



DEPARTMENT SPECIAL ORDER

DATE OF ISSUE

13 February 1973

EFFECTIVE DATE

14 February 1973

NO.

73-5

SUBJECT

CITIZEN'S AWARD OF APPRECIATION AND LETTERS OF APPRECIATION

DISTRI-BUTION

A

AMENDS.

REFERENCE

General Orders 72-8 and 72-8A

RESCINDS

Department Special Order 68-6

RESCINDED by S.O. 78-6

I. PURPOSE

This order:

- A. recognizes 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 is an award to be presented to a citizen who:

- A. provides outstanding assistance to the Department in the prevention of crime, or apprehension of criminals, or
- B. renders any outstanding service to the Department which would be worthy of Department recognition, or
- C. performs an outstanding heroic act at considerable personal danger to himself, which culminates in the saving of a life.

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. Performing an outstanding heroic act which saves a life, e.g., a fire or drowning.
 - 5. 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 Public and Internal Information Division for consolidation. Upon forwarding this report, he will also prepare and send to the recommended citizen a Letter of Appreciation on Department stationery. This letter should not indicate that the citizen is being recommended for an award, or
 - 2. approve a recommendation for a Letter of Appreciation. He will then prepare the letter commending the citizen, on Department stationery. This letter should be sent as soon as possible after the matter has been approved by him, or
 - 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.
- F. The Superintendent will retain the final approval for all recommendations.
- G. There will be no limit to the number of recommendations made by a member, or the number of awards presented.

IV. PRESENTATION OF AWARD

The district commander, in the district where the award recipient resides, will be responsible for presenting the award.

| The award ceremony will be held in conjunction with one of the periodic district community meetings, as required.

V. PUBLIC AND INTERNAL INFORMATION DIVISION

- A. The Public and Internal Information Division will maintain a supply of the Citizen's Award of Appreciation certificates and will also prepare the accompanying Letter of Commendation for the Superintendent's signature.
- | B. They will consolidate all documents for the awards committee and maintain files of recommendations for this award.
- C. They will be responsible for contacting the individual designated in the award to obtain his agreement to accept public recognition.
- | D. They will be responsible for coordinating with the Director of News Affairs to assure that adequate publicity is provided for the awards ceremony.

Authenticated by:

R.R.

Denotes new or changed item.

James B. Conlisk, Jr.
Superintendent of Police

Post on bulletin board for 30 days.

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