
	<b>ANDOVER POLICE DEPARTMENT GENERAL ORDER</b>		Number: M1218
			Page: 1 of 9
			Distribution: All
Title: PERFORMANCE RECOGNITION AWARDS		Section: Personnel	
Issued: 09/15/2010	Effective: 09/22/2010	Revised: 09/18/2019	
Rescinds: All Previous		Amends:	
CALEA References: LE 26.1.2; COM 3.6.3			
Review: Annual	Authority: Chief Michael A. Keller 		

## I. Purpose

It is the purpose of this policy to establish guidelines for recognizing exemplary service by departmental personnel and to provide protocols for the presentation of awards and related recognition for such service.

## II. Policy

The recognition of personal excellence is an important aspect of this department's activities. Presenting departmental awards for meritorious service provides that recognition, thereby enhancing departmental morale, reinforcing the department's commitment to the maintenance of a high standard of performance by its members, and motivating personnel to perform their duties at the highest possible level. Therefore, it is the policy of this department to recognize and reward meritorious service through an awards program to be administered under the procedures set forth herein.

## III. Definitions

(This section intentionally left blank)


## IV. Regulations

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## V. Procedures

### A. Awards Board

1. The Chief of Police shall appoint an Awards Board to receive and evaluate recommendations for awards. This board shall determine whether an award should be presented and, if so, which award would be appropriate.
2. The board shall consist of five members and shall represent a cross-section of departmental ranks and duty assignments.

	<b>ANDOVER POLICE DEPARTMENT GENERAL ORDER</b>  Title: PERFORMANCE RECOGNITION AWARDS	Number: M1218
		Page: 2 of 9
		Section: Personnel

3. Each board member shall serve a two year term. At the discretion of the Chief of Police, members' terms may overlap so that only a portion of the board is appointed each year. Members of the board may, at the discretion of the Chief of Police, be appointed for a second term, but no board member shall serve more than two terms consecutively.
4. The ranking member of the board shall serve as its chairperson.
5. If a member of the Awards Board is under consideration for receipt of any award, that member shall be excused from the board during discussions and/or decisions regarding that award. The Chief of Police may appoint an ad hoc member to the board of appropriate rank to serve on the board in place of the member being considered for that award.

**B. Awards**



Rev. 09182019

1. Gold Wreath of Honor – Awarded to departmental members who, in the line of duty, perform an act or acts of outstanding bravery, gallantry, or courage in furthering the basic police purposes by protection of life and property, enforcement of the law, preservation of the public peace, prevention of criminal acts, or apprehension of criminals; and who perform this act or acts without regard to his/her own safety or at great physical risk, prompted only by his/her sense of duty to mankind and when such act or acts are above and beyond the ordinary call of duty and are performed without thought of reward or gain. This award is presented in the form of a wreath and certificate.




Rev. 09182019

2. Silver Wreath of Valor – Awarded to departmental members, or other police officers affiliated with the Andover Police Department, who shall, in the line of duty, perform an act or acts in furthering the principles of law enforcement at the risk of personal injury and who shall perform this act or acts without regard for his/her personal safety but in the best interests of the public welfare, displaying outstanding bravery, intelligence or devotion to duty; or any person who, at the risk of great bodily injury or death shall assist the Andover Police Department, displaying outstanding public interest and self-sacrifice. This award is presented in the form of a wreath and certificate.



Rev. 09182019

3. Bronze Wreath of Meritorious Service – Awarded to any member of the department for an act or acts that tangibly and conspicuously further the cause of law enforcement in the City of Andover through outstanding inventiveness, intelligence, diligence or devotion to duty, and who, in the performance of such act or acts shall be motivated solely by the desire to benefit the city without thought of personal gain or advantage; or for an outstanding job accomplishment that has contributed to a more effective and efficient police department that may involve improved administration, improved operations, substantial cost savings, or other benefits to the department that have

	<b>ANDOVER POLICE DEPARTMENT GENERAL ORDER</b>  Title: PERFORMANCE RECOGNITION AWARDS	Number: M1218
		Page: 3 of 9
		Section: Personnel

materially facilitated the effective performance of the department’s mission; or who shall have completed twenty years of service with the Andover Police Department. This award is presented in the form of a wreath and certificate.



Rev. 09182019

4. Life-Saving Award – To be conferred upon any member of the department whose actions directly contribute to saving or significantly prolonging some quality of human life. This award will be presented in the form of a ribbon bar and certificate for sworn members, and as a certificate for non-sworn members. All subsequent awards for sworn members will be presented in the form of oak leaf cluster and certificate.



Rev. 09182019

5. Police Shield – Awarded to any member of the department who is seriously injured in the line of duty due to an assault, fire, explosion, etc. The Police Shield may be awarded in addition to a higher award where the facts show the recipient is entitled to such award. The injury must not be the result of, or concurrent with, conduct of the recipient that is less than acceptable by all standards. This award will be presented in the form of a ribbon bar and certificate for sworn members, and as a certificate for non-sworn members. All subsequent awards for sworn members will be presented in the form of oak leaf cluster and certificate.




Rev. 09182019

6. Community Service Award – Awarded to any member of the department, who displays outstanding service by achieving success in a difficult community project, program or situation, or who through their involvement either on or off-duty in community projects or programs, which improves the quality of life of citizens in Andover. Such conduct must distinguish the departmental member, or bring favorable recognition to the department by a high degree of professional accomplishment and/or initiative. This award is presented in the form of a ribbon bar and certificate for sworn members, and as a certificate for non-sworn members. All subsequent awards for sworn members will be presented in the form of oak leaf cluster and certificate.



Rev. 09182019

7. Good Conduct Award – Awarded to any member of the department, who has demonstrated exemplary conduct for a period of three consecutive years. Exemplary conduct is demonstrated by the absence of violations resulting in suspensions and no “unsatisfactory” ratings in any category, or no more than one “needs improvement” rating on any one performance evaluation during this period. This award can be earned a maximum of four times during a member’s career with the department. A new three year period will begin the day after this award is issued, or the day after a disqualifying event. This award is presented in the form of a ribbon bar and certificate for sworn members, and as a certificate for non-sworn members. When subsequent awards are earned in this category, only the highest award will be worn.

	<b>ANDOVER POLICE DEPARTMENT GENERAL ORDER</b>  Title: PERFORMANCE RECOGNITION AWARDS	Number: M1218
		Page: 4 of 9
		Section: Personnel



8. Officer of the Year Award – Awarded annually to a sworn member of the department whose overall performance for the prior year has contributed substantially to the mission of the department and whose conduct has demonstrated the core values of the department. This award is presented in the form of a plaque, ribbon bar and certificate. All subsequent awards for sworn members will be presented in the form of oak leaf cluster and certificate.

Rev. 09182019

9. Civilian Employee of the Year Award – Awarded annually to a civilian member of the department whose overall performance for the prior year has contributed substantially to the mission of the department and whose conduct has demonstrated the core values of the department. This award is presented in the form of a plaque and certificate.



10. CALEA Award – Awarded to any member of the department who was a member of the department at the time of CALEA accreditation or reaccreditation. This award is presented in the form of a ribbon bar and certificate for sworn members, and as a certificate for non-sworn members.



11. National Academy Graduate Award – Awarded to any officer of the department who has successfully graduated from the Federal Bureau of Investigation National Academy. This award is presented in the form of a ribbon bar.



12. Military Service Award – Awarded to any officer of the department who currently serves in any branch of the United States Military or has been honorably discharged from any branch of the United States Military. This award is presented in the form of a ribbon bar.



13. Perfect Attendance Award – Awarded to any member of the department who distinguish themselves by using 48 hours or less of sick leave in any consecutive 5 year period. This award is based upon five-year increments. A new five year period will begin the day after this award is earned, or the day after a disqualifying event. This award is presented in the form of a ribbon bar and certificate for sworn members, and as a certificate for non-sworn members. When subsequent awards are earned in this category, only the highest award will be worn.

Rev. 09182019




14. Safe Driving Award – Awarded to any member of the department who is in an assignment that requires the use of a department vehicle in the performance of their daily duties and who has five consecutive years without a preventable motor vehicle accident. A new five year period will begin the day after this award is earned, or the day after a disqualifying event. This award is presented in the form of a ribbon bar and certificate. When subsequent awards are earned in this category, only the highest award will be worn.

Rev. 09182019



15. Seniority Award – Awarded to any member of the department who distinguish themselves through continuous service with the Andover Police Department. This award is based upon five year increments. This award is presented in the form of a ribbon bar containing the years of service in five year increments and a certificate for sworn members, and as a certificate for non-sworn members.

	<b>ANDOVER POLICE DEPARTMENT GENERAL ORDER</b>  Title: PERFORMANCE RECOGNITION AWARDS	Number: M1218
		Page: 5 of 9
		Section: Personnel

Rev. 09182019

When subsequent awards are earned in this category, only the highest award will be worn.




- 16. Seniority Stripes – Awarded to any sworn member of the department, in five-year increments, who have five years or more of full-time law enforcement experience beginning from the date of the officer’s graduation from their State recognized Basic Law Enforcement Academy, minus any time-periods absent from full-time law enforcement employment.

Rev. 09182019

- 17. Time In-service Award – Awarded to any sworn member of the department who has graduated a state recognized basic police academy course and has maintained certification as a law enforcement officer. This award is presented in the form of a serving since bar containing the year of basic training graduation affixed to the bottom of the uniform name plate.
- 18. Certificate of Commendation – Awarded in recognition of a high degree of competence and professionalism in the performance of departmental duties. This includes exemplary conduct during a field incident or operation, outstanding administrative work, the effective handling of a criminal investigation, the organization of a new and beneficial departmental program, designing and conducting a course of training, and commendable participation in any other activity that improves the department’s functioning or brings credit upon the department in any way. This award is presented in the form of a certificate.
- 19. Citizen Commendation – This award may be presented to any person or entity who is not a member of the department but who has materially aided the department or its officers in some way. This includes assistance in the solution of crime or the apprehension of criminals, aiding an officer in the field in a critical situation, and cooperation with or assistance to the department as a whole in any aspect of the department’s administration or operations. This award is presented in the form of a plaque, framed certificate or letter signed by the Chief of Police.

**C. Recommendations for Award**


- 1. Any departmental member may recommend another departmental member for any award, or a citizen for a Medal of Valor or Citizen Commendation. More than one person may make recommendations jointly.
- 2. Award recommendations shall be neatly typed in memorandum format and shall set forth in detail the circumstances upon which the award is recommended. The recommendation must identify the person or persons making the recommendation and be signed by that person or those persons.
- 3. Recommendations for Officer of the Year and Civilian Employee of the Year shall be submitted by December 1 of each year.

	<b>ANDOVER POLICE DEPARTMENT GENERAL ORDER</b>  Title: PERFORMANCE RECOGNITION AWARDS	Number: M1218
		Page: 6 of 9
		Section: Personnel

4. The recommendation should be accompanied by such supporting documentation as is deemed desirable by the person or persons initiating the recommendation. The documentation may include such items as witness statements, photographs, videos, incident reports, medical reports, reports from other law enforcement agencies, statement from civilians familiar with the incident, newspaper articles, and any other evidence that will assist the Awards Board in determining the merits of the recommendation.
5. Officers who have received previous awards from another law enforcement agency, which closely correspond to the Andover Police Department's top five award classifications listed above, may make a specific request to the Awards Board for their previous awards to be approved and issued, in ribbon bar form only, as the appropriate Andover Police Department award. It will be the responsibility of the requesting officer to furnish specific and complete documentation substantiating the request. If the initial award was issued by the original agency in something other than a ribbon award, the officer may elect to wear the original agency's medal in lieu of the department issued ribbon bar.
6. All recommendations and supporting documentation shall be forwarded to the chairperson of the Awards Board for consideration by the board.
7. Awards consistent with this General Order issued by this department prior to the issuance of this order will automatically be reissued in the form of the appropriate ribbon bar upon the effective date of this order.
8. Good Conduct, Perfect Attendance and Safe Driving Awards may be given retroactively for one award period immediately prior to the issuance of this General Order. Documentation supporting the issuance of these awards must be submitted to the Awards Board for consideration in conformance to this General Order.

#### **D. Determination of Awards**

1. All recommendations for departmental awards are to be kept by the board chairperson pending the next meeting of the Awards Board.
2. The Awards Board shall meet in December, April and August to consider award nominations from the previous four months, or as needed and directed by the board chairperson for the prompt consideration of an urgent awards nomination. In the December meeting the awards board will consider the officer and civilian of the year awards for the period of December 1 of the previous year to November 30 of the current year.
3. The Awards Board shall conduct a hearing to examine the circumstances of the recommendation and collect all of the facts pertinent to the case. This fact-finding process may include the hearing of witnesses, the examination of supporting documents submitted with the recommendation, the examination of any other reports prepared in connection with the incident, and, if necessary,


	<b>ANDOVER POLICE DEPARTMENT GENERAL ORDER</b>  Title: PERFORMANCE RECOGNITION AWARDS	Number: M1218
		Page: 7 of 9
		Section: Personnel

field investigation to determine the accuracy of the testimony and documentation submitted.

4. Upon completion of the fact-finding process, the board shall consider the case in closed session and vote upon the recommendation. A majority of the votes of the board members present and voting shall be sufficient to determine the board's recommendation.
5. The board may make any one of the following findings:
  - a. That the case meets the standards for the award that is the subject of the recommendation, and that the award is therefore approved, or
  - b. That the circumstances justify recognition, but that it has been determined that the presentation should be for an award other than that specified in the initial recommendation, or
  - c. That the facts as currently known do not justify an award at this time.
6. Following the board's deliberations, a written report shall be forwarded to the Chief of Police setting forth the board's findings.
7. Upon receipt of the board's report, the Chief of Police may approve, disapprove, or modify the board's findings.
8. Only one award shall be made to an individual for any one act, achievement, or period of meritorious service, unless otherwise stated in this General Order. However, there is no limit to the number of medals, ribbon bars, certificates or letters that may be awarded to an individual for separate acts.
9. The Awards Board chairperson shall maintain an Awards Case File. This file shall contain copies of each report of the board's deliberations upon each recommendation received. This includes all recommendations for awards to departmental members, together with copies of any supporting documents submitted with the recommendations. The Awards Case File shall be maintained alphabetically by employees' names, and shall be open for inspection to any member of the department. Recommendations for commendation of civilians for assistance to the department shall be maintained in a similar manner.
10. Prior to January 31st of each year, the board chairperson shall prepare and forward to the Chief of Police an annual report stating the number of award recommendations received during the prior year, the total number of awards presented during that year, and the number of each type of award presented.

#### **E. Notification of Award**

1. Personnel for whom departmental awards have been approved shall be notified immediately of the award through the chain of command. In exceptional cases, the notifications may be made directly by the Chief of Police or his or her designee.


	<b>ANDOVER POLICE DEPARTMENT GENERAL ORDER</b>  Title: PERFORMANCE RECOGNITION AWARDS	Number: M1218
		Page: 8 of 9
		Section: Personnel

2. Personnel for whom department awards have been recommended but not approved shall be notified through their chain of command and have the recommendation documented in accordance with department standards.
3. Notices of all departmental awards shall be documented through a personnel order and distributed to all members of the department. The personnel order shall be documented in accordance with department standards.
4. All departmental awards shall be made a matter of record in the employee's personnel file. A photocopy of the certificate of award shall be included in the file. All awards shall be considered in connection with future personnel decisions, such as promotion or assignments.
5. Where appropriate, press releases regarding departmental awards should be made available to local media representatives.
6. Citizens who have received departmental commendations for assistance to the department should be notified in a similar manner.

**F. Presentation of Awards**

1. Presentation of all departmental awards shall be made at a formal ceremony deemed appropriate by the Chief of Police.
2. During awards ceremonies, presentations of awards shall be made whenever possible by the Chief of Police or another member of the command staff as designated by the Chief of Police.
3. All personnel not otherwise engaged in duty assignments shall be encouraged to attend the presentation. The recipient's supervisors should be present, and the ceremony should be scheduled to make this possible. All personnel attending such ceremonies should be properly attired under guidelines established by the department.
4. Members of the recipient's family and the local press should be invited to attend presentations for awards of the Medal of Honor, Medal of Valor, Life Saving Award, Officer of the Year and Civilian Employee of the Year. Members of the recipient's family should be seated in a position that provides a full view of the proceedings.
5. Normally the individual who has earned the award will accept the award in person at the presentation ceremony.
6. Posthumous awards shall be received by the next of kin. "Next of kin" normally is construed to mean the widow or widower, eldest son or daughter, parent, or eldest brother or sister. The order of preference may be modified as circumstances dictate in individual cases.
7. Posthumous awards may be presented at the memorial or funeral service for that individual or at such time as is deemed appropriate by the next of kin.
8. Commendations to civilians may be presented at a formal ceremony at the discretion of the Chief of Police, but only with prior approval of the citizen concerned.



	<b>ANDOVER POLICE DEPARTMENT GENERAL ORDER</b>  Title: PERFORMANCE RECOGNITION AWARDS	Number: M1218
		Page: 9 of 9
		Section: Personnel

Rev. 09182019

### G. Marksmanship Awards

- The Marksmanship Awards of Master, Expert, and Sharpshooter will be authorized by Special Order issued by the range master following each annual spring, daytime duty handgun proficiency testing. Marksmanship awards are earned on the first attempt with the duty weapon for the spring qualification.
- The Master Marksman Award will be awarded to an officer who scores 98% or above on the Kansas CPOST course of fire during the spring proficiency testing period.
- The Expert Marksman Award will be awarded to an officer who scores at least 90% on the Kansas CPOST course of fire during the spring proficiency testing period.
- The Sharpshooter Marksman Award will be awarded to an officer who scores at least 80% on the Kansas CPOST course of fire during the spring proficiency testing period.
- Marksmanship Awards shall be presented in the form of a ribbon bar.
- Officers who possess a Marksmanship Award, but fail to re-qualify for it at the spring proficiency testing, shall return the award to the Office of the Chief of Police. Only officers listed on the most current Special Order will wear a Marksmanship Award.
- Any officer who qualifies for a Marksmanship Award and maintains that qualification for a period of at least three consecutive years shall be authorized to wear that award indefinitely, however, an officer may only wear one Marksmanship Award.



Rev. 09182019

### H. Wearing Awards

- When multiple awards in the same category are received and oak leaf cluster are awarded, the oak leaf cluster will be attached to the respective ribbon bar in the following order, 1 left center, 2 right center, 3 center.
- Wreaths and Award ribbon bars may be worn on the duty uniform. If worn on the duty uniform, ribbon bars shall be placed on the uniform as directed by General Order M1202 Personal Equipment and Apparel and wreath placed directly above ribbon bar, if worn.
- When worn on the duty uniform, multiple ribbon bars shall be displayed representing the highest award will be positioned to the wearer's right with subsequent ribbon bars in order of precedence from right to left. The highest ranking award should always be in the top right corner relative to the wearer.
- Ribbon bars worn on the duty uniform shall be maintained in good condition at all times.
- No medals, ribbons, or pins of any type shall be worn on the uniform unless the department specifically authorizes such wear.