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## Department Recognition Awards

### 1014.1 PURPOSE AND SCOPE

The Urbana Police Department believes that the desire for recognition is a motivation that may be utilized to increase the effectiveness of the Department. Commendation and praise are effective tools of leadership which can be utilized to achieve the Department's stated goal of promoting a positive disciplinary process which encourages employees to perform to the best of their ability. It is the policy of the Department that official recognition of exemplary performance will be afforded those employees who have brought honor to themselves and the Department.

### 1014.2 AWARDS COMMITTEE

The Awards Committee will consist of three employees of this department. Both sworn officers and civilian employees will be included on the committee. One alternate committee member will be selected to replace the existing committee members in the event one of the primary members is considered for an award. Record keeping will be in compliance with the Awards Committee Protocol found on the internal web. The Awards Committee will be appointed by the Chief of Police.

### 1014.3 OFFICER OF THE YEAR NOMINATIONS

The following criteria will be used to select the "Officer of the Year" award recipient:

- Any police officer in permanent non-probationary employment status within this department is eligible for consideration.
- Performance of Duty: The officer consistently performs his or her duties in a professionally acceptable manner. He/She is familiar with statutory requirements and offense elements of the Criminal Code, Code of Criminal Procedure, Juvenile Court Act, and Vehicle Code. Further, the officer is familiar and complies with department policies, procedures, rules and regulations and performs his/her duty without close supervision.
- Organizational Philosophy: Consistently adheres to and practices the Mission Statement of the Urbana Police Department.
- Demeanor: Is favorably distinguished from his or her peers in the manner in which he or she interacts with others; and whose conduct reflects favorably on himself or herself, this department, and the City of Urbana.
- Self-Improvement Efforts: Strives continually to be better informed, seeks self-improvement opportunities, encourages others, and takes advantage of every opportunity to improve his or her ability to be more professionally competent.
- Personnel File: The Chief of Police will provide the Selection Committee any letters of recognition/awards. No officer will be eligible for this award if a letter of reprimand (or greater form of discipline) was received during the selection year.

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#### 1014.3.1 OFFICER OF THE YEAR SELECTION

The following method of selection will be used:

- Any department member may nominate any other police officer by submitting his or her name and a written statement supporting the nomination. The nomination must be consistent with the aforementioned criteria. The nomination will be forwarded through the nominated officer's supervisor who will verify the pertinent comments regarding the nominee's performance. All nominations must be forwarded via e-mail to the Chief of Police.
- The Awards Committee will recommend the award recipient to the Chief of Police after reviewing each nomination and casting a ballot if necessary with a simple majority ruling.

#### 1014.3.2 FORWARDING TO AWARDS COMMITTEE

The following criteria will be used to select the "Employee of the Year" award recipient:

- All non-commissioned employees in permanent full-time non-probationary employment status within this department are eligible for consideration.
- Performance of Duty: The employee consistently performs his or her duties in a professionally acceptable manner; is familiar and complies with departmental policy, procedure, rules and regulations; performs duty without close supervision.
- Organizational Philosophy: Consistently adheres to and practices the Mission Statement of the Urbana Police Department.
- Demeanor: Is favorably distinguished from his or her peers in the manner in which he or she interacts with others and whose conduct reflects favorably on himself or herself, this department, and the City of Urbana.
- Self-Improvement Efforts: Strives continually to be better informed, seeks self-improvement opportunities, encourages others, and takes advantage of every opportunity to improve his or her ability to be more professionally competent.
- The Chief of Police will provide the Awards Committee with any letters of recognition/awards. No civilian employee will be eligible for this award if he or she has received discipline equal to or greater than that which is substantially similar to a letter of reprimand during the selection year.

#### 1014.3.3 CIVILIAN EMPLOYEE OF THE YEAR SELECTION

The following method of selection will be used:

- Any department member may nominate a non-commissioned employee by submitting his or her name and a written statement supporting the nomination. The nomination must be consistent with the aforementioned criteria. All nominations must be forwarded through your supervisor via e-mail to the Chief of Police.
- The Awards Committee will recommend the award recipient to the Chief of Police after reviewing each nomination and casting a ballot if necessary with a simple majority ruling.

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#### **1014.4 MANNER OF RECOGNITION**

The employee selected for this award will be recognized in the following manner:

- A certificate of recognition to be placed in the employee's personnel file.
- A plaque presented at a reception to honor the Officer/Employee of the Year.
- Attend and participate in various functions/ceremonies as deemed appropriate.

#### **1014.5 OTHER DEPARTMENT AWARDS**

Special performance by an employee of this department requires special recognition. Although it is often difficult to distinguish performance which is "above and beyond" the call of duty, from performance that is merely keeping with professional police action, an effort to make such a distinction will be made pursuant to these guidelines. In addition to an award for Officer/Employee of the Year, awards may also be presented to any employee of this department for the Department Certificate of Merit, Commendation Award, Lifesaving Award, Heroism Award and Valor Award.

##### **1014.5.1 SELECTION METHOD**

Any employee may recommend any other employee for department awards by submitting his or her name and a written statement supporting the recommendation. The recommendation must be consistent with the following criteria. The recommendation will be forwarded through the recommending employee's supervisor, who will verify the pertinent comments regarding the employee's performance. All recommendations must be forwarded via e-mail to the Chief of Police. The recommendations should be submitted in a timely fashion.

The Awards Committee will recommend the certificate recipient(s) to the Chief of Police after reviewing the recommendation and casting a ballot if necessary with a simple majority ruling.

#### **1014.6 CERTIFICATE OF MERIT**

A Certificate of Merit may be awarded to any employee for any of the following reasons:

- An officer or employee who performs above or beyond his or her assigned duties in a single event or series of events.
- Extraordinary service to the community either on or off duty which brings honor to the department.

#### **1014.7 COMMENDATION AWARD**

A Commendation Award may be awarded to an employee for any of the following reasons:

- Exceptional performance of duty directed toward solving a significant problem on an employee's beat or other area of responsibility.
- Exceptional performance of duty which has been particularly instrumental in apprehending a dangerous or notorious criminal, or solving a significant criminal investigation.

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#### **1014.8 LIFE SAVING AWARD**

A Life Saving Award, upon the approval of the Chief of Police, may be awarded to any employee of this department who is responsible for saving a human life.

#### **1014.9 HEROISM AWARD**

A Heroism Award, upon the approval of the Chief of Police, may be awarded to an employee of this department who demonstrates heroic and courageous behavior on or off duty that was responsible for saving life or property under extreme or dangerous conditions.

#### **1014.10 VALOR AWARD**

A Valor Award, upon approval of the Chief of Police, may be awarded to any employee of this department who demonstrates conspicuous gallantry and intrepidity under hazardous circumstances and at great risk to his or her life and safety above and beyond the call to duty while engaged in a volatile or violent event.

#### **1014.11 MANNER OF RECOGNITION**

All award recipients will receive a letter from the Chief of Police recognizing their accomplishments and one of the following:

- (a) Certificate of Merit - A framed certificate.
- (b) Commendation Award - A blue and silver chest ribbon.
- (c) Life Saving Award- A red and white chest ribbon and medal.
- (d) Heroism Award- A blue and gold chest ribbon and medal.
- (e) Valor Award - A red, white and blue chest ribbon and neck order.

#### **1014.12 DISPLAY OF AWARDS**

Any ribbon presented to a sworn officer is authorized for wear with the departmental uniform. The ribbon will be displayed 1/4 inch (centered) above the name tag unless more than one ribbon is awarded. In the event an officer is awarded more than one recognized award, the Valor Award will be worn closest to the heart with the remaining awards affixed directly next to the Valor Award. Subsequent awards will be recognized by affixing a star to the respective award. In addition, anyone receiving the Medal of Valor neck order may wear it anytime the class A uniform is worn.

Civilian employees will be awarded a lapel pin that is authorized for wear with any attire.

#### **1014.13 CERTIFICATE OF APPRECIATION**

Presented to any individual (not affiliated with the Urbana Police Department) who meets the following criteria:

- Repeatedly and significantly assists the Urbana Police Department personnel in fulfilling their Mission Statement.

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- Any individual who performs a single act, without regard to his or her safety, and is instrumental in assisting police personnel in the performance of their duties.