

RESCINDED

by S.O. 68-6

2 January 1963

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Citizens Award of Appreciation
Letters of Appreciation

DEPARTMENT GENERAL ORDER NO. 63-1

SUBJECT: Citizens Award of Appreciation and Letters of Appreciation

I. PURPOSE

- A. This order establishes a Citizens Award of Appreciation for presentation to those citizens who give exemplary assistance to the police department in crime prevention, the apprehension of criminals or by any other action which would call for public recognition.
- B. A procedure for selecting worthy individuals for the Citizens Award of Appreciation is established.
- C. A Citizens Award of Appreciation Plaque is adopted as a means of public recognition.
- D. This order provides a means by which district and unit commanders may personally express their appreciation, on behalf of their unit, for worthy actions by citizens who have rendered assistance to the department.

II. BASIS OF SELECTION

Worthy actions by a citizen which may merit a recommendation for a Citizens Award of Appreciation or a Letter of Appreciation:

- A. The apprehension of a person who has committed a criminal act either by making or aiding in the arrest or by providing information which leads to an arrest.
- B. Assistance in the prevention of criminal acts.
- C. Directly aiding any police officer in any duties in which the end result is beneficial to the Police Department.
- D. Any action not described above which assists the department in providing superior police service and which is beyond that normally expected of a good citizen.

III. RECOMMENDATIONS FOR CITIZENS AWARD OF APPRECIATION OR A LETTER OF APPRECIATION

- A. Any member of the department may recommend a citizen for a Citizens Award of Appreciation or a Letter of Appreciation. No member will suggest to a citizen that he is being recommended for an award or a Letter of Appreciation.
- B. The recommendation for a Citizens Award of Appreciation will be contained in a From-To-Subject Report to the Superintendent of Police through channels for approval. Each commander will carefully screen recommendations and approve and forward only those recommendations that in his opinion clearly call for a Citizens Award of Appreciation. A copy of any case or other reports substantiating and describing the citizen's action will accompany the communication.
- C. Unit commanders will take every opportunity to commend worthy citizens whose actions come to their attention, even though they have approved and forwarded recommendations for a Citizens Award of Appreciation. Letters of Appreciation will be addressed to the individual citizen on department stationery and should be sent as soon as possible after the matter is brought to the attention of the commander.

IV. APPROVAL OF RECOMMENDATION FOR A CITIZENS AWARD OF APPRECIATION

- A. The Awards Committee as described in General Order 62-24, paragraph III-B-3, will make recommendations to the Superintendent. The committee may recommend to the Superintendent that the Citizens Award of Appreciation be presented, that a Letter of Commendation signed by the Superintendent be sent to the individual, or that no action be taken.
- B. There is no limit to the number of recommendations.
- C. The Superintendent of Police will have the final approval on all recommendations and may approve any number that he feels are justified.


V. PRESENTATION OF CITIZENS AWARD OF APPRECIATION

- A. The Superintendent will designate the presentation date and the means or ceremony of presentation.
- B. Upon approval by the Superintendent, and prior to presentation or public announcement, it will be the responsibility of the Director of Public Information to contact the individual designated in the award to obtain his agreement to accept public recognition.
- C. The Director of Public Information will maintain the Citizens Award of Appreciation Plawues and the files of recommendations for the awards.

VI. EFFECTIVE DATE

This order is effective 3 January 1963

DISTRIBUTION: • All Personnel


Superintendent of Police

I have read and understand the above order.

Signature

Date