

# Medina Police Department

Subject: <b>Service Awards</b>		Policy Number: <b>3020</b>	<b>Service Awards 3020</b>
Reference: <b>Chief's Directive</b>		Pages: <b>3</b>	
Personnel: <b>Sworn and Non-Sworn Personnel</b>			
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## **3020.1 – PURPOSE**

To establish criteria for the recognition of exemplary acts or service by members of the Medina Police Department or citizens. The value of any awards program is immeasurable. The recognition of an outstanding act or an especially noteworthy service is a way of instilling pride and accomplishment in the members of this department and the community. When extraordinary service is recognized, by formally presenting an award, the department and community, as well as the honoree, share in the pride of exemplary service.

## **3020.2 – POLICY**

It is the policy of this department to evaluate employee job performance and to make official notice of acts or service when such conduct deserves commendation or other appropriate recognition. The awards of Medal of Valor, Department Commendation, Letter of Recognition, and Life Saving are reviewed by the Chief of Police. These awards are given solely at the discretion of the Chief of Police. The Distinguished Service Award is based on peer recommendation approved by the Chief of Police. The Citizen's Award is given on the recommendation of any officer of this department and approved by Chief of Police.

## **3020.3 – SCOPE**

The Medina Police Department will use the following categories to demonstrate its sincere appreciation for acts of heroism or outstanding service by members of the department when such acts or service deserve formal recognition.

1. Medal of Valor
2. Department Commendation Award
3. Letter of Recognition Award
4. Distinguished Service Award
5. Life Saving Award
6. Citizen Award

- A. Medal of Valor: This award may be granted to a member of the department for an act of outstanding bravery or heroism by which the member has demonstrated to a great degree the characteristics of unselfishness, personal courage, and devotion to duty. The Medal of Valor may also be given in those circumstances when the member proceeded within the confines of sound, learned police procedures, knowingly and willingly placing

himself/herself in great physical danger while performing his/her duty. The Medal of Valor is also presented posthumously to the survivors of a deceased member who met his/her death in circumstances which are unique or characteristic of the police service.

- B. Department Commendation Award: This award may be granted to a member of the department for an outstanding act or extraordinary achievement in the practice of police service, displaying a level of accomplishment significantly and consistently above that expected of an officer.
- C. Letter of Recommendation Award: This award may be granted to members involved in the performance of outstanding police work recognized by other officers, their superior officers, or concerned citizens. This award is presented when regular duties are performed in an exemplary manner resulting in approved operation, or substantial savings in manpower or operational costs, or where the member had gone far beyond the requirements of normal assignments to contribute to a more effective and efficient police service, or for outstanding police work which has brought great credit to the department.
- D. Distinguished Service Award: This award is presented to a Medina Police Department employee, sworn or civilian, for outstanding job performance over a period of time which reflects positively on the department or community. The Distinguished Service Award may be given out for achieving a superior level of job performance and maintaining that level for an extended period of time. Candidates for this award are submitted by coworkers and final selection is approved by the Chief of Police.
- E. Life Saving Award: This award may be granted to members whose actions contributed to the saving of a human life. The award presented by the Medina Police Department and is permitted to be worn on the Medina Police uniform.
- F. Citizen Award: This award may be initiated by any department member to citizens. Recommendations shall be forwarded to the Chief of Police. The Citizen's Award of Valor is awarded for an act of bravery, which demonstrates obvious self-sacrifice in the face of death or serious physical injury. The Citizen's Exemplary Action Award is awarded for exhibiting exemplary effort in the administration of lifesaving measures regardless of outcome. A Certificate of Appreciation is awarded in recognition for outstanding service to the Public Safety Department or for assistance in law enforcement efforts.
- G. Wearing of Awards on Uniforms: These awards are recognized by the department and are permitted to be worn on the Medina Police uniform. Officers are permitted to wear one of each of the above-listed awards. Duplicate awards will not be worn.

### **3020.4 – APPLICATION**

This procedure is designed to appropriately recognize outstanding service by members of the department in a formal, prestigious manner. The awards reflected in this procedure reflect the department's sincere appreciation.

## SERVICE AWARDS GUIDE

### Medal of Valor

Receives pin (blue background with gold)  
Framed letter and certificate  
Neck medallion

### Department Commendation Award

Receives pin (small blue/white/blue bar)  
Framed certificate  
Letter for personnel file

### Letter of Recognition Award

Receives letter on police letterhead in cardboard

### Distinguished Service Award

Receives custom plaque  
Uniform pin  
Letter for personnel file  
Police neck medallion (blue cord with gold police medallion)  
Name on board in lobby

### Service Pins

Eligible for “star” in each category after one full year acceptable service within the category

### Life Saving Award

Receives uniform pin  
Neck medallion

### Citizen Awards

#### Award of Valor

Receives a certificate of recognition  
Commemorative medal with red/gold ribbon

#### Exemplary Action Award

Receives a certificate of recognition  
Silver Star

#### Certificate of Appreciation

Receives a certificate of recognition