
GENERAL MANAGEMENT

MEMBER SERVICE AWARDS

Purpose: This policy aims to establish procedures and protocols regarding the documentation and recognition of exceptional performance by North Little Rock Police Department members.

Policy Statement: It is the policy of the department to recognize members for superior achievements. An acknowledgment will be for those members who exhibit professionalism and performance above and beyond the typical expectation. Acknowledgment may be in the form of letters of commendation, appreciation, or recognition, followed in some cases by the presentation of awards. All recognition will be documented and made a matter of record in the member's personnel file.

Summary of Changes: Awards are to be worn above the nameplate and a slide-holder for two or more awards. The award/ribbon order of precedence was added to 2.1.1. A captain was added to the members of the Awards Committee, and the Chief of Police was added as the decision-maker for the Police Cross. The disciplinary action within two years was removed for an achievement award.

Procedure:

1. General

1.1 Supervisory personnel of the department should recognize and commend any member who exhibits performance beyond expectations. These acts of exceptional performance should be recognized and made a matter of record in the member's personnel file.

2. Wearing of Awards/Ribbons

2.1 The awarded enamel bars are worn on the Class "A" Dress Uniform anytime the uniform is worn, either on or off duty. Wearing of the awards/ribbons on the Class "B" Duty Uniform is optional. Officers will wear the awards/ribbons above the nameplate and in line with the top edge of the right pocket. Members will wear awards/ribbons in rows of three (3), with a maximum of five (5) rows being worn at one time. When wearing two (2) or more awards, an award slide-holder for the correct number of awards/ribbons will be worn. Wearing two (2) or more awards without an award slide-holder is strictly forbidden.

2.1.1 The following award/ribbon order of precedence will be followed when wearing multiple awards/ribbons: Police Cross, Military Ribbon, Medal of Honor, Valor, Purple Heart, Chief's Award, Lifesaving, Leadership, Achievement, Merit, FBI Ribbon, Good Conduct, Education, Certificate, Firearms, and Safe Driving (reading from left to right).

3. Division and Unit Level Commendations

3.1 Supervisory personnel at the division or unit level should document any exceptional member performance on a Personnel Conference Memo (PCM). The PCM will be forwarded through the chain of command to the Office of the Chief of Police. The Chief of Police will decide if the performance exhibited by the member is deserving of one of the following:

- 3.1.1 Letter of Appreciation;
- 3.1.2 Letter of Recognition; or
- 3.1.3 Letter of Commendation.

4. Departmental Awards

- 4.1 The Chief of Police will recognize, commend, or award any department member who has exhibited exceptional performance.
- 4.2 Awards will be given on a merit basis. Therefore, no award will automatically be given.
- 4.3 Any member of the department may nominate another member for an award.
- 4.4 An Award Nomination Form must be completed, and supporting documentation attached to the form.

- 4.5 Members will then forward the form and documentation up the chain of command to the Award Committee, who will, in turn, submit the recommendation to the Chief of Police. The Award Committee is comprised of a Captain, Lieutenant, two Sergeants, and an officer chosen by the Chief of Police.
- 4.6 Each level of the nominated member's chain of command will review and make recommendations on the nomination.
- 4.7 Final decisions on submissions will be made by the Award Committee and forwarded to the Chief of Police.
- 4.8 The award will be made a permanent part of the member's personnel file.
- 4.9 Award nominations may be made at any time and should be made soon after the exemplary performance occurred.
- 4.10 Medals will be awarded at the yearly award banquet (Medal of Honor, Chief's Award, Valor, Purple Heart, Lifesaving, Achievement, Merit, and Leadership).
- 4.11 The Chief of Police will be the sole decision-maker regarding the Police Cross and will award the medal as soon as possible after the loss of a police officer's life.

5. Authorized Awards

- 5.1 **Chief's Award:** An award recognizing an individual for making a significant contribution toward furthering the aims and goals of the department. Significant contributions are accomplished through activities performed for the department or contributions over and above requirements. Sworn and non-sworn members are eligible. Criteria for this award are as follows:
 - 5.1.1 Exceptional achievement in any public endeavor to include, but not be limited to, crime prevention, investigations, community relations, juvenile programs, drug control or prevention, training programs, traffic safety, innovative approaches to public service, supervisory leadership, team building, and program development.
 - 5.1.2 Demonstrates devotion to duty.
 - 5.1.3 Exemplifies leadership and service in the highest traditions of policing.
 - 5.1.4 All nominees should have maintained the highest standard of performance, professionalism, and effectiveness during the previous calendar year.
- 5.2 **Medal of Honor:** Awarded for those extraordinary acts of bravery or heroism, where a member encountered a probability of severe physical injury or the loss of life or suffered severe bodily harm. This award should be presented only for the most exceptional acts. Criteria for this award are:
 - 5.2.1 The purpose of the action was to save a life, protect a person from severe injury, or protect property.
 - 5.2.2 The act was beyond the typical call of duty.
 - 5.2.3 The action was not careless, needlessly dangerous, or foolhardy.
 - 5.2.4 The person did not use poor judgment or violate procedures; thus, creating the necessity for their acts.
- 5.3 **Police Cross:** This medal is given when an officer loses their life in a heroic act or felonious action against an officer under honorable circumstances. Criteria for this medal are as follows:
 - 5.3.1 The member used proper judgment and discretion and did not cause the action, which resulted in the loss of life.
 - 5.3.2 The act or service was not foolhardy.
- 5.4 **Medal of Valor:** This medal is to be awarded for heroism at imminent risk of severe bodily injury. The member demonstrates courage by performing a voluntary action in a dangerous situation. Valor is defined as an act of personal heroism or bravery, which significantly exceeds the reasonable expectations of job performance. Criteria for this medal are as follows:
 - 5.4.1 Criteria for this medal include personal courage or bravery that substantially exceeds the reasonable job performance expectations. For example, courage or bravery could involve placing one's own life in jeopardy to save another person's life, preventing severe bodily injury to another, or preventing the consequences of a criminal act, thereby reducing the risk of injury or loss of life to a citizen.
 - 5.4.2 During a highly hazardous case involving a hostile adversary action against an officer, whether individually or with several persons acting in concert, the officer receives a life-threatening injury. The action against the officer shall be recklessly, knowingly, or intentionally initiated and shall be through a substantial amount of force or using a dangerous instrument.
 - 5.4.3 A strong possibility existed when the member acted wherein they could have suffered severe injury or death. The injury to the officer should be a result of action taken by the officer, as opposed to inaction, whether on-duty or off-duty. At the same time, acting under their lawful authority and not caused by negligence or failure to follow any rule.
 - 5.4.4 The act was not foolhardy.
 - 5.4.5 The member did not use poor judgment or violate procedures; thus, creating the necessity for their actions.
- 5.5 **Purple Heart:** The Purple Heart is given to recognize a department member who receives serious bodily injury as a direct result of police action. The Chief of Police will review the totality of the circumstances surrounding the assault and the extent of the injury received when considering the award of the Purple Heart. Criteria for this medal are as follows:

- 5.5.1 The member did not use poor judgment or violate procedures, thus creating the situation resulting or contributing to the injury.
- 5.5.2 The act or service was not foolhardy.
- 5.6 **Lifesaving Award:** The Lifesaving Award may be awarded to any member to recognize saving a life.
- 5.6.1 The member did so in a manner consistent with ensuring the safety of others, thereby not subjecting any other member or citizen to undue hazard.
- 5.7 **Police Achievement Award:** This award is generally presented for the long term or a combination of several outstanding accomplishments. The member must have shown superior skills and dedication towards the department's mission and values.
- 5.7.1 Achievement Award criteria are:
- 5.7.1.1 The member must provide service to the public, strengthening the department's image.
- 5.7.1.2 The development of partnerships between the department, industries, government departments, educational institutions, nonprofit organizations, or other groups.
- 5.7.1.3 Any member's performance of duties under stressful circumstances and with remarkable results.
- 5.7.1.4 Any contribution from groups or teams that advances the agency's work. It builds cooperative relationships between people, strengthens the agency's values, and supports teamwork.
- 5.7.1.5 Any outstanding accomplishment in managing staff, budgets, or material resources.
- 5.7.2 Achievement in areas of community service. Criteria for this area are one of the following:
- 5.7.2.1 Significant ongoing work with the PAL, Rangers, Boy Scouts, Girl Scouts, or similar youth groups.
- 5.7.2.2 Significant ongoing work with the poor, senior citizens, disadvantaged, mentally challenged, or worthy causes.
- 5.7.2.3 Community service work must be freely given without compensation or done in the furtherance of assistance to other city departments during times of crisis.
- 5.8 **Team Achievement.** This award is presented to a departmental team whose actions exemplify the department's mission, principles, and values. A team is defined as two (2) or more members working together whose performance has displayed unity and teamwork. In addition, the team produced a work product or service contributing to completing the division's mission and goals or performing complex skills under adverse conditions or stress. Performance must demonstrate one or more of the following criteria:
- 5.8.1 Extraordinary creativity, problem-solving, innovation, or impact on their unit, the division or community, or a unique one-time contribution of measurable significance to divisional goals.
- 5.8.2 Taking on new tasks which improve a system or process.
- 5.8.3 Responding positively to extraordinary challenges or change and productively working with community groups or collaborating with colleagues to successfully impact the community.
- 5.9 **Merit Award:** Presented for acts of outstanding performance contributing to the department's mission. This award can be given for an accomplishment by an individual for an ongoing operational activity that performs an excellent service to the community. Recipients may receive this award for (1) performance of duties in such an exemplary manner to enhance the department's image and reputation. Providing a positive example of professionalism and dedication to duty to which others should aspire, and (2) through exceptional diligence and perseverance, a difficult task was performed, resulting in the prevention of a crime, protection of life or property, or criminal apprehension. Criteria for this award are as follows:
- 5.9.1 Efforts that create or illustrate an innovative approach to quality in law enforcement.
- 5.9.2 Continual improvement of service to the community.
- 5.9.3 Effective use of resources.
- 5.9.4 Enhancement of communications within and cooperation among units of law enforcement agencies.
- 5.9.5 Development of creative and innovative approaches that raise law enforcement's quality and effectiveness.
- 5.10 **Leadership Award:** This award recognizes the importance of the member as a leader. This award will identify members who demonstrate leadership skills by example and deed over extended periods. In addition, the member must have provided outstanding guidance and leadership to other members in the furtherance of the department's mission, principles, and values.

6. Authorized Ribbons

- 6.1 **Firearms Ribbon:** Presented for demonstrated firearms qualification, skill, and ability to operate the department-issued sidearm.
- 6.1.1 An officer must attain a score of 90% on two (2) consecutive state speed and accuracy courses.
- 6.2 **Safe Driving Ribbon:** This ribbon recognizes the importance of safe, defensive driving in performing duty.
- 6.2.1 Accident-free or determined "not at fault" for any consecutive five (5) year period, retroactive to the date of hire.
- 6.3 **Education Ribbon:** Given in recognition of academic achievement from an accredited university.
- 6.3.1 Awarded for attaining an accredited bachelor's degree or higher.

- 6.4 **Certificate Designation Ribbon:** This ribbon recognizes the regulations that provide for the Basic, General, Intermediate, Advanced, and Senior Certificates for the State of Arkansas. Officers will wear only one certificate ribbon at a time.
- 6.5 **Good Conduct Ribbon:** Given in recognition of four (4) consecutive years of good conduct.
- 6.5.1 The ribbon will consist of four (4) levels, with only one (1) bar worn at a time. The four-year term must consist of no disciplinary above Personal Conference MEMO (PCM).
- 6.6 **FBI National Academy Ribbon:** This ribbon recognized the successful completion of the Federal Bureau of Investigations National Academy for law enforcement.
- 6.7 **Military Ribbon:** For all members active, retired, or with an honorable discharge for military service.
- 6.7.1 The ribbon will represent the officer's branch of service.
- 6.8 It will be the member's responsibility to submit documentation to the Professional Standards Unit for each ribbon requirement. Members are not required to apply for ribbons or purchase the enamel ribbon if they do not wish to wear the ribbons on the Class "A" Dress Uniform.
- 6.8.1 Once documentation has been received, the Professional Standards Unit will confirm the member has fulfilled the requirements and notify the member and their direct supervisor. The Professional Standards Unit will be limited to ten (8) years with a retroactive request.
- 6.8.2 It will be the responsibility of the officers to purchase the enamel ribbon for which they have fulfilled the requirements.

7. Revoking of Awards or Ribbons

- 7.1 An award/ribbon may be revoked only when substantial evidence is submitted, which shows the award/ribbon was based on false, misleading, or erroneous information.

Patrick Thessing
Chief of Police

Awards



Medal of Honor



Medal of Valor



Purple Heart



Chief's Award



Lifesaving



Achievement



Merit



Leadership

Not Shown

Police Cross

Ribbons



FBI Academy



Good Conduct 1st



Good Conduct 2nd



Good Conduct 3rd



Good Conduct 4th



Education



Basic Certificate



General Certificate



Intermediate Certificate



Advanced Certificate



Senior Certificate



Firearms



Safe Driving

Not Shown

Military