

RESCINDED by
G.O. 65-23

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- Award of Valor, Superintendent's
- Department Commendation
- Honorable Mention
- Police Medal

DEPARTMENT GENERAL ORDER 62-24

SUBJECT: Department Awards (Creditable Mentions)

I. PURPOSE

- A. The effect of this order is to provide for various gradations of department awards or creditable mentions as forms of department recognition.
- B. Five department awards are adopted and procedures established for making these awards.

II. DEPARTMENT AWARDS

- A. Honorable Mention - an award granted to any member of the department for exceptional performance.
- B. Department Commendation - an award granted to any member for an outstanding act or achievement which brings credit to the department, and which involves performance above and beyond that required by the member's basic assignment.
- C. Superintendent's Award of Valor - an award to any member of the department for an act of outstanding bravery or heroism in which the member has demonstrated in great degree the characteristics of selflessness, personal courage, and devotion to duty.
- D. Superintendent'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 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.
- E. Police Medal - a medal to be awarded annually by the Superintendent of Police to recipients of the Superintendent's Award of Valor or the Superintendent's Award of Merit where in the judgement of the Superintendent the accomplishment or performance of the individual member is so outstanding as to justify additional recognition.

III. PROCEDURE FOR MAKING AWARDS

- A. The Honorable Mention may be awarded by any commanding officer of exempt rank to any member of his command without referral to higher authority.
 - 1. Any commanding officer as described above, who wishes to award an Honorable Mention to a member of his command and does not wish to recommend the member being cited for a higher award should prepare a written statement on department letterhead justifying the award in triplicate. One copy is to be forwarded to the Personnel Division for inclusion in the member's personnel jacket; one copy to the awarding officer's immediate superior for review; and the original to the member being cited.
 - 2. Once the Honorable Mention has been awarded, the action of the awarding commander is final and the review by his next superior is an after the fact review designed only to focus attention on those commanding officers who would cheapen the award system by a too generous application of their authority.
- B. When the commanding officer of exempt rank wishes to recommend a member of his command for an award higher than the Honorable Mention, he will provide a detailed written description of the act or performance to be cited and forward this to his Division Chief or Deputy Superintendent for consideration. The Division Chief or Deputy Superintendent will review the recommendation and may then take one of three actions:
 - 1. He may disapprove the recommendation for a higher award and return the recommendation to the originating commander for issuance of an Honorable Mention.
 - 2. He may approve the recommendation and forward the report to the Personnel Division authorizing the award of the Department Commendation. His report to the Personnel Division will be in

three copies; one for the personnel jacket; one for bureau file and the original to be returned to the member being cited.

3. He may determine that the act or performance cited is of such an outstanding nature as to warrant consideration for the Superintendent's Award of Valor or Superintendent's Award of Merit. In this case he will forward the report with his recommendation for a higher award to the Awards Committee, consisting of the Deputy Superintendent for Field Services, the Deputy Superintendent for Staff Services, and the Director of Personnel.
 4. The Department Commendation will be issued in the form of a certificate and a Personnel Order.
- C. The Awards Committee will meet as often as is necessary, but at least once a month on a date agreed by the three members to review recommendations for the Superintendent's Award of Valor and the Superintendent's Award of Merit. In connection with such recommendations, they will take one of three actions:
1. They may disapprove the recommendation and return the report to the recommending officer with instructions that he authorize the issuance of the Department Commendation.
 2. They will approve the recommendation for either the Superintendent's Award of Merit or the Superintendent's Award of Valor and forward their recommendations to the Office of the Superintendent so that arrangements may be made for an appropriate ceremony.
 3. In addition to authorizing the Superintendent's Award of Valor or the Superintendent's Award of Merit they may recommend to the Superintendent that the case be considered for the Police Medal.
 4. The Superintendent's Award of Merit and Superintendent's Award of Valor will be presented in the form of a medal, ribbon bar, certificate and a Personnel Order.
- D. Once each year at a time to be specified by the Superintendent of Police, the Superintendent will meet with the Awards Committee to review those cases which have been recommended for the Police Medal and they will determine which members, if any, will be so honored for that year. No limit is placed on the number of such awards which may be given in one year and no requirement is established that any such awards be made.
- E. The Police Medal will be awarded in the form of a medal, ribbon bar, certificate, and a Personnel Order.

IV. PERSONNEL DIVISION

The Director of Personnel will maintain the Certificate Forms for the Superintendent's Award of Valor, Superintendent's Award of Merit and the Police Medal and will issue these to members of the department as authorized in this order along with the appropriate Personnel Order. All documents forwarded to the Personnel Division in support of recommended awards will become a part of the personnel file of the member being cited.

V. MAKING AWARDS

- A. The Honorable Mention and Department Commendation will be presented to the cited member by his commanding officer with such ceremony as the issuing officer sees fit.
- B. The Superintendent's Award of Valor and Superintendent's Award of Merit will be presented to the cited member as soon as approved, and recipients will be honored with such ceremony as deemed appropriate by the Superintendent of Police.
- C. The Police Medal will be awarded at an annual ceremony as directed by the Superintendent.

VI. WEARING DEPARTMENT RIBBONS

- A. Members of the department who are awarded the Superintendent's Award of Merit, or the Superintendent's Award of Valor, or the Police Medal are requested to wear the ribbon bar on the blouse or the uniform shirt when the shirt is authorized as the outer garment. The ribbon will be worn centered above the right breast pocket, 1/4 " above the seam of the pocket flap. A 3/16 " gold star will be centered on the ribbon for each additional award of the same class. A 3/16" silver star will indicate 5 awards of the same class.
- B. Medals will be worn only at parades and other formal occasions.

VII. EFFECTIVE DATE

This order is effective 1 May 1962.

DISTRIBUTION: All Personnel

I have read and understand the above order.

Signature


Superintendent of Police

Date

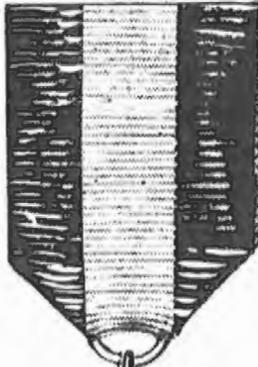


MEDALS FOR SPECIAL PRESENTATIONS

SUPERINTENDENT'S
AWARD OF MERIT



BLUE WHITE BLUE

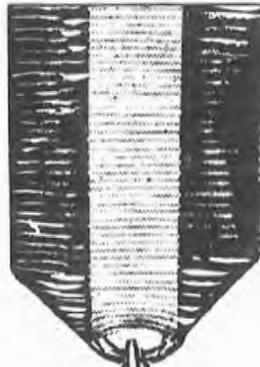


ROSE BRONZE

SUPERINTENDENT'S
AWARD OF VALOR

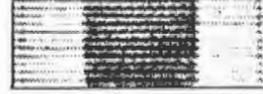


RED WHITE RED

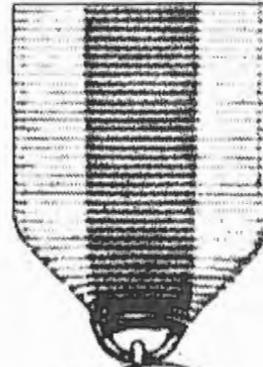


GOLDEN BRONZE

POLICE
MEDAL



GOLD BLUE GOLD



STERLING SILVER



GOLD STAR. Each gold star on a ribbon indicates an additional award of the same decoration.



SILVER STAR. A silver star on a ribbon indicates five awards of the same decoration.