

DAYTON POLICE DEPARTMENT
GENERAL ORDER
AWARDS AND
COMMENDATIONS



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REV. 12/14

POLICY STATEMENT

Public recognition of positive deeds and outstanding service by both department personnel and citizens is an important facet of the Dayton Police Department's philosophy of commitment to the community. The purpose of this policy is to discuss the Dayton Police Department's system of awards and citations and criteria for recognition.

I. TYPES OF COMMENDATIONS

A. Letter of Appreciation

1. Employees often receive Letters of Appreciation from citizens, other police agencies, et cetera, in recognition of their efforts.
2. On receipt of a Letter of Appreciation, the employee's immediate supervisor will note the letter in the employee's M.I.S. History. One copy will be placed in the employee's Personnel file, one copy will be forwarded to the Department Advocate for inclusion in the employee's Performance History and the employee will receive the original.

B. Written Commendations

1. This commendation is presented to members who, while performing their duties, perform in a highly creditable manner. The Written Commendation is for acts that justify more than an Oral Commendation.
 2. This recognition consists of a Special Report that recites the circumstances justifying the award, and may be conferred by a supervisor upon any member of lower rank.
 3. The Written Commendation is routed through channels to the Chief in order that Commanders may review it.
 4. After review by the Chief, copies of the Commendation are routed as follows: original on parchment and three (3) copies. The original is given to the employee; copies are routed to personnel, the Department Advocate and the awards board.
- C. Any officer may inform a supervisor of another officer's exceptional performance or significant act, and request that a commendation be considered.

NOTE: Any upgrade of a Written Commendation to a Citation or Award must be requested in a Special Report to the Chief of Police listing the reasons as to why the supervisor feels the upgrade is justified. The original Written Commendation should not contain any reference to an upgrade of the commendation, which information is only to be in an attached Special Report accompanying the Commendation.

D. Department and Unit Citations

1. This award is conferred by the Chief to members (or units) who, while performing their duties, exhibit a high degree of competence and professionalism in handling a difficult assignment, and deserve greater recognition than a Written Commendation.
2. This award consists of a certificate.

**E. Award of Merit**

1. This award is conferred by the Chief upon members who have displayed initiative while performing their duties, rendered exceptional service and brought great credit to the Department.
2. This award consists of a plaque presented to a member in recognition of outstanding service to the Department.

F. Distinguished Service Award

1. This award is conferred by the Chief upon a member for demonstrating extraordinary heroism, not justifying the Medal of Valor, or for acting in an exemplary manner under substantial risk of personal harm and beyond the call of duty.
2. This award is conferred only after an investigation has been conducted into the facts surrounding the recommendation.
3. This award consists of a "goldtone" medallion mounted on a plaque. The medallion will contain the city seal with a replica of the Dayton Police badge.

G. Blue Heart Award

1. This award is conferred by the Chief upon members who have received wounds as a direct result of any hostile action that causes serious physical harm as defined by the Ohio Revised Code, §2901.01 (A)(5), when the member was acting officially at the time the wound(s) were received.
2. This award is conferred only after an investigation has been conducted into the facts surrounding the recommendation.
3. This award consists of a blue and gold heart shaped medal and a blue and white commendation bar.
4. The format for recommending this award is as follows:
 - The recommendation will be made via Special Report to the Chief of Police.
 - Attach all relevant documents to the Special Report (i.e. injury reports, D.I.B.R.S. reports, etc.).

H. Blue Star Award

1. This award is conferred by the Chief and is presented posthumously, with the consent of the family, to the survivors of a member who has made the supreme sacrifice while performing his duties. No officer will be considered for the Blue Star Award if his or her death resulted from the officer's negligence, improper action on the part of the officer, or violation of department procedures.
2. This award consists of a bronze medal affixed to a plaque, which states the officer's name, rank, and dates of service.

I. Medal of Valor

1. This award is conferred by the Chief upon a member for acts of personal bravery performed above and beyond the call of duty, which involved an incontestable risk of life and which failure to perform the act would not reflect negatively on the officer.
2. This award consists of a gold medal and a blue and gold bar (new style) or blue/gold ribbon (old style).
3. A ledger will be created and permanently maintained to chronicle the recipients of the Medal of Valor. Included in this ledger will be the script describing the incident that warranted the award.

**J. VPFT Award**

1. This award is conferred by the Police Academy upon sworn personnel who have demonstrated a certain level of physical fitness and tested at the Police Academy on a yearly basis. The qualifications for the three levels of this award are listed at the Police Academy.
2. This award will consist of a nameplate with 1-3 stars on it and a Written Commendation.
3. The award will be worn centered on the right chest, 1/8 – inch above the nameplate.
4. Sworn personnel must be re-tested yearly to continue wearing the VPFT.
5. Personnel who are not re-tested or who cannot maintain their awarded fitness level at the end of a one year period must return their VPFT award to the Academy within 30 calendar days of their initial award date.

K. Ancillary Awards

1. Periodically, other agencies may desire to honor an employee of the Department. Every effort will be made to incorporate these awards into a scheduled ceremony.
2. Supervisors will assure that the Department Advocate is made aware of all such awards for inclusion on the employee's Performance History.

L. Officer of the Year

This award is conferred yearly at the awards ceremony by the Chief of Police upon a sworn officer below the rank of Major, who has exemplified the principles set forth in our Mission Statement, Vision Statement, and Core Values.

M. Non-Sworn Member of the Year

This award is conferred yearly at the awards ceremony by the Chief of Police upon a non-sworn member of the department, who has exemplified the principles set forth in our Mission Statement, Vision Statement, and Core Values.

II. AWARDS BOARD

The Awards Board is responsible for reviewing all Written Commendations and making recommendations to the Chief for the Citation, Award of Merit, Distinguished Service Award, Medal of Valor, and the Blue Star Award as well as reviewing recommendations for the Blue Heart Award.

- A. Voting members of the Awards Board are a minimum of one Division Commander, one Lieutenant, one Sergeant and two police officers as selected by the Chief of Police or their designee. The Police Information Specialist will be a permanent non-voting member of the Board, and will serve as coordinator for functions related to awards, ceremonies, etc. (See Appendix A.)
- B. The Chief of Staff will be the chairperson of the Awards Board. The remaining Awards Board members will be appointed on an annual basis in February. The Awards Board will be composed in such a manner to allow for each Division to be represented.
- C. One more than half of the Board must be present to constitute a quorum.
- D. The prospective award recipient's immediate supervisor may be called upon for more information about the award recipient. To recommend the conferring of an award, all but one of the voting Board members must vote in favor of the motion.



- E. The Board reviews all written commendations received from April 1st of the previous year to March 31st of the current year.
 - 1. The Board will review the circumstances involved and may interview the referring member and the prospective recipient's immediate supervisor.
 - 2. The Board will recommend whether the Chief of Police should confer a Citation, Award of Merit, Distinguished Service Award, Medal of Valor, Blue Heart Award, or the Blue Star Award.
 - 3. The Officer of the Year and Non-Sworn member of the year recommendations must be submitted to the Chief of Police, no later than March 31st for the upcoming Awards Ceremony. The Chief of Police or his designee will notify the Awards Board no later than April 15th of the approved selections.
- F. The Awards Ceremony will be held on an annual basis.

III. WEARING OF AWARDS

- A. Members of the Department awarded the Medal of Valor or Blue Heart Award should wear the commendation bar on the blouse, jacket or the uniform shirt when the shirt is the authorized outer garment. The commendation bar(s) is to be worn on the **LEFT** pocket, centered on the pocket flap or side by side if there are two, with the top of the commendation bar 1/8 - inch below the top of the flap (blue end facing the center of the uniform for old style valor ribbons) and with the Medal of Valor bar being placed closest to the center of the uniform.
- B. The medal is worn only in parades and at formal occasions.
- C. There is no limit pertaining to the time the commendation bars can be worn. If awarded a medal, a member is permitted to wear the commendation bar from the date issued until separation from the department.

IV. CITIZEN CITATIONS

- A. Citizens often assist police officers in detection, apprehension, or rescue situations that require more than a "thank you." Any officer assisted by a citizen may submit that citizen's name for an award.
- B. An officer may recommend a citizen for a Letter of Commendation. This recommendation is made via a Special Report to the Chief of Police. A letter to the citizen written for the Chief's signature will be attached, and mailed to the citizen from the Chief's office.
- C. The Awards Board will review Letters of Commendation and make recommendations to the Chief of Police which letters should be upgraded to Citizen Citations.
- D. Citations will be presented by the Chief of Police or their designee, at the regular Awards Ceremony.



Appendix A.

AWARDS BOARD RESPONSIBILITIES

- Identify Awards Board members in February
- Select date and time (preferably in May after Police Memorial Ceremony)
 - Confirm with Command Staff calendars
 - 1:00 pm is a good time that will not interfere with roll calls
- Identify and reserve ceremony venue (contact Assistant Chief's Office for payment)
 - Purchase refreshments
 - Podium, lighting, tables, chairs
 - Audio/visual equipment (microphone, slide show, etc.)
- Collect and number all commendations for board members to review
 - Obtain basic background information on citizen award recipients to ensure recipient's background or record does not conflict with the police department's mission.
- Vote and recommend upgrades to Chief of Police
- Order plaques and awards
 - Create certificates
- Write summaries to be read at ceremony
 - Should be large font and double spaced
- Schedule:
 - Honor Guard
 - Chaplain
 - Photographer (CSI)
 - Include photograph of award recipient with Chief of Police in the recipient's certificate folder
- Officer of the Year: selected by Command Staff
- Non-Sworn Member of the Year: selected by Command Staff
- Steve Whalen Award: selected by Assistant Chief and community members
- Press release:
 - Media
 - City of Dayton Media Relations
 - DGTV
- Create program
- Create invitation for Chief to distribute department-wide
 - Include names of award recipients and which award they will receive on invitation
 - Send reminder two days before event
 - Ensure award recipients RSVP
 - Ensure Officer of the Year and Steve Whalen award winners are notified
- Verify attendance of award recipients at the ceremony
- Forward list of award recipients to the Department Advocate for inclusion in their Performance History