Citizens are eligible for the Citizen Recognition, Lifesaving and Outstanding Support Awards. Citizens may also be eligible for a Chief's Citation for Lifesaving and Citizen Assistance.

Any MPD employee is eligible for an Employee Commendation/Recognition. Citizens may be issued a Commendation letter in those circumstances where a Chief's Citation is not appropriate.

NOMINATION PROCESS

A nomination can come from any source. However, if a supervisor/commander becomes aware of an event or performance that would make an individual eligible for a Departmental Award or a Chief's Citation, that supervisor/commander shall follow the process noted below.

A captain (or higher ranking commander) or a civilian manager are responsible for reviewing all employee and citizen commendations/recognitions to assure that the incident has been or is being recommended for the highest appropriate form of recognition (Departmental Award or Chief's Citation).

If any employee feels that the actions or performance of another employee or citizen merits recognition at the level of a Departmental Award or a Chief's Citation, the nominating employee should forward that recommendation to his/her Captain or Civilian Manager. **Generally, it will be the responsibility of the Captain (or higher ranking commander) or Civilian Manager to review all necessary information to assure that the recommendation is in compliance with MPD award/citation definitions.** On occasion, this responsibility may fall to the Captain (or higher ranking commander) or Civilian Manager responsible for the district or section that was more widely impacted by the employee's actions. Recommendations that do not

appear to comply with relevant Departmental Award and Chief's Citation definitions will be noted accordingly and forwarded with any relevant documentation to the Awards Committee for further review.

Should that recommendation appear to be supported by procedures, the Captain/Civilian Manager shall complete the "Nomination Form" and forward same with any relevant documentation to the Public Information Officer for collection. It will be the sole responsibility of the Awards Committee to make a determination as to whether the recommendation will be forwarded to the Chief of Police. The Chief of Police makes all final decisions.

NOMINATION COMMITTEE

Each year, the Lieutenant of Personnel or Chief's designee will be responsible for selecting members of the Nomination Committee. The committee will be comprised of at least ten (10) members as designated below. Additional members can be added to assure the integrity of the selection process. The purpose of the committee is to review all nomination forms collected by the Public Information Officer. The Lieutenant of Personnel will select all the members of the Nomination Committee, except for the MPPOA Representative, who will be designated by the MPPOA President.

There will be a minimum of a three-year term for all committee members, except for the Lieutenant of Personnel or Chief's designee. The Lieutenant of Personnel will assure "continuity of experience" when establishing the committee.

The committee will meet twice a year (if appropriate) to make recommendations as to which individuals qualify for the above-mentioned awards. All vetted recommendations will be forwarded to the Chief for final approval.

The Public Information Officer will contact the Captain/Civilian Manager of the individual(s) who were not selected for a Departmental Award and advise why recommendation(s) were not approved. After notification, the decision can be appealed within a ten (10) day period. That appeal should be sent to the Chief of Police and to the Administrative Assistant to the Chief of Police. *The Chief of Police will have final decision on the appeal.*

The awards presentation will coincide with National Law Enforcement Week in May of each year. The Nomination Committee will consist of:

1. Officer Advisory Committee Representative
2. MPPOA Representative
3. Public Information Officer
4. Lieutenant of Personnel (or Chief's designee)
5. Community Representative
6. Local 6000 member of MPD
7. Civilian Advisory Committee Representative
8. Sergeant
9. Detective
10. Civilian Supervisor
11. Alternate Member (**optional**)

The Lieutenant of Personnel will make every effort to assure that the Awards Committee has a diverse membership, consistent with other MPD processes.

WEARING OF RIBBONS

An officer has the option to wear the approved uniform ribbon (pin) for the Medal of Valor, Lifesaving Award, Meritorious Conduct Medal and the Blue Star Award.

NOMINATION FORM

A specific form has been developed to be utilized by all personnel for the purpose of recommending an employee or citizen for either a Departmental Award or Chief's Citation.

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