

# Glendale Heights Police Department

**GENERAL ORDER # 1310**

**SUBJECT:** Employee and Special Awards

**ACTIVE DATE:** 08-08-2018

**RESCINDS:** GO #1310, issued 11-07-2013

**AUTHORITY:** Douglas R. Flint, Chief of Police

**RELATED DOCUMENTS:**

## **.01 Purpose**

The purpose of this order is to establish a system of awards and recognition for members of the Glendale Heights Police Department, other agencies providing assistance to the Department, and members of the public, who aid the Department in completing its mission to work in partnership with our community to maintain safe and secure neighborhoods, reduce crime, and improve the quality of life for our citizens.

## **.02 CALEA Standard**

26.1.2

## **.03 Policy**

It is the policy of the Glendale Heights Police Department to publicly recognize and reward extraordinary, exceptionally meritorious, or conspicuously outstanding acts of heroism and other acts which are above and beyond those normally expected of members. It is furthermore the policy of the Department to recognize those citizens and officers or agents from other agencies for commendable actions assisting our community and police department. The Department strongly encourages all members of the Department to recommend any person to receive recognition for his/her efforts to provide assistance to the Department and its members in service to the community.

## **.04 Definitions**

**Chief's Award of Merit**—An award granted to any member of the Department for an outstanding accomplishment which has resulted in improved administration, improved operation or substantial savings in manpower or operational costs; where the member has gone far beyond the requirements of his/her normal assignment to contribute to a more effective and efficient police service; or for outstanding police work which has brought great credit to the Department in a case of unusual public interest. This award will be in the form of an engraved plaque and a uniform ribbon. The ribbon will consist of five panels: the outer two panels will be blue, to either side of the center will be white and the center panel shall be red. Each panel shall be bordered in gold.

**Chief's Award of Valor**—An award granted to any member of the Department for an act of outstanding bravery or heroism, by which the member has demonstrated in great degree the characteristics of selflessness, personal courage and devotion to duty. This award will be in the form of an engraved plaque and a uniform ribbon. The ribbon will consist of three panels: the outer two panels will be white and the center panel shall be dark blue with the word VALOR inscribed within the panel field. Each panel shall be bordered in gold.

**Citizen's Special Recognition Award**—An award granted to members of the public who conduct themselves in such a manner as to provide assistance to the Department in fulfilling its mission to work in partnership with our community to maintain safe and secure neighborhoods, reduce crime, and improve the quality of life for our citizens. This award will be presented in the form of a certificate.

**Department Commendation**—An award granted to any member for an outstanding act or achievement which brings great credit to the Department and involves performance above and beyond that required by the member's basic assignment. This award will be presented in the form of a certificate.

**Division Meritorious Performance Award**—An award granted to any member who exhibited professional skill and conduct during a specific incident. This award will be presented in the form of a certificate.

**Honorable Mention**—An award granted to any member who during the performance of his/her basic job assignment does that which in the opinion of a member of staff is deserving of this award. This award will be presented in the form of a certificate.

**Life Saving Award**—An award granted to any member of the department who by and through his/her actions and dedication to duty took substantial steps leading to the preservation of life. This award will be in the form of an engraved plaque and uniform ribbon. The ribbon will consist of two panels, the left panel will be white with the word LIFE inscribed within the panel field and the right panel shall be dark green with the word SAVING inscribed in the panel field. Each panel shall be bordered in gold.

## **ORDER**

### **.10 Chief's Award of Valor, Chief's Award of Merit, Life Saving Award, Department Commendation**

A. Recommendations for the Chief's Award of Valor, Chief's Award of Merit, Life Saving Award or Department Commendation will be processed and awarded in the following manner:

1. A member of the rank of supervisor or above shall:
  - a. Complete a detailed memorandum indicating the particular award recommended, clearly describing the act or performance to be cited.
  - b. Forward the completed memorandum with copies of all other reports pertaining to the act to his/her Deputy Chief of Police for consideration.
2. The responsible Deputy Chief of Police will:
  - a. Review the recommendation and determine if the act which is the basis for recommending the awarding of the Chief's Award of Valor, Chief's Award of Merit, Life Saving Award or Department Commendation justifies further consideration, and decide if the attending circumstances of an award recommendation meet established criteria.
  - b. Each divisionally approved recommendation shall be forwarded to the Chief of Police for presentation at the next staff meeting.
  - c. Whenever the recommendation for one of the awards is not approved, the Deputy Chief of Police shall return the memorandum and all attached reports to the originating supervisor or other command staff for the issuance of a Division Meritorious Performance Award or Honorable Mention as warranted.

B. The Chief shall present the recommendations for Staff review and input at a Department Staff meeting.

1. After the review the Chief shall make a final determination on the recommendation's approval.
2. Approved awards shall proceed as indicated in section C. below.
3. Awards not approved shall be returned as indicated in section A.2.c. above.

C. Once an award is approved by the Chief of Police he/she shall ensure:

1. A certificate of award is drafted and, where applicable, a ribbon prepared for issuance.
2. A date is set for the issuance of the award to the member and the member is notified of this date.
3. A copy is placed in the member's personnel file.

**.15 Division Meritorious Performance Award**

A. The Division Meritorious Performance Award may be awarded by the Deputy Chief of Police, without referral to a higher authority, to any member under his/her command after having received a recommendation by another member of staff.

B. A Deputy Chief of Police who wishes to award a Division Meritorious Performance Award to any member of his/her command will prepare a draft of the award certificate, detailing the performance for which the award is being conferred. The draft will be submitted to the Chief of Police's office for preparation of the certificate.

C. The original shall go to the member and copies shall be placed in the member's personnel file.

**.20 Honorable Mention**

A. The Honorable Mention may be awarded by any member of staff without referral to a higher authority.

B. Any member of staff who wishes to award an Honorable Mention to any member will prepare a draft of the award certificate, detailing the performance for which the award is being conferred. The draft will be submitted to the Chief of Police's office for preparation of the certificate.

C. The original shall go to the member and copies shall be placed in the member's personnel file.

**.25 Special Awards—Outside Agencies**

A. The Glendale Heights Police Department is frequently provided assistance by other law enforcement and government agencies in fulfilling the Department's mission through commendable action worthy of recognition.

B. Any member encountering instances of commendable performance by members of an outside agency may submit a recommendation through the chain of command to the office of the Chief of Police.

C. The award shall be in the form of an Honorable Mention unless extenuating circumstances warrant consideration of another Department award format.

**.30 Citizen's Special Recognition Award**

A. Members of the general public also provide assistance in fulfilling the Department's mission through commendable action worthy of recognition.

B. Any member encountering instances through commendable performance by members of the public may submit a recommendation through the chain of command to the office of the Chief of Police.

**.35 Presentation of Awards**

A. The Chief's Award of Valor and the Life Saving Award will be presented by the Chief of Police at a Village Board Meeting.

B. The Chief of Police shall present the Chief's Award of Merit to the member at a Department staff meeting.

C. The Chief of Police or his/her designee shall present the Department Commendation and the Division Meritorious Performance Award at roll call.

D. A Staff Member shall present the Honorable Mention, making any such ceremony he/she deems appropriate.

E. The Citizen's Special Recognition Award will be presented at a Village Board Meeting.

F. In instances of issuing a Special Award to a member of an outside agency, an Honorable Mention shall be forwarded by the Chief of Police to the executive officer of the outside agency for issuance to the recipient. Should extenuating circumstances exist the Chief of Police may determine an alternate method of issuance.

**.40 Wearing of Ribbons on the Uniform**

A. The Department issued ribbon will be worn on the uniform of the day directly above and horizontal to the nametag. In the event a member is awarded subsequent ribbons for a different award, the ribbons will be worn next to each other, two ribbons per row, with up to two rows.

B. The maximum number of ribbons which can be worn on the uniform will be three (3). However, they must be for different awards, i.e., the employee may wear only one Chief's Award of Valor or Life Saving Award ribbon, even though he/she may have been issued the same ribbon for a subsequent event.

# Appendix: General Order #1310 – Employee and Special Awards



Uniform Ribbons:  
Chief's Award of Merit

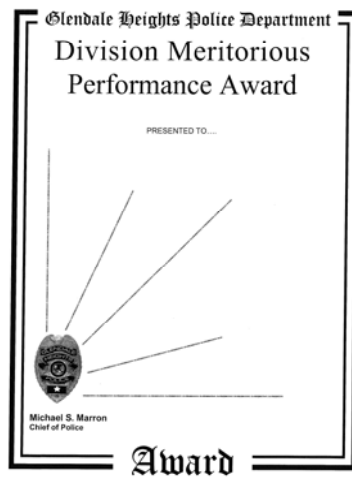
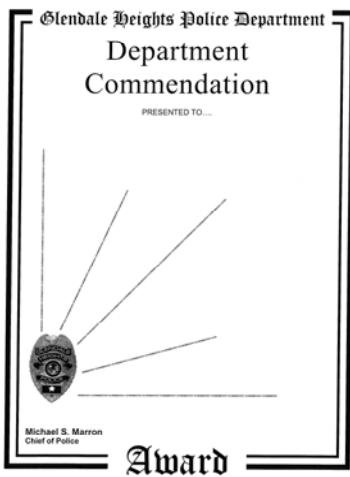


Chief's Award of Valor



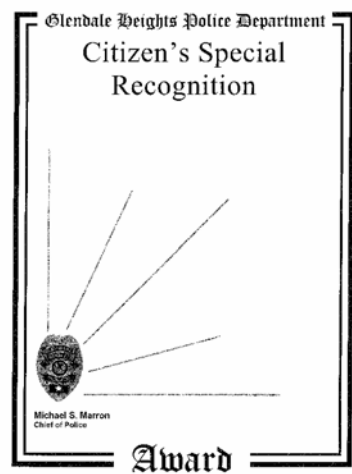
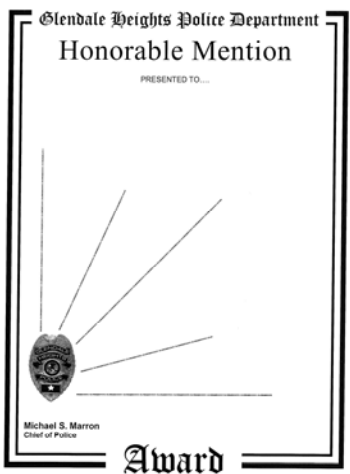
Life Saving Award

Actual Award Bar Size: 1 3/8" W x 3/8" H



Certificates:  
Department  
Commendation

Division  
Meritorious



Honorable  
Mention

Citizen's Special  
Recognition