

AWARDS AND DEPARTMENTAL COMMENDATIONS

EVERETT POLICE DEPARTMENT POLICY & PROCEDURE NO. 4.02	ISSUE DATE: 1 January 1993
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I. GENERAL CONSIDERATIONS AND GUIDELINES

The basic responsibility of good supervision is the recognition and reporting of outstanding actions or exceptional performance by departmental personnel. All personnel, regardless of rank are urged to report outstanding or heroic actions that they have knowledge of.

II. POLICY

1. Any employee of the Everett Police Department witnessing an exemplary act by another employee may initiate a request for departmental recognition by citing the circumstances of the incident on either an internal memorandum (TO/FROM) or on an Award Recommendation Form. The recommendation should include a description of the incident to include case/report number, names and addresses of any witnesses which might be helpful if further investigation is necessary, the reasons for which the award or commendation is being recommended.
2. Recommendation shall be forwarded through the Chain of Command to the Chief's Office. Division Commanders (Operations, Investigations, and Administrative Services) must approve and sign-off on award prior to submission. Each supervisor in the Chain of Command may review and comment on the incident and merits of the award.

III. AWARDS FOR SWORN MEMBERS

1. Medal of Valor: The Medal of Valor may be awarded to a member of the Everett Police Department who intelligently and in the line of duty, distinguishes him/herself in the performance of an act of courage involving risk of imminent danger to his/her life, with knowledge of the risk, above and beyond the call of duty. Such an act must have been performed for the purpose of saving or protecting human life.
2. Distinguished Service Award: The Distinguished Service Award may be presented to a member of the Everett Police Department who intelligently and in the line of duty, distinguishes him/herself in the performance of an act of courage involving risk of imminent serious personal injury, with the knowledge of the risk, for the purpose of saving or protecting human life; or who, in the course of an extended investigation of a nature where he/she is continuously and singly exposed to grave personal hazard, willingly accepts such risk in the service of the department; or who performs an extraordinarily creditable and unusual police accomplishment.
3. Commendation Award: The Commendation Award may be presented to a member of the Everett Police Department who distinguishes him/herself by a meritorious achievement, act, or service to the Department, performed in a manner substantially beyond normal expectations in similar circumstances.
4. Purple Heart Award: The Purple Heart Award may be presented to a member of the Everett Police Department who, in the line of duty, sustains a serious injury as the result of hostile behavior by another person; or posthumously, to a member of the Department who is killed in the performance of his/her duty. The Purple Heart Award may be awarded in addition to any other Department award.
5. Life Saving Award: The Life Saving Award may be presented to a member of the Everett Police Department who, in the performance of his/her duty, renders medical aid of a distinguished or unusually creditable nature of a person whose life is in immediate jeopardy, and does so in a manner that most certainly sustained the person and enabled such person to be delivered alive to a medical facility; or renders aid of a distinguished or unusually creditable nature of a person whose life is in immediate jeopardy, and does so in a manner that enables the person to be removed from the life threatening emergency.
6. Excellent Police Service Award: The Excellent Police Service Award may be presented to a member of the Everett Police Department who performs:
 - a. an act of intelligent and valuable police service demonstrating special faithfulness or perseverance, or
 - b. highly creditable acts of police service over a period of time, or
 - c. an intelligent act materially contributing to a valuable accomplishment, or

- d. submission of a device or method designed to increase efficiency in and administrative or tactical procedure and subsequently adopted by the Department, or
 - e. outstanding pro-active police work
7. Officer of the Month Award: The Chief's office shall select the outstanding officer(s) of the month based upon the recommendations submitted for Departmental Awards
 8. Unit Commendation Award: The Unit Commendation Award may be presented to a shift or unit, or to part of a shift or unit, that distinguishes itself by a meritorious achievement, act, or service to the Department, performed in a manner substantially beyond normal expectations in similar circumstances.
 9. Marksmanship Awards: Members of the Everett Police Department who qualify with their pistol as an Expert or a Sharpshooter shall be awarded an Award Bar in recognition of their ability. Those qualifying as Marksman will be issued a certificate. The qualifying scores must be:
 - a. Expert: 91 and above
 - b. Sharpshooter 86-90
 - c. Marksman 81-85
 10. Letter of Recognition: The Letter of Recognition may be issued by the Chief of Police for instances wherein a member of the Department should be recognized for an individual act or some performance of duty. These letters may be written to recognize actions that are commendable but do not reach the criteria for another award.

IV. AWARD PRESENTATION

1. Awards for the Medal of Valor, Distinguished Service Award and Purple Heart Award may be given at a special award ceremony at the discretion of the Chief.
2. Other awards will be presented to the officer(s) during their duty shift, in front of their peers, by either the Division Commander or Supervisor.
3. Letters of Recognition will be returned via the Chain of Command to be awarded by the first line supervisor.
4. Marksmanship Awards: Firearms Training Officers will compile the list of officers eligible for awards, and forward to the Chief's Office. The awards will be distributed through the Chain of Command.
5. Copies of awards will be placed in the officer's official record.

V. SPECIFICATIONS

1. General: The Commendation Bar shall measure 1 ½” in length and ¼” in width. The Marksmanship bar shall measure approximately 1 ¾” in length and 3/8” in width. The remaining departmental recognition bars shall measure 1 ½” in length and 5/16th” in width and shall have a fine gold border surrounding the inlaid colors.
2. Medal of Valor: A gold six-pointed crest bearing the inscription “Medal of Valor”. For presentation, the medal will be suspended by a ring from a 2” long ribbon of blue, white and red. A gold bar with inlays of white, blue and white with the word “VALOR” embossed on it’s face shall be presented for uniform wear.
3. Distinguished Service Award: A gold bar bearing three equal vertical enamel inlays of blue, gold and blue.
4. Commendation Award: A gold bar pin having the word ‘COMMENDATION’ embossed upon it’s face
5. Purple Heart Award: A heart shaped purple enameled crest with a gold border to the face. The medal will be suspended from a 2” long ribbon attached to a gold bar pin bearing three equal purple enamel inlays. A matching bar pin shall be presented for uniform wear.
6. Life Saving Award: A gold bar pin bearing three equal red enamel inlays.
7. Excellent Police Service Award: A gold bar pin bearing three vertical inlays of yellow, blue and yellow.
8. Officer of the Month Award: A plaque, certificate or other suitable award selected and approved by the Department. Each award will have the officer(s) name and date of award.
9. Unit Commendation Award: A gold bar bearing three equal vertical enamel inlays of green, gold, and green.
10. Marksmanship Award:
 - a. Expert – A gold bar pin bearing the word “Expert”
 - b. Sharpshooter – A silver bar pin bearing the word “SHARPSHOOTER”

VI. SPECIAL PRIVILEGES

Nothing contained in this Policy shall prevent the Chief of Police, under extraordinary circumstances, from granting immediate Departmental recognition to any employee who has performed an act consistent with the standard contained herein.