


<b>HVERFORD TOWNSHIP POLICE DEPARTMENT OPERATIONS MANUAL</b>		
<b>Issue Date</b> February 2021	<b>Review Date</b> February 2022	<b>Directive Number</b> <b>6.1.3</b>
<b>Accreditation Index:</b>		<b>Rescinds:</b> Directive 6.1.3 November 2019
<b>Chapter:</b> Six – General Procedures		<b>Section:</b> One- Organization & Management Role
Chief of Police: <i>John F. Viola</i>		

**SUBJECT: COMMENDATIONS, AWARDS AND CEREMONIES**

**I. PURPOSE**

The purpose of this directive is to establish a policy and procedure for the recognition of and appreciation for outstanding acts of public service.

**II. POLICY**

Police personnel shall be given official recognition for the outstanding performance of their duties. These awards are not to be construed as automatic citations, but shall be awarded after a through evaluation of each submitted request.

Recommendation for recognition shall be made by a Commanding Officer and forwarded to the Chief of Police.

**III. OFFICIAL COMMENDATIONS**

A. Awards

1. **Commendation of Valor** – awarded for an extraordinary act of outstanding courage, without regard to personal safety while in actual combat with an armed and dangerous adversary.



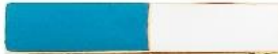
(LAWB-3B)

2. **Commendation for Bravery** – awarded for the performance of an outstanding arrest where the Officer’s effort is met by an armed and dangerous adversary.



(LWWB-2)

3. **Commendation for Heroism** – awarded for an act of heroism and outstanding courage without regard for personal safety, which results in the saving of a life.



(LAWB-21)

4. **Commendation for Life Saving** – awarded to officers who perform a lifesaving act under extraordinary circumstances.

- a) The officer took direct, immediate and positive action to preserve the life of another human being who was in danger of dying.
- b) The action taken by the officer did prevent the loss of human life.
- c) The circumstances of the act were such that any delay in providing assistance would, in all probability, have resulted in the person’s death.



(LAWB-9)

5. **Commendation of Merit** – awarded for an act of intelligent and valuable police service, demonstrating special faithfulness or perseverance, including an especially important arrest, accomplished through highly intelligent police performance.



(LAWB-9)

6. **Distinguished Unit Commendation** – awarded when the outstanding accomplishment is the result of teamwork rather than that of an individual.



(LAWB-10)

7. **Police Chief’s Special Commendation** – may be awarded to the outstanding recipient of the Commendation for Valor, Bravery, or Heroism during the year.



(LAWB-13)

8. **Officer of the Year Award**- For diligent and faithful duty and valuable and extraordinary service performed consistently over the entire year.



(LAWB-11)

9. **National Defense Service Ribbon** – For officers who are currently serving in the armed forces of the United States (Active, Reserve or National Guard) or who were honorably discharged from the armed forces of the United States. (*Current Armed Forces Common Access Card, Current DD Form 2 Card or DD Form 214 Required*)



(NAT-DEF)

10. **Commendatory Letter** – awarded for an arrest or any police service which is exceptional and beyond the requirements of routine duty.

B. Award Criteria – Officer of the Year

1. Criteria include, but are not limited to, attendance, productivity, letter (s) of merit, organizational commitment, sustained community involvement, judgment, decisiveness, sensitivity and leadership.
  - a) Nominations for this award will be accepted each April and the award will be presented in conjunction with National Police Week in May of every year.
  - b) An officer must be nominated for the award by a Sergeant or above.
  - c) Selection of the recipient will be made after discussion of all those nominated and then by a majority vote of all Haverford Township Police Department supervisors up to and including the Chief of Police.
  - d) Usually, the award will be presented to the officer at the public Commissioner meeting.

#### IV. REQUESTS FOR COMMENDATIONS

A. Preparation of the Commendation request

1. The Commanding Officer of a Division shall submit to the Chief of Police through the chain of command, a separate report for each case where a commendation is requested.

2. Requests shall be made as soon as possible after the incident occurs. In no event should submission of a request exceed thirty (30) days after the commendatory action has taken place. It is not necessary to wait for any court adjudication where an outstanding arrest has been made.
  3. Ensure a copy of the full investigative report is attached to each request.
- B. Requests for Commendation of Merit, Unit Citation, National Defense Service Ribbon and a Commendatory Letter.
1. The original and a second copy of the request shall be forwarded through the chain of command to the Chief of Police.
  2. The Chief of Police shall forward a copy of the request to the Deputy Chief of Police; or the Chief's designee; to review and evaluate the request. The Deputy Chief; or the Chief's designee; shall forward to the Chief of Police a recommendation for approval or disapproval of the request and a recommendation to Chief as to the appropriate commendation to be issued.
  3. The Chief of Police shall review the request for commendation and the recommendation of the Deputy Chief; or the Chief's designee; for approval or disapproval, and the type of commendation recommended. The Chief of Police shall then make a final decision on the approval or disapproval of the commendation and the type of commendation to be issued.
  4. A copy of the request shall be placed in the Officer's personnel folder.
  5. Disapproved requests shall be returned to the submitting Commanding Officer.
- C. Requests for Commendations of Valor, Bravery, Heroism, or Police Chief's Special
1. The original and a second copy of a request shall be forwarded through the chain of command to the Chief of Police
  2. After reviewing the request the Chief of Police shall convene a meeting of the Awards committee to evaluate the request and to determine the type of commendation to be approved. The Awards Committee shall have access to complete files on all cases under review. The Chief of Police shall make the final determination as to type of commendation to be issued.
    - a) The Awards Committee shall be composed of the Chief of Police, the Deputy Chief of Police, or the Chief's designee in

the event there is no Deputy Chief of Police, and the Lieutenant of the Detective Division.

D. Citizen Commendation Requests

1. Whenever a citizen renders valuable or courageous assistance to members of this Police Department, particularly where a criminal is seized and detained until arrival of the police, the Commanding Officer in charge at the time of this act shall submit a detailed report of the facts of the incident and actions of the citizen to the Chief of Police.
2. The Chief shall review all reports and make the determination of the appropriate award to be given.

E. Awards and Rewards

1. No reward or award of any kind may be solicited by a member of the Police Department.

*Exception: An Officer who is eligible for the National Defense Service Ribbon may make his chain of command aware of his eligibility for this Award.*

2. No reward of any kind may be accepted by any member of the Department.
3. No award of any kind may be accepted by any member of the Department without the Chief of Police first receiving a written memorandum detailing the circumstances of the incident. The Chief of Police shall give written approval before an award may be accepted.

F. Responsibilities

1. The Secretary to the Chief of Police or a Designee of the Chief shall:
  - a) Receive all requests for commendations after review, evaluation and approval of the Chief.
  - b) Return all disapproved requests to the initiating Commanding Officer.
  - c) Maintain the original copy of the request on file.
  - d) Prepare the appropriate type of commendation approved by the Chief.
  - e) Prepare the Chief's acknowledgements to a citizen's complimentary letter.

- f) Ensure that copies of all commendations, commendatory letters, etc. are placed in the members personnel file.
- g) When applicable, notify the news media and secure a photographer for formal award ceremonies.

## **V. CITIZEN COMPLIMENTARY LETTERS**

- A. All letters received by the Chief of Police and/or Commanding Officers originating from outside sources, commending a member's conduct and performance of duty shall be forwarded to the Secretary to the Chief of Police
- B. The Secretary to the Chief of Police shall mail the original of the Chief's acknowledgement to the complimenting citizen.
  - 1. A copy of the Chief's acknowledgement and a copy of the citizen's letter shall be forwarded to the member being complimented.
  - 2. A copy of the Chief's acknowledgement and the original of the citizen's letter shall be placed in the member's personnel file.

## **VI. CEREMONIES**

- A. Award ceremonies shall be held at the discretion of the Chief of Police.
- B. When a formal ceremony is scheduled the following people may be included:
  - 1. Police personnel invited by the Chief of Police
  - 2. Township Officials and Commissioners
  - 3. Families and friends of personnel to be honored
  - 4. Representatives of the business concerns, governmental institutions directly connected either as a victim or rendering assistance to the Officer(s) in the act that merited commendations, etc.
- C. Ceremony procedures
  - 1. Notification of the news media of the time and date of the ceremonies.
  - 2. Personnel to receive awards shall report to the designated location twenty minutes prior to the time set for the ceremony.

3. At the completion of the ceremonies, the recipients may remain to receive personal congratulations from relatives, friends and fellow Department members.

**BY ORDER OF THE CHIEF OF POLICE**