

SPRINGFIELD POLICE DEPARTMENT

Standard Operating Guideline

Effective Date: 01/23/2020	Supersedes Policy Dated: 05/31/2014	Rescinds:	SOG Number: 103.6
Accreditation Index:			
Part Title: Administration	Chapter Title: Standards of Conduct		
Chief of Police:			

Department Awards Program

I Policy

The policy of this department is to be aggressive in determining if a given act or consistent outstanding service warrants recognition and, if so, to appropriately recognize that act or achievement.

II Definitions

III Procedure

1 SPRINGFIELD POLICE DEPARTMENT LEADERSHIP COUNCIL

1.1 The Springfield Police Department Leadership Council will be responsible for receiving, reviewing and conferring all department awards mentioned in this policy.

1.1.1 A quorum of seven members shall be necessary to transact business.

1.1.2 All eleven members will vote on any award decision with eight votes required to approve an award. Voting may be by email or phone.

1.1.3 The Leadership Council may add, delete, change or deny any award(s) request presented after careful review and deliberation.

1.1.4 If there are any changes to the original award request, the Leadership Council will provide written feedback to the sponsoring employee.

2 ELIGIBILITY FOR AWARDS

2.1 Any department member is eligible to receive the eight employee awards listed in this policy.

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- 2.2 Any private citizen is eligible to receive the three citizen awards listed in this policy.
- 2.3 Employees and private citizens are eligible to receive the Chief's Challenge Coin.

3 APPLICATION AND PROCESSING OF AWARD RECOMMENDATIONS

- 3.1 Each candidacy shall be initiated by a sponsor who can be a department member or private citizen.
 - 3.1.1 Every candidacy in any award category shall be initiated by the sponsor through completion of the Awards Candidate Review Form, SPD Form # 98-AD-0295, with the exception of the Chief's Challenge Coin.
 - 3.1.1(a) The Awards Candidate Review Form can be located on the Springfield Police Department website.
 - 3.1.1(b) The sponsor shall complete as fully as possible all of Part I.
 - 3.1.2 Although any person may sponsor any other person for candidacy for a specified award, the immediate supervisor of an employee has the primary responsibility to assume sponsorship of an outstanding performance, if they have personal knowledge.
 - 3.1.3 If the candidate is an employee of the Police Department, the Awards Candidate Review Form will be forwarded through the chain of command to the appropriate Bureau Commander and then to the Leadership Council.
 - 3.1.4 If the candidate is not an employee of the Police Department but the sponsor is an employee, the Awards Candidate Review Form, will be forwarded by the sponsoring employee through the chain of command and then to the Leadership Council.
 - 3.1.4(a) The sponsoring employee's immediate supervisor will be responsible for conducting any background investigation necessary for proper review.
 - 3.1.5 If the candidate is not an employee of the Police Department and the sponsor is also a private citizen, the Awards Candidate Review Form will be sent directly to the Leadership Council. The Leadership Council will review the form and, if accepted, assign an employee to conduct any background investigation necessary for proper review.
- 3.2 Supervisory Review and Recommendation
 - 3.2.1 The immediate supervisor of the employee-candidate shall conduct an investigation, interview witnesses, and attach all related documentation to the Awards Candidate Form.
 - 3.2.2 The immediate supervisor of the employee-candidate will complete Part II of the Awards Candidate Review Form and make a recommendation, in a written narrative, to the Leadership Council through the chain of command.
- 3.3 Leadership Council Review
 - 3.3.1 Review of pending cases will take priority during the course of regular business meetings.

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3.3.2 A decision shall be made by the Leadership Council based upon their review.

3.3.2(a) The Leadership Council may elect to interview any concerned parties or seek further documentation prior to making a decision.

3.3.3 The Council secretary will complete Part IV of the Awards Candidate Review Form based on the decision voted on by the Leadership Council.

3.3.3(a) The Leadership Council will provide a written explanation of its decision to the Chief of Police.

3.4 Chief's Review

3.4.1 The Chief of Police shall review the case file on all candidates nominated for an award and may request additional information or clarification from the Leadership Council.

4 CRITERIA FOR AWARDS

4.1 Medal of Valor

4.1.1 The Medal of Valor shall be awarded to department personnel who distinguish themselves by performing courageous acts of bravery or heroism above and beyond the call of duty in the protection of life or furtherance of justice, and in doing so place their own safety in imminent danger.

4.1.1(a) The Medal of Valor recipient shall receive a gold award for suffering serious physical injury or death while performing in the described manner.

4.1.1(b) The Medal of Valor recipient shall receive a silver award for those incidents in which they suffer minor injury or no injury at all while performing in the described manner.

4.1.1(c) If nominated personnel failed to demonstrate sound judgment, and in doing so created the necessity for their actions, they will not be eligible for the award.

4.1.2 Any subsequent actions which meet the criteria for the Medal of Valor will be recognized with the presentation of a bar with a single Oak Leaf Cluster ¹

4.1.2 (a) Only one Oak Leaf Cluster will be worn on the bar regardless of how many Medal of Valor awards the recipient has received.

4.2 Meritorious Service Award

4.2.1 The Meritorious Service award shall be presented in recognition of acts by department personnel who, in the protection of life or furtherance of justice, exhibit conduct which is exceptional.

4.2.1(a) If nominated personnel failed to demonstrate sound judgment, and in doing so created the necessity for their actions, they will not be eligible for the award.

4.2.2 Any subsequent actions which meet the criteria for the Meritorious Service Award

¹ Section 4.1.2 language added addressing subsequent awards, Policy Change Order 19-014.

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will be recognized with the presentation of a bar with a single Oak Leaf Cluster.²

4.2.2 (a) Only one Oak Leaf Cluster will be worn on the bar regardless of how many Meritorious Service awards the recipient has received.

4.3 Command Commendation Award³

4.3.1 The Command Commendation Award shall be presented to department personnel who distinguish themselves by a single act or series of actions that impact the community in a positive manner, or significantly improve the ability of this department to fulfill its mission.

4.3.1(a) Actions must be creditable, show intelligent and determined effort beyond reasonably expected job performance and must produce documentable results.

4.3.2 Any subsequent actions which meet the criteria for the Command Commendation Award will be recognized with the presentation of a bar with a single Oak Leaf Cluster.⁴

4.3.2(a) Only one Oak Leaf Cluster will be worn on the bar regardless of how many Command Commendation Awards the recipient has received.

4.4 Lifetime Achievement Award

4.4.1 The Lifetime Achievement Award is presented in recognition of a career of distinguished service to the Springfield Police Department and the community. The award is given to department personnel with not less than twenty (20) years of service and is intended to recognize a career of excellence above the normal duties that are expected of department personnel.

4.4.1(a) The Lifetime Achievement Award recognizes excellence, dedication and initiative displayed by department personnel that demonstrates as much commitment and enthusiasm for the job in their final years as they did in their first.

4.4.1(b) The recipient of the Lifetime Achievement Award should be a role model greatly respected by other department personnel and a credit to the agency.

4.5 Chief's Challenge Coin

4.5.1 The Chief's Challenge Coin shall be presented by the Chief of Police to anyone inside or outside the department they deem worthy of the coin.

4.6 Life Saving Award

4.6.1 The Life Saving Award may be issued to department personnel who personally save a life. The lifesaving effort will normally involve one of the learned life supporting processes. Actions meriting this award shall be significant actions by department personnel and not routine measures, unless such efforts are performed under difficult or dangerous conditions.

2 Section 4.2.2 language added addressing subsequent awards, Policy Change Order 19-014.

3 Section 4.3 revised, commendation award changes, Policy Change Order 19-014.

4 Section 4.3.2 language added addressing subsequent awards, Policy Change Order 19-014.

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- 4.6.1(a) The award will be granted only if the victim survives. The request for this award shall be accompanied by a document from a qualified witness or an attending physician stating that the methods applied significantly contributed to the saving of a life.
- 4.6.1(b) The Life Saving Award does not preclude any other appropriate award that may be given for the same incident.
- 4.6.2 Any subsequent actions which meet the criteria for the Life Saving Award will be recognized with the presentation of a bar with a single Oak Leaf Cluster.⁵
 - 4.6.2 (a) Only one Life Saving Award will be awarded per individual for any one incident regardless of how many lives were saved.
 - 4.6.2 (b) Only one Oak Leaf Cluster will be worn on the bar regardless of how many Life Saving Awards the recipient has received.
- 4.7 Police Cross
 - 4.7.1 The Police Cross is awarded when department personnel lose their lives in the performance of their duty under honorable circumstances.
 - 4.7.1(a) The Police Cross award does not preclude any other appropriate awards that may be given for the same incident.
- 4.8 Community Service Award
 - 4.8.1 The Community Service Award is awarded to department personnel who, by virtue of sacrifice and expense of his or her own time, fosters or contributes to a valuable and successful program in the area of community affairs, or who acts to substantially improve police/community relations through contribution of time and effort whether they be involved in an official police capacity or on their own personal time.
- 4.9 Purple Heart Award
 - 4.9.1 The Purple Heart is awarded to department personnel who, while serving or acting in an official law enforcement capacity, have been wounded or were killed by an outward hostile act by a person using active aggression, weapon fire, deadly weapon or dangerous instrument, chemical agent, or explosive.⁶
 - 4.9.2 A wound is defined as an injury to any part of the body from an outside force or agent sustained under one or more of the conditions listed above. The wound for which the award is made must have required treatment, not merely examination, by a medical doctor and must have created a substantial risk of death or cause serious temporary or protracted loss or impairment to any part of the body.⁷
 - 4.9.3 Any subsequent actions which meet the criteria for the Purple Heart Award will be recognized with the presentation of a bar with a single Oak Leaf Cluster.⁸

5 Section 4.6.2 language added addressing subsequent awards, Policy Change Order 19-014.

6 Section 4.9.1 revised language on award parameters, Policy Change Order 19-014.

7 Section 4.9.2 revised language to add definitions, Policy Change order 19-014.

8 Section 4.9.3 language added addressing subsequent awards, Policy Change Order 19-014.

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- 4.9.3(a) Only one Purple Heart Award will be awarded per individual for any one incident regardless of multiple injuries.
- 4.9.3(b) Only one Oak Leaf Cluster will be worn on the bar regardless of how many Purple Heart awards the recipient has received.
- 4.9.4 The Leadership Council may consider denying the award if the candidate was in violation of SOG, Special Orders, or acted inconsistent with training which resulted in the candidate being wounded or killed; however, poor judgement or decision making shall not be an automatic disqualification for the award.⁹
- 4.10 Citizen Service Medal
 - 4.10.1 The Citizen Service Medal shall be presented to any citizen who displayed an act of bravery and/or courage while providing assistance to the Springfield Police Department.
 - 4.10.2 The act must have been necessary to the furtherance of justice or protection of life and related to the overall law enforcement objectives of this department.
 - 4.10.3 Sound judgment must have been demonstrated throughout the incident.
- 4.11 Citizen Service Commendation
 - 4.11.1 The Citizen Service Commendation shall be presented to any citizen who, through a single act, provided assistance to the Springfield Police Department.
 - 4.11.2 The act must have been related to the overall law enforcement objectives of this department.
 - 4.11.3 Sound judgment must have been demonstrated throughout the incident.
- 4.12 Citizen Service Citation
 - 4.12.1 The Citizen Service Citation shall be presented to citizens who distinguish themselves in the community by their commitment to law enforcement and have demonstrated this commitment through active involvement in law enforcement related activities.
- 5 PRESENTATION AND METHOD OF RECOGNITION
 - 5.1 The Chief of Police will determine, on a case by case basis, the method and scope of award presentations
 - 5.2 Every award conferred will include a written narrative of the incident which led to the award.
- 6 AUTHORIZED DISPLAY OF AWARDS
 - 6.1 Neck Ribbon and/or medals may be worn only with the dress uniform at formal ceremonies.
 - 6.2 Bars shall be worn centered above the name tag.

⁹ Section 4.9.4 added defining award considerations, Policy Change Order 19-014.

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6.3 More than one medal and/or bar may be worn at a given time.

6.3.1 An officer will wear their bar in rows of two, centered above their name tag. The award with highest rank will always be worn closest to the officer's heart. If there are an odd number of bars, the highest-ranking bar will be worn centered above the row of two bars. The darker portion of the bar shall be towards the heart.

6.3.1(a) Ranking of awards are as follows with the highest listed first:

- 6.3.1(a.1) Medal of Valor – Gold
- 6.3.1(a.2) Medal of Valor – Silver
- 6.3.1(a.3) Meritorious Service
- 6.3.1(a.4) Purple Heart
- 6.3.1(a.5) Life Saving
- 6.3.1(a.6) Life Time Achievement
- 6.3.1(a.7) Command Commendation

6.4 Non-Sworn members of this department may wear commendation bars in an appropriate manner, taking into consideration the type of clothing being worn.

IV Attachments