

# **Cobb County Police Department**

## **Policy 2.15**

### **RECOGNITION AND AWARDS**

<b>Effective Date:</b> October 1, 2019	<b>Issued By:</b> Chief C.T. Cox
<b>Rescinds:</b> Policy 2.15 (September 15, 2018)	<b>Page 1 of 5</b>
The words “he, his, him,” which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The purpose of this order is to establish criteria and procedures for recognizing and awarding employees and others who have accomplished some task or handled some incident wherein outstanding personal performance requires recognition.

#### **I. POLICY**

It is the policy of the Department to recognize those who have performed in an exemplary or heroic manner.

#### **II. PUBLIC/DOCUMENTED PRAISE**

An employee whose actions or conduct has exceeded expectations or goals, but did not rise to the requirements for a Department or other award listed below, should be recognized and commended. It is suggested that such acknowledgment be done in public, and documentation placed in the employee’s personnel file.

#### **III. DEPARTMENT AWARDS**

##### **A. Types of Awards**

##### **1. Medal of Valor**

Any employee who, in the performance of duty, risked his life in a manner exceeding the expectations of normal duty may be nominated to receive the Medal of Valor. The nominee need not have suffered an injury.

##### **2. Police Blue Star**

Any employee who, in the performance of duty, receives a significant physical injury which precludes the employee from engaging in any employment-related activities for an extended period of time may be nominated to receive the Police Blue Star. The injury must be the result of an assault upon the employee, from physical combat with a violent aggressor, or serious injuries sustained from a non-preventable traffic crash.

**3. Lifesaving Award**

Any employee who, either on duty or off duty, was instrumental in the act(s) of saving a human life, either on or off duty may be nominated to receive the Lifesaving Award.

**4. Chief's Award**

Any employee or citizen who has made an outstanding contribution to the County, provided extraordinary effort in the performance of duty, or demonstrated unusual initiative, dedication, skill, or excellence is eligible to receive the Chief's Award.

**5. Bureau Commendation Certificate**

Any employee who, either on duty or off duty, has performed a meritorious deed(s) to the benefit of the Department and/or the citizens of Cobb County, and/or has accomplished some task or handled some incident wherein some outstanding personal performance requires recognition, may be nominated to receive a Bureau Commendation Certificate. Recognizable acts are not necessarily limited to law enforcement functions. Other activities of a superior or outstanding nature can be considered.

**6. Commendation of Excellence**

Any employee who, in the performance of duty, performs a highly creditable or unusual police accomplishment involving demonstration of ability, initiative, responsibility, and energy is eligible to receive a Commendation of Excellence.

**7. Meritorious Service Award**

Any member of a public safety agency, other than the Cobb County Police Department, who has performed a meritorious deed(s) to the benefit of the Department and/or the citizens of Cobb County, and/or has accomplished some task or handled some incident wherein some outstanding personal performance requires recognition, may be nominated to receive the Meritorious Service Award. Recognizable acts are not necessarily limited to law enforcement functions. Other activities of a superior or outstanding nature can be considered.

**8. Officer of The Year**

An annual recognition of an officer or detective from each precinct, DPS Training, Special Investigations, and Special Operations, whose performance on or off duty is found to be exemplary above their peers. Their work ethic and values should emulate the core values and tenants of conduct of the Department.

**9. Steve Reeves Memorial Innovation & Service Award**

As deemed appropriate a recognition of an employee, group, or citizen, who has shown exceptional commitment to the community and Department through their actions or some innovative means or initiative, has demonstrated the core values of CCPD, and has had a significant positive impact on the community and/or Department. This award is given solely at the Chief's discretion and is not part of the nomination process.

**10. Department Commendation Certificate**

Any citizen who has handled some incident, wherein outstanding personal performance requires recognition, may be nominated to receive the Department Commendation Certificate.

**11. Spotlight Award**

An annual recognition of a citizen who has demonstrated ongoing dedication and support to the police department, that may result in enhancing the Department morale and community partnership.

**12. Citizen of The Year**

An annual recognition of a citizen from each precinct who has demonstrated dedication and support to their respective precinct, that enables and promotes a community partnership and enhances the Department's mission accomplishment through positive relations with the public.

**B. Submissions for Department Awards**

All nominations should detail the meritorious actions of the nominee, and why the award should be approved. The nomination should also be accompanied by a copy of the completed Field Investigation Report, if available, for which the award request is being made. Additionally, any other supportive documentation (e.g.- Fire/EMS reports or statements, witness statements, supplemental reports, video footage, photographs, etc.) which the nominating person wishes to be considered should accompany the request.

1. Nominations for the Medal of Valor, Police Blue Star, Lifesaving Award, Bureau Commendation Certificate, Meritorious Service Award, Officer of the Year, Department Commendation Certificate, Spotlight Award, and Citizen of the Year must be submitted to the Recognition Awards Committee on the Recommendation for Department Award form.
2. Nominations for the Chief's Award and Commendation of Excellence must be sent to the Chief of Police, through the chain of command. The selection of recipients for these two awards will be at the sole discretion of the Chief

of Police. However, the Chief of Police may ask the Recognition Awards Committee to review selections.

**C. General Guidelines for Department Awards**

1. Only one Department award shall be granted to any employee for any one act. In the event an officer's actions in any one particular incident qualifies him for more than one award (i.e., Medal of Valor, Police Blue Star), then the highest ranking medal shall be awarded with qualifications for the lesser medal being used as supporting documentation.
2. In the event an officer's actions in separate incidents qualify him for a subsequent Police Blue Star Medal, he will be awarded a new informal breast pocket bar which exhibits an additional white enameled star indicating the number of additional awards given.
3. If an officer receives an award which includes both a formal and informal device, only one shall be worn on the uniform at a time.

**D. Presentation of Awards**

1. Generally, the Medal of Valor, Police Blue Star, Lifesaving Award, Bureau Commendation Certificate, Meritorious Service Award, and Department Commendation Certificate will be presented annually at an appropriate awards function.
2. The Chief's Award and Commendation of Excellence may be issued at an established award ceremony, or other time and place deemed appropriate by the Chief of Police.

**IV. RECOGNITION AWARDS COMMITTEE**

- A.** The Recognition Awards Committee will be composed of no more than seven (7) members.
1. The Chief of Police shall appoint a Committee Chairman.
  2. The Chairman shall make recommendations for the selection of remaining committee members; with input from the current committee, if possible. Committee members must be of a supervisory rank.
  3. Recommendations for committee members will be presented to the Chief of Police for appointment to the Awards Committee.
- B.** The Committee will meet as necessary to review all letters submitted to them for Department awards. Each award nomination received by the Committee will be voted on by all committee members (except the chairman). The chairman will vote only in the case of a tie.

- C.** The results and recommendations of each committee meeting shall be prepared and delivered to the Chief of Police for approval.

**V. OTHER AWARDS**

Supervisors and other personnel are encouraged to nominate employees for awards available from outside organizations (e.g. – 4H Club, Cobb Chamber of Commerce, etc.).

- A.** Nominations for outside awards may be submitted either in addition to, or separate from Department awards. There is no requirement that an employee either be nominated for, or receive, a Department award before they can be nominated to receive an outside award.
- B.** Nominations for outside awards will be done in accordance with the submission procedures for the award requested.