

Commendations and Awards

1010.1 PURPOSE AND SCOPE

This policy provides general guidelines for recognizing commendable or meritorious acts of members of the Irvine Police Department and individuals from the community.

1010.2 POLICY

It is the policy of the Irvine Police Department to recognize and acknowledge exceptional individual or group achievements, performance, proficiency, heroism and service of its members and individuals from the community through commendations and awards.

1010.3 RELEVANT TERMS

- (a) Award: An all-inclusive term covering any decoration, medal, badge, ribbon bar, or attachment awarded to an individual.
- (b) Unit Award: An award made to an operating unit for outstanding achievement and worn only by members of that unit who participated in the cited action.
- (c) Medal: An award issued to an individual for performance of certain duties, acts or services, consisting of a medallion hanging from a suspension ribbon of distinctive colors.
- (d) Ribbon Bar: A portion of the suspension ribbon of a medal, worn in lieu of the medal. Ribbon bars are also authorized for certain awards which have no medals; e.g., Unit Award, Employee of the Quarter, Community Oriented Policing Award, etc.
- (e) Attachment: A silver star worn on the ribbon bar designating multiple awards; e.g., an officer with two Unit Awards would wear one Unit Award ribbon bar with two silver stars.
- (f) Special Weapons and Tactics/Crisis Negotiation Team (SWAT/CNT) Service Recognition Ribbon. A ribbon bar issued to all present unit members, and those past members having left the team in good standing. Current SWAT/CNT Team members may wear the ribbon in addition to the SWAT/CNT eagle on their Class "A" uniform when attending an event, function, funeral, or awards ceremony. This ribbon shall not be worn while working patrol.
- (g) Commendations for members of the department or for individuals from the community may be initiated by any department member or by any member of the community.

1010.4 CRITERIA

A meritorious or commendable act may include, but is not limited to:

- Superior handling of a difficult situation.
- Conspicuous bravery or outstanding performance.
- Any action or performance that is above and beyond typical duties.

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1010.4.1 DEPARTMENT MEMBER DOCUMENTATION

A written nomination may be made by any employee regarding any other employee within the Department. Nominations for the Life Saving Award, Medal of Courage and Medal of Valor may be submitted anytime during the year. Once an employee elects to nominate another, he or she shall:

- (a) Either locate and download a Nomination Form from the Department Intranet or prepare a detailed memorandum, articulating the justification for the award. The criteria for the award in the classification selected should be consistent with the criteria explained in the classification above. The nomination should include any applicable Department Record (DR) numbers, supporting documents or other material relevant to the award criteria.
- (b) Submit the nomination packet to his or her supervisor. The supervisor shall forward the nomination packet through the chain of command to the Division Commander. The Division Commander will submit the nomination to the Awards Committee for evaluation.

1010.4.2 COMMUNITY MEMBER DOCUMENTATION

Documentation of a meritorious or commendable act submitted by a person from the community should be accepted in any form. However, written documentation is preferred. Department members accepting the documentation should attempt to obtain detailed information regarding the matter, including:

- (a) Identifying information:
 1. For members of the Department - name, division and assignment at the date and time of the meritorious or commendable act
 2. For individuals from the community - name, address, telephone number
- (b) A brief account of the meritorious or commendable act with report numbers, as appropriate.
- (c) The signature of the person submitting the documentation.

1010.4.3 AWARDS COMMITTEE

The Awards Committee is comprised of Department employees, both sworn and civilian, who serve at various levels, positions and assignments within the organization. Included in the annual evaluation process for Officer of the Year, Civilian of the Year and Rookie of the Year are past recipients of these awards.

The committee is tasked with evaluating each award nominee, using the criteria for the appropriate classification below, and then providing its recommendations to the Chief of Police for review. The committee is also responsible for continuous evaluation of the award nomination and selection process.

1010.5 AWARDS CLASSIFICATION AND CRITERIA

Awards may be bestowed upon members of the Department and individuals from the community. These awards include:

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- Officer of the Year.
- Supervisor of the Year.
- Civilian of the Year.
- Meritorious Service.
- Community Policing.
- Unit Commendation.
- Life Saving.
- Medal of Courage.
- Medal of Valor.

The Department recognizes the extraordinary accomplishments and dedicated service of its employees, both as individuals and as members of teams or units, through the presentation of the awards below.

Award Classification	When Presented
Officer of the Year Supervisor of the Year Civilian of the Year Meritorious Service Community Policing Unit Commendation	Presented at the Department's Annual Awards Banquet
Life Saving Medal of Valor Medal of Courage	Presented as soon as practical after the qualifying event

1010.5.1 OFFICER OF THE YEAR, SUPERVISOR OF THE YEAR, CIVILIAN OF THE YEAR
Each award in this category is given for overall performance as a career police professional and not based upon one single distinguishing event of the year. Emphasis, however, should be placed on organizational contributions made during the current year.

Those who distinguished themselves in this category generally possess traits such as teamwork, initiative, integrity, dependability, judgment, community involvement, leadership, job knowledge, peer respect, and are viewed as an appropriate Departmental role model.

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1010.5.2 MERITORIOUS SERVICE AWARD

Recipients in this category are recognized for an act or series of acts that occur over a period of time that demonstrate outstanding performance/service to the community or the Department, or a special act that required great tenacity and devotion to duty.

The service recognized in this category involves displaying a greater call to duty than mere performance of one's job.

1010.5.3 COMMUNITY POLICING AWARD

The Community Service/Policing Award recognizes the employee who, in the spirit of service, performs outstanding acts to further the betterment of the community.

1010.5.4 UNIT COMMENDATION

A Unit Commendation recognizes units within the Department that have consistently performed in an exemplary manner. The work of the unit may either be directly related to field police work or performed in support of the mission of the Irvine Police Department.

1010.5.5 LIFE SAVING AWARD

The Life Saving Award recognizes an act undertaken on or off duty resulting in the life of a person being sustained and thus permitting that person to be transported to a medical facility for treatment. The act need not involve bravery, however, the act necessary, such as first aid, must have been accomplished with exceptional competence.

1010.5.6 MEDAL OF COURAGE

The Medal of Courage is the Irvine Police Department's second highest award and is conferred for acts of bravery above and beyond the call of duty, which are of a lesser degree than those required for the Medal of Valor. It is an act of courage performed by an individual assuming great personal risk under dangerous conditions associated with unusual ability and personal initiative while attempting to save the life of another on or off duty.

1010.5.7 MEDAL OF VALOR

The Medal of Valor is the Irvine Police Department's highest award and should recognize an act of courage, where the employee was aware of imminent danger to himself/herself and acted above and beyond the call of duty. The situation should be of sufficient importance to justify the risks in the mind of a reasonable and prudent person. This award can be bestowed if the employee accomplishes the objective on or off duty or is prevented from doing so by injury. The award can be bestowed posthumously.

1010.6 AWARD PRESENTATION

Officer of the Year, Supervisor of the Year, Civilian of the Year, and Rookie of the Year: The Awards Committee will meet prior to the annual Awards Banquet to evaluate nominations for these awards. The committee's recommendations shall be forwarded to the Chief of Police for final review and endorsement. Although the name of each award recipient is announced in advance, the medal and ribbon shall be presented together to the honoree at the Awards Banquet.

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Life Saving Award, Medal of Courage, and Medal of Valor: The Awards Committee will meet and evaluate the nomination as soon as practical after the qualifying event or incident. Should the committee determine that the criterion has been met, it will forward its recommendation to the Chief of Police.

If the nomination is approved, the recipient will be recognized as soon as practical at their respective briefing or work unit meeting. During the briefing ceremony, the award recipient will receive a uniform ribbon, which can be worn on the class A uniform (Uniform Regulations policy).

The recipient will also be honored at the annual awards banquet, where the medal will be formally presented.

1010.7 EMPLOYEE OF THE QUARTER (EOQ)

The Employee of the Quarter program is administered independently of the awards program presented above. Four employees are named by the Awards Committee each year to receive this award, one per quarter.

Each quarter, an employee is identified by the committee for his or her exemplary service during the previous quarter. Exemplary service may be reflected in a single event or consistent performance during the period.

1010.7.1 EOQ NOMINATION PROCESS

Any Department employee may nominate any other employee for this award. The nomination form may be downloaded from the Department's intranet or the nomination may be made directly from the Intranet link. The completed form should be emailed or forwarded to the committee member identified in the instructions on the form.

Submitting employees are asked to include the name of the nominee and a brief explanation supporting the nomination. Performance traits such as reliability, initiative, heroism, dependability, innovation and teamwork represent the spirit of the award and are a requisite for consideration.

1010.7.2 SELECTION PROCESS

The Awards Committee will evaluate each nominee for the upcoming award and forward its recommendation to the Chief of Police for review and endorsement. Once the person has been selected, the committee will coordinate with the recipient's supervisor for a timely and appropriate presentation.

The recipient is also honored at a luncheon. The Chief of Police, or his/her designee, will present an award ribbon to the recipient. In addition, photographs of the recipient are posted within the police facility during the quarter.

1010.8 PRECEDENCE OF ORDER

- (a) Irvine Police Department awards will be given precedence in the order listed.

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- (b) Only ribbon bars are authorized to be worn on the uniform. Medals will not be worn at any time.
- (c) Ribbon bars shall be worn in order of precedence from top down and from the wearer's right to left, directly above the officer's nameplate and right breast pocket.
- (d) Multiple ribbon bars will be worn centered on the right breast pocket to a maximum of three across; e.g., a fourth ribbon bar will be centered above the bottom parallel row of three ribbon bars.
- (e) Only the Medal of Valor, Medal of Courage, and Officer, Supervisor, Rookie, and Civilian of the Year ribbons can be worn on the Class "B" uniform at the officer's discretion.
- (f) All ribbons can be worn on the Class "A" uniform when attending an event, function, funeral, or awards ceremony. Rule "e" applies if the Class "A" uniform is worn for patrol purposes.
- (g) If an officer received the Medal of Valor from a previous law enforcement agency the officer is authorized to wear the authorized Irvine Police Department Medal of Valor ribbon bar on the uniform.
- (h) All other awards, decoration, medal, badge, ribbon bar, or attachments awarded to an individual from a previous law enforcement agency are not authorized to be worn on the uniform.
- (i) Individuals that have received multiple Unit Recognition Ribbons can wear all of them; e.g., an officer that served on both the SWAT and CNT teams can wear the SWAT and CNT service ribbons on the uniform at the same time.

1010.9 AWARDS / MEDALS - ORDER OF PRECEDENCE FOR UNIFORMS

- (a) Medal of Valor
- (b) Medal of Courage
- (c) Lifesaving Award
- (d) Officer of the Year, Supervisor of the Year, Civilian of the Year, Rookie of the Year
- (e) Meritorious Service Award
- (f) Employee of the Quarter
- (g) Unit Award
- (h) Community Oriented Policing
- (i) SWAT/CNT, Honor Guard, B2V, Service Recognition Ribbon
- (j) 1992 Civil Disturbance Ribbon
- (k) All other non-departmental awards; e.g., MADD Award, Auto Theft Award, etc.

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1010.10 INSIGNIAS - WEARING OF MILITARY AWARDS / DECORATIONS

Uniformed employees of the Irvine Police Department, including both sworn and civilian, who are active military reservists or veterans of the United States Armed Forces, whether active or reserve, including the California National Guard, State Military Reserve, or Naval Militia, will be authorized to wear ribbons earned while serving in the United States Armed Forces, in accordance with the provisions of Military and Veterans Code, Division 3, Chapter 2, Section 648 (b) and the following restrictions:

- (a) Military ribbons are to be worn on Class A uniforms only.
- (b) Military ribbons are to be worn in lieu of Department issued awards and decorations. There shall be no mixing or combining of military ribbons and Department issued awards and decorations.
- (c) Only military ribbons may be worn. Military medals and badges (shooting badges, jump wings, dive badge, etc.) are not authorized.
- (d) Military ribbons are authorized only during the following time periods (Pursuant to Military and Veterans Code, Division 3, Chapter 2, Section §648 (b)):
 - 1. The business week prior to Veterans Day
 - 2. The day of Veterans Day
 - 3. The business day immediately following Veterans Day
 - 4. The business week prior to Memorial Day
 - 5. The day of Memorial Day
 - 6. The business day immediately following Memorial Day
- (e) The placement of military ribbons on the Class A uniform shall be in accordance with Department policies related to Department awards. Order of Precedence for military ribbons shall be in accordance with current military regulations or orders.