



DEPARTMENT SPECIAL ORDER

DATE OF ISSUE

16 January 1968

EFFECTIVE DATE

17 January 1968

NO.

68-6

SUBJECT

CITIZEN'S AWARD OF APPRECIATION AND LETTERS OF APPRECIATION

DISTRI-BUTION

A

AMENDS

REFERENCE

General Order 67-20

RESCINDS

RESCINDED by S. 73-5
Department General Order 63-1

I. PURPOSE

This order:

- A. establishes the Citizen's Award of Appreciation as a Department award.
- B. provides for Letters of Appreciation, as a means by which commanding officers may personally express their appreciation, on behalf of the Department, to those citizens who have provided outstanding assistance to the Department.
- C. provides procedures for administering this award program.

II. DESCRIPTION OF AWARD

The Citizen's Award of Appreciation - an award to be presented to those citizens who provide outstanding assistance to the Department in the prevention of crime, or the apprehension of criminals, or who render any outstanding service to the Department which would be worthy of Department recognition.

III. PROCEDURES

- A. Any member of the Department may recommend a citizen for either the Citizen's Award of Appreciation or a Letter of Appreciation. No member will advise a citizen that he is being recommended for an award until the awards committee so indicates.
- B. The recommendation will be submitted by the member to his commanding officer in the form of a To-From-Subject report describing fully the reasons for the recommendation.
- C. The following are illustrative of the types of worthy citizen actions which would be suitable for consideration:
 - 1. 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.
 - 2. Assistance to the police in the prevention of criminal acts.
 - 3. Directly aiding a police officer in any duties in which the end result is beneficial to the Department.

4. 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.
- D. The commanding officer will carefully screen all recommendations submitted to him. He will then either:
1. approve a recommendation for a Citizen's Award of Appreciation and forward his approved report, along with any other documents substantiating and describing the citizen's action, to the Awards Committee for consideration. Upon forwarding this report, he will also prepare and send to the recommended citizen a Letter of Appreciation on Department stationary.
 2. approve a recommendation for a Letter of Appreciation. He will then prepare the letter commending the citizen, on Department stationary. This letter should be sent as soon as possible after the matter has been approved by him.
 3. disapprove the recommendation and return the report to the submitting member.
- E. The Awards Committee will consider all recommendations submitted. They will either:
1. approve the recommendation for a Citizen's Award of Appreciation and forward their recommendation to the Superintendent for final approval, or
 2. disapprove the recommendation and return the report to the commanding officer.

IV. PRESENTATION OF AWARD

- A. The Superintendent retains final approval of all recommendations. He will designate both the presentation date and the manner of presentation.
- B. There will be no limit to the number of recommendations made by a member or the number of Awards presented.

V. PUBLIC INFORMATION DIVISION

- A. The Public Information Division will maintain a supply of the Citizen's Award of Appreciation plaques and will also prepare the accompanying Letter of Commendation for the Superintendent's signature.
- B. They will be responsible for contacting the individual designated in the award to obtain his agreement to accept public recognition.
- C. They will maintain the files of recommendations for this award.

Authenticated by:



James B. Conlisk, Jr.
Superintendent of Police

Post on bulletin board for 30 days.