



COLUMBIA POLICE DEPARTMENT

"Policing Excellence through Community Partnerships"

Directive Type: General Order	Effective Date: 06-25-2016	General Order Number: 03.02
Subject: <i>Employee Recognition and Awards</i>		
Amends/Supersedes: <i>Section 03, Chapter 01, Employee Recognition and Awards, 2008</i>	Chief of Police: <i>W.A. Hinkle</i>	
Distribution: All Personnel	Review Date: July 1	# of Pages: 5

1.0 INTRODUCTION

The Department recognizes the importance of an active awards program in maintaining employee morale. Employees may be eligible for recognition and/or awards for length of service, job performance, exemplary acts that occur on or off duty, academic performance, physical fitness, and firearms proficiency.

2.0 EXTERNAL RECOGNITION

Letters received from citizens, community groups, schools, professional organizations, other law enforcement agencies, etc. addressing an employee's performance, dedication, service, and/or expertise shall be forwarded to the Chief of Police for review. Upon review, the letter will be forwarded to the employee. A copy of the letter shall be placed in the employee's personnel file.

3.0 CITY OF COLUMBIA RECOGNITION AND AWARDS

- City of Columbia Employee of the Month

Department supervisors may nominate an employee to be considered for City of Columbia Employee of the Month. This award is presented by the City Manager during a City Council meeting. A copy of this award shall be placed in the employee's personnel file.

- City of Columbia Employee of the Year

Employees nominated for and/or as selected as City of Columbia Employees of the Month are eligible to be considered for the award of City of Columbia Employee of the Year.

This award is presented by the City Manager during a City Council meeting. A copy of this award shall be placed in the employee's personnel file.

- City of Columbia Service Pins

The City of Columbia presents regular full-time employees with service pins at five-year intervals of continuous service. Service pins shall be presented during a Department meeting or at another time deemed appropriate by the Chief of Police.

4.0 DEPARTMENTAL RECOGNITION

- Letter of Appreciation

A Letter of Appreciation shall be used to recognize an employee's performance and dedicated service to the department.

Letters of Appreciation shall be presented at the Department's Awards Ceremony or at another time deemed appropriate by the Chief of Police. A copy of the letter shall be placed in the employee's personnel file.

- Certificate of Commendation

Certificates of Commendation may be awarded to an employee for excellence in the performance of their duties. This award may be based on one event or a series of events that clearly identify the employee as exceptional in comparison to other employees of equal rank or grade.

Within twelve months of the date of the incident or employee's actions, supervisors may make recommendations for a Certificate of Commendation in the form of a memorandum. The proposed commendation must provide details surrounding the event or incident(s) and shall be forwarded to the Chief of Police via the chain of command for approval.

Certificates of Commendation shall be presented during a Department meeting or at another time deemed appropriate by the Chief of Police. A copy of the certificate shall be placed in the employee's personnel file.

5.0 DEPARTMENTAL AWARDS

The Department shall utilize medals and uniform bars established and issued by the S.C. Chief's of Police Association.

- Medal of Honor (Lt. Philip G. Schlatterer Award)

The Medal of Honor shall be the highest award that may be bestowed upon employees of the Department. The award is presented to an employee who distinguishes himself by gallantry and action at the risk of his/her own life, above and beyond the call of duty. The deed must have been one of personal sacrifice, clearly above that of normal duty. The employee would have sustained serious injury or loss of life. This award is named in honor of Lt. Schlatterer who was killed in the line of duty 7/27/1974.

The recipient of the Medal of Honor will be presented a citation that details the facts and circumstances surrounding the act or incident that resulted in the presentation of the award, a uniform medal, and a uniform bar. A copy of the citation shall be placed in the employee's personnel file.

- Medal of Valor

The Medal of Valor is presented to an employee, who during the performance of his/her duties, risks his or her life, while sustaining no serious injury, to save that of another. This would not have been a life-threatening situation to the employee, but an act that involved the threat of bodily harm.

The recipient of the Medal of Valor will be presented a citation that details the facts and circumstances surrounding the act or incident that resulted in the presentation of the award, a uniform medal, and a uniform bar. A copy of the citation shall be placed in the employee's personnel file.

- Purple Heart

The Purple Heart may be awarded to an employee who is wounded or dies in the line of duty under honorable conditions. The wound must be the result of an incident while preserving the law, which involved suspects(s). The Purple Heart may be awarded in addition to any other award the recipient may receive as a result of their actions.

The recipient of the Purple Heart will be presented a citation detailing the facts and circumstance surrounding the act or incident that resulted in the presentation of the award, a uniform medal, and a uniform bar. A copy of the citation shall be placed in the employee's personnel file.

If necessary, the Purple Heart shall be awarded posthumously and presented to the family of the employee.

- Certificate of Merit

The Certificate of Merit is given to an employee who has rendered exceptional service, saved lives through no personal risk, or clearly distinguished themselves above duties of other employees, thereby bringing favorable recognition and pride to the department.

The recipient of this award will receive a citation detailing the facts and circumstance surrounding the act or incident that resulted in the presentation of the award and a uniform bar. A copy of the citation shall be placed in the employee's personnel file.

- Good Conduct

The Good Conduct award is given to an employee who exhibits exemplary behavior, efficiency, and good morale. This employee would set an example for others to follow and be willing to give extra without being asked or ordered.

The recipient of this award will receive a citation detailing the facts and circumstance surrounding the act or incident that resulted in the presentation of the award and a uniform bar. A copy of the citation shall be placed in the employee's personnel file.

- Life Saving

The Life Saving award is given to an employee, who within and beyond the scope of their duty, where directly responsible for saving the life of another or prolonging a life through lifesaving efforts.

The recipient of this award will receive a citation detailing the facts and circumstance surrounding the act or incident that resulted in the presentation of the award and a uniform bar. A copy of the citation shall be placed in the employee's personnel file.

- Community Service

The Community Service award is given to an employee, who distinguishes themselves in the community by rendering services, acts or kindness above and beyond the scope of duties.

The recipient of this award will receive a citation detailing the facts and circumstance surrounding the act or incident that resulted in the presentation of the award, and a uniform bar. A copy of the citation shall be placed in the employee's personnel file.

- Officer of the Year

The Officer of the Year award is given to an officer who has distinguished themselves above their peers. This officer must be loyal to the department, obedient to their superiors, supportive of all projects the department has undertaken, and conducted themselves in such a manner as to reflect favorably on the department.

The recipient of this award will receive a citation detailing the facts and circumstance surrounding the act or incident that resulted in the presentation of the award and a uniform bar. A copy of the citation shall be placed in the employee's personnel file.

- Civilian of the Year

The Civilian of the Year award is given to a civilian employee who has distinguished themselves above their peers. This employee's conduct and performance reflects favorably on the department.

The recipient of this award shall also receive a citation detailing the facts and circumstance surrounding the act or incident that resulted in the presentation of the award. A copy of the citation shall be placed in the employee's personnel file.

- Chief's Award

The Chief's Award is presented solely at the discretion of the Chief of Police to an employee (sworn or civilian) who have displayed extraordinary performance in support of the goals of the department.

The recipient of this award will receive a citation detailing the facts and circumstance surrounding the act or incident that resulted in the presentation of the award and a uniform bar. A copy of the citation shall be placed in the employee's personnel file.

6.0 NOMINATION FOR DEPARTMENTAL AWARDS

The Chief of Police will appoint employees to serve as an Awards Committee. Prior to the Department's Awards Ceremony, the Awards Committee will request nominations for departmental awards. Department supervisors may submit nominations in the form of a memorandum that shall be forwarded to the Chief of Police via the Chain of Command. The memorandum must provide details surrounding the incident and support the requirements of the award.

Department supervisors shall forward a memorandum to the Chief of Police via the Chain of Command identifying employees meeting the criteria for Service Awards.

The Awards Committee will review all nominations for Departmental Awards and Service Awards to determine if the employee's actions and/or performance meet the criteria of the recommended award.

7.0 PRESENTATION OF DEPARTMENTAL AWARDS

Departmental Awards shall be presented during the Awards Ceremony or at another time as deemed appropriate by the Chief of Police.

8.0 SOUTH CAROLINA CRIMINAL JUSTICE ACADEMY AWARDS

Officers attending the Basic Law Enforcement certification course at the South Carolina Criminal Justice Academy (SCCJA) are eligible to compete for the following awards.

- J.P. Strom Award

Given to the student that achieves the highest overall academic average over 96% for each SCCJA Basic Law Enforcement session. In addition, the recipient must complete all other academy requirements.

- Distinguished Graduate Award

Given to SCCJA Basic Law Enforcement students achieving an academic average 96% or over. In addition, recipients must complete all other academy requirements.

- Clifford A. Moyer Award

Given to the student that achieves the highest qualifying score on the firing range for each SCCJA Basic Law Enforcement session.

- Challenge Run Award

Given to SCCJA Basic Law Enforcement students completing the 3-mile challenge run within the allotted time.

Recognition of awards and award bars will occur during SCCJA graduation ceremonies.

10.0 OTHER RECOGNIZED AWARDS

The Chief of Police may authorize the wearing of award bars issued by executive police management or supervision courses upon request.

11.0 WEARING OF MEDALS AND AWARD BARS

Medals may only be worn at the time of presentation or other times specifically authorized by the Chief of Police.

Department issued or approved award bars are authorized for optional wear on Class A, B, C, D, and dress uniforms.

Award bars are to be worn above the right shirt pocket, centered one-half inch over the nametag. If more than one bar has been awarded, the highest honor shall be nearest to the heart. Award bars are to be worn in rows of no more than three.