

Columbus Police Division Directive	EFFECTIVE	NUMBER
	Aug. 01, 1987	9.05
	REVISED	TOTAL PAGES
	Dec. 30, 2016	10
<b>Awards and Recognition</b>		



## I. Definitions

### A. Medal of Valor (Gold Ribbon)

The Medal of Valor is presented at the discretion of the Chief of Police to active ***sworn Division personnel and reserve officers*** for an act of outstanding valor, ***and it is the most distinguished award presented by the Division.*** The nominee must have demonstrated, in great degree, the qualities of selflessness, personal courage, and devotion to duty. Factors for consideration of the nominee for this award are:

1. The situation was extremely hazardous; the nominee was able to evaluate the situation, was aware of the hazards, and took action.
2. An incontestable risk of death or serious physical injury existed when the nominee acted.
3. The act involved the preservation or attempted preservation of human life.
4. The nominee's actions were consistent with good judgment and Division training and policy.
5. The failure to perform the act would not reflect negatively on the officer or the Division.
6. The objective was of sufficient importance to justify the risk.

### B. Silver Cross (Red Ribbon)

The Silver Cross is presented at the discretion of the Chief of Police to active ***sworn Division personnel and reserve officers*** who demonstrated an act of courage. Factors for consideration of the nominee for this award are:

1. The situation was dangerous; the nominee was able to evaluate the situation and take action.
2. The officer acted in an exemplary manner well above the duties normally expected of an officer and under a substantial risk of serious personal harm.
3. The act may have involved the preservation or attempted preservation of human life.
4. The nominee's actions were consistent with good judgment and Division training and policy.
5. Failure to perform the act would not reflect negatively on the officer or the Division.
6. The objective was of sufficient importance to justify the risk.

C. Badge of Honor Medal

The Badge of Honor is awarded posthumously by the Chief of Police to active **sworn Division personnel** who **are** killed or **who** died while in the act of performing his or her duties and under honorable circumstances, **or at the Chief's discretion**.

D. Purple Heart (Purple Ribbon)

The commendation awarded to active Division personnel **and** reserve officers who **while in the performance of duty**:

1. Sustained an injury, which would constitute serious physical harm as defined by the Ohio Revised Code, and was the result of an intentional criminal assault such as a shooting, stabbing, bludgeoning, **or pummeling**.
2. **Was** the victim of an intentional criminal assault such as a shooting, stabbing, or bludgeoning, but due to the use of Division-issued protective equipment, did not sustain injuries that would constitute serious physical harm.

E. Distinguished Service Medal (Blue & Gray Ribbon)

The commendation awarded to active **sworn Division personnel and** reserve officers who performed an act in the line of duty at a risk of personal harm. The act must have been performed under complicated or hazardous conditions, during which the officer used excellent judgment in accomplishing a specific police mission.

F. Medal of Merit (White Ribbon)

The commendation awarded to active Division personnel and reserve officers who:

1. Demonstrated a high degree of personal initiative.
2. Performed substantially above normal requirements in an exemplary manner.
3. Contributed significantly to the achievement of law enforcement goals.
4. Has received **a combination of** five Special Commendation Awards **and/or First Aid/Lifesaving Awards** (automatic consideration).
5. Performed an act which preserved or attempted to preserve a human life with a significant risk of personal harm **above and beyond the criteria for the First Aid/Lifesaving Award**.

G. Blue Star (Blue Ribbon)

The commendation awarded to active Division personnel and reserve officers who **while in the performance of duty**:

1. **Sustained** an injury which constituted serious physical harm as defined by the Ohio Revised Code, but did not meet the standard set forth for the Purple Heart Award.

2. Died as a result of natural causes or a traffic crash and under honorable conditions.

#### H. Special Commendation (Blue & Gold Ribbon)

The commendation awarded to **active** Division personnel **and reserve officers** who distinguish themselves by:

1. Improving an administrative or tactical procedure within the Division.
2. Fostering a successful community affairs program.
3. Performing a valuable police service that demonstrated special faithfulness or perseverance.
4. Effecting an arrest for a second-degree felony or higher without prior information from an outside source. This does not include subsequent charges filed due to evidence found during an inventory search or searches subsequent to an arrest.

Note: Law enforcement personnel from foreign jurisdictions shall be considered for the Special Commendation when their performance directly contributed to the effective operation of the Columbus Division of Police.

#### I. First Aid/Lifesaving Award (Red & White Ribbon)

***The commendation awarded to active Division personnel and reserve officers who take action to save or attempt to save the life of another, but the action does not meet the standard for the Medal of Merit. These actions may include administering tactical first-aid or Naloxone, performing CPR or the Heimlich maneuver, or de-escalating a suicidal individual to reduce or remove harm.***

#### J. Citizen Commendation

The commendation awarded to citizens who distinguish themselves by the performance of a heroic act involving great personal hazard.

#### K. Meritorious Public Service

The commendation awarded to citizens for contributing to the success of a police program in the area of traffic safety, crime prevention, or community relations.

#### L. Latent Evidence Award (Black & Gold Ribbon)

The commendation awarded to **active** sworn **Division** personnel **assigned to the Patrol Subdivisions** who distinguish themselves by:

1. Securing, collecting, and submitting latent evidence that results in the identification and either the apprehension of or the filing of charges on the person(s) responsible for a felony offense.
2. Securing, collecting, and submitting over 400 latent prints of evidentiary value during the calendar year.

**M. Field Training Officer (FTO) Award (Red, White & Blue Ribbon)**

The commendation awarded to **active** sworn Division personnel who have served as an FTO for probationary Patrol officers.

1. First Award (Ribbon) - The completion of four probationary officer training phases.
2. Second and subsequent awards (Star for ribbon) - Each additional four probationary Patrol officer training phases completed.

**N. Safe Driving Award (Dark Green Ribbon)**

The commendation awarded to **active sworn** Division personnel who spend the majority of their duty hours driving a marked vehicle, and while on duty have not had an at-fault accident within the specified time frame.

1. First award (Certificate and ribbon) - Five consecutive years of driving without an at-fault accident after graduating from the training academy.
2. Second or subsequent award (Certificate and **star**) - Five consecutive years of safe driving without an at-fault accident after receiving a previous award.

**O. Safe Flying Award (Navy Blue & White Ribbon)**

The commendation awarded to **active sworn Division personnel assigned to the** Helicopter Unit who have attained the required number of error-free flight hours as a commercial pilot for the Division as outlined in the Helicopter Unit's Standard Operating Procedures manual and described below:

1. First award (Certificate and ribbon) - 2,000 flight hours as a commercial pilot for the Division without any incidents due to pilot error, including "hot starts," as determined by the Aviation Safety Board.
2. Second award (Certificate and star for ribbon) - 3,500 flight hours of safe flying by the addition of 1,500 flight hours without any incidents of pilot error from the end date of the first award.
3. Third or subsequent award (Certificate and star for ribbon) - 3,500 flight hours without any incidents of pilot error after receiving a previous award.

**P. Physical Fitness Award (Green & White Ribbon)**

The commendation awarded to **active** sworn **Division** personnel who complete the physical fitness test and achieve either a Level II or III rating as outlined in the appropriate collective bargaining agreement.

**Q. Senior Patrol Officer - Bill Smith Memorial Award**

The police officer with the most seniority working a uniformed precinct assignment in Patrol shall be awarded badge #1 and have his or her name engraved on the plaque displayed in Police Headquarters. The officer shall meet the following criteria:

1. Has spent a minimum of 15 years in a uniformed patrol zone assignment.
2. Has served in a patrol zone assignment for the five consecutive years immediately prior to becoming eligible for the award.
3. Is working in a regular duty status or marked on non-extended injury leave.
4. Has no sustained departmental charges in the past four years.
5. Has two or fewer written reprimands (non-driving related) in the previous two years.
6. Is not currently under investigation where discipline could result in departmental charges or a written reprimand.

#### **R. Police Officer of the Month Award**

1. ***This award is presented to a sworn Division employee who has distinguished him or herself in one or more of the following ways:***
  - a. ***Exemplifies the Division's Core Values and Code of Ethics.***
  - b. ***Demonstrates dedication and performance above and beyond what is normally expected of the assignment.***
  - c. ***Performs in a particularly exceptional manner during a specific incident or on a specific project.***
  - d. ***Performs and contributes in a consistent and exceptional manner over an extended period.***
  - e. ***Engages the community and/or volunteers on and off-duty.***
  - f. ***Demonstrated excellent decision-making that saved a life or prevented a disastrous outcome.***
  - g. ***Presented an innovative idea that resulted in better service to the community.***

#### **S. Civilian of the Quarter Award**

1. ***This award is presented to a civilian Division employee who has distinguished him or herself in one or more of the following ways:***
  - a. ***Exemplifies the Division's Core Values and Code of Ethics.***
  - b. ***Demonstrates dedication and performance above and beyond what is normally expected of the assignment.***
  - c. ***Performs and contributes in a consistent and exceptional manner over an extended period.***
  - d. ***Displays exceptional rapport with all Division peers and supervisors.***
  - e. ***Engages the community and/or volunteers on and off-duty.***
  - f. ***Presented an innovative idea that resulted in better productivity, efficiency, or service.***

## II. Policy Statements

- A. An Award Recommendation, form A-15, may be submitted for an award listed in Section I, A through **L** (excluding C) by a Division employee who has firsthand knowledge of, but was not directly involved in, the action(s) that resulted in the nomination.
- B. An award nomination shall not be considered more than 90 days after the date the incident occurred, with the following exceptions:
1. The incident from which the nomination originated involves a criminal or administrative investigation that requires more than 90 days to complete, and
  2. A letter requesting a time extension is submitted by the nominator, or
  3. The nominator includes an explanation in the Award Recommendation form narrative detailing the reason(s) for the submission delay.
- C. The nominator shall ensure that there is sufficient information to justify the requested award and should have the nominee(s) review the Award Recommendation form for thoroughness and accuracy prior to submission.
- D. The nominator shall include all pertinent information in the narrative of the Award Recommendation form regarding the incident to include:
1. Specific action(s) of each nominated individual
  2. Incident number or electronic report number, if applicable
  3. Suspect(s) and victim(s) name(s)
  4. Court case number(s) and current status
  5. Fire/Medic/EMS report, if applicable
  6. Letters and supporting documents from other agencies or sources, if applicable
  7. For the Purple Heart and Blue Star awards, indicate that the employee sustained serious physical harm as defined by the ORC, if applicable
- Note: Do not attach copies or include any electronic incident reports, criminal complaints, Arrest Information forms, medical documentation forms, or personal medical information with the Award Recommendation form.
- E. The award nominator or nominee may appeal the decision of the Awards Committee if **he or she believes** it is not appropriate by forwarding a letter to the Chief of Police within fourteen days of receipt of notification from the Awards Committee Coordinator advising of the committee's vote.
- F. The award nominator or nominee may appeal the decision of the Awards Committee, if new facts or information **have** been discovered that **were** not available at the time of the original submission, by forwarding the information to the Awards Committee Chairperson within fourteen days of receipt of notification for reconsideration at the next Awards Committee meeting.

- G. No **active** Division personnel or reserve officers shall be considered for a Division medal if his or her actions were negligent, improper, or a violation of Division Directives unless otherwise approved by the Chief of Police.
- H. Recipients of the Medal of Valor, Silver Cross, Purple Heart, Distinguished Service Medal, Medal of Merit, and Blue Star shall be invited to the annual recognition dinner.
- I. For awards given posthumously, two invitations shall be extended to the immediate family of the Division employee to attend the annual recognition dinner.
- J. **Sworn** Division supervisors shall evaluate the records of their personnel each January to determine their eligibility for the Safe Driving Award and shall submit nominations to the Awards Committee Coordinator on the Safe Driving Awards Form, A-14, as applicable. All eligible personnel from the same unit should be listed on one form.
- K. **Sworn Division personnel** involved in an at-fault accident after receiving a Safe Driving Award must drive five consecutive years without an at-fault accident to be eligible for another award. The eligibility time period starts on the date the accident occurred.
- L. Pilots involved in an incident due to pilot error after receiving a Safe Flying Award must attain 3,500 error-free flight hours to be eligible for the next award. The flight hour time period starts on the date the incident occurred. The officer's deputy chief shall give final approval for the award.
- M. Sworn **Division** personnel may wear the appropriate Physical Fitness ribbon during the year(s) they are eligible.
- N. The Senior Officer Award recipient shall forfeit badge #1 and be ineligible for future reconsideration if **he or she**:
  1. Transfers to a non-Patrol assignment,
  2. Sustains departmental charges,
  3. Retires from the Division of Police, **or**
  4. **Is** unable to perform in a regular-duty status for more than six months.

**O. Non-Division Awards and Ribbons**

***Sworn Division personnel who receive the City of Columbus Military Service Medal may wear the approved corresponding ribbon on the ribbon bar, but it shall be placed after any Division-awarded ribbons.***

**III. Procedures**

- A. Nominating Personnel
  1. Complete an Award Recommendation form or Safe Driving Awards Form in accordance with the above policies and forward it in the following manner:

- a. For awards listed in Section I, A through **L** (excluding C), send the form through the chain of command to the Police Awards Committee Chairperson.
  - b. For Safe Driving Awards, send the form directly to the Awards Committee Coordinator.
  - c. For the Safe Flying Award, forward the form through the chain of command to the deputy chief for approval and presentation.
- 2. Forward a letter of information through the chain of command explaining why a Division employee should receive either the Officer of the Month or Civilian of the Quarter award.**
- a. **Ensure that the nominee does not have any active discipline or that he or she is not currently under investigation for misconduct or criminal activity.**
- B. Supervisors
1. Verify eligibility
    - a. Safe Driving Award
      - (1) Check **the** personnel database for **the nominee's** hire date and assignment history.  
**Note: The five-year time frame starts upon the officer's graduation from the Training Academy.**
      - (2) Check the Safe Driving Award Card Info spreadsheet on the intranet **under "Fleet Info" that is** maintained by the Awards Committee Coordinator for previous Safe Driving Awards.
      - (3) Check **the At Fault Accidents spreadsheet** on the Division's intranet **under "Fleet Info" that is maintained by the Awards Committee Coordinator** for sworn **Division personnel**.
    - b. Safe Flying Award  
Review the flying records/logs of the personnel under your immediate command.
- 2. Routing**
- a. **Forward Award Recommendation forms for the Medal of Valor and Silver Cross awards through the chain of command to the Deputy Chief who will send it to the Awards Committee Chairperson.**
  - b. **Forward Award Recommendation forms for the awards listed in Section I, D through L through the chain of command to the bureau commander who will send the form to the Awards Committee Chairperson.**
  - c. **Email the Safe Driving Awards Form directly to the Awards Committee Coordinator.**

**d. Forward Safe Flying Award nomination letters through the chain of command to the Deputy Chief for approval who will forward the letter to the Awards Committee Coordinator.**

**e. Forward Police Officer of the Month and Civilian of the Quarter nominations through the chain of command to the bureau commander who will send it to the Awards Committee Chairperson.**

C. FTO Coordinator

1. Maintain and update the master list of FTOs and the probationary officers they have coached.
2. Forward a list of FTOs who **are eligible for** an award to the Awards **Committee** Coordinator after the completion of the final coaching phase of the current probationary officers.

D. Latent Unit Supervisor

Monitor and track weekly and monthly statistical reports of submitted latent prints by Patrol officers, and forward a report to the Awards Committee Coordinator by March of each year.

E. Police Awards Committee Members

1. Review nominations.
2. Make an award determination for each individual nominated.

F. Awards Committee Coordinator

1. Awards listed in Section I, A through **L** (excluding C)
  - a. Record Awards Committee votes and forward nominations for the Medal of Valor and Silver Cross to the Police Awards Committee Chairperson.
  - b. Notify nominators of the Awards Committee's vote via a copy of the routing sheet.
  - c. Notify award nominees of the Awards Committee's decision via a letter, certificate, or copy of the routing sheet.
  - d. Compose narratives for the certificates.
  - e. Schedule and make all necessary preparations for an awards ceremony.
  - f. Assist with **the** annual recognition **dinner**.
2. Physical Fitness Award

Receive award recipient information from the contracted testing facility.

**3. Officer of the Month and Civilian of the Quarter Awards**

**a. Receive and compile the nomination letters into a three-ring binder by award.**

**b. Forward the binder with the current nomination letters to the deputy chiefs for voting each month, and advise when the deputy chiefs need to select both an Officer of the Month and Civilian of the Quarter award recipient.**

**c. Tally the results of the voting and notify the winning nominator.**

**d. Routinely check the current nomination letters and remove those that are more than 12 months old.**

**e. Forward the letter of the employee selected each month/quarter and those letters purged due to age to the Personnel Unit for inclusion in the employee's master file.**

**4. All Awards**

- a. Record the award information for each employee.
- b. Assemble ribbon bars and distribute as appropriate.
- c. Forward **the** original Award Recommendation form and a copy of the issued certificate to the Personnel Unit for inclusion in the employee's Master Personnel File.
- d. Distribute original certificates as appropriate.

**G. Police Awards Committee Chairperson**

1. Present nominations for the Medal of Valor and Silver Cross to the Chief of Police.
2. Review written appeals on behalf of the Awards Committee with the Chief of Police.
3. Ensure all nominees are notified of the Awards Committee's or Chief's decision.

**H. Chief of Police**

1. Award **the** Badge of Honor Medal.
2. Approve or disapprove nominations for the Medal of Valor and Silver Cross, **and award a lower award as appropriate.**
3. Review appeals and consult with the Police Awards Committee Chairperson regarding relevancy of new information.
4. Forward nominations and appeal decisions to the Awards Committee Coordinator for notification purposes.