

Hamden Police Department General Orders

Policy Number: 009-001

Effective Date: August 01, 2005

Section: Commendation Award

Rescinds:

Title: Outstanding Commendation
Awards

Approved By:

Approval Date:

PURPOSE

To establish an awards program to recognize outstanding performances by any member or group of the Hamden Police Department.

POLICY

In recognition of acts of valor, exceptional service, life saving or achievement by members of the Department and special skills or qualifications obtained by Department members, awards will be issued.

Procedures

A. Reporting and application Procedures:

1. Any member of the Hamden Police Department who has personal knowledge of any act, achievement or service believed to warrant the issue of an award shall notify his/her immediate supervisor, in writing.
2. The supervisor notified will be responsible for:
 - a. Conducting an investigation into the matter.
 - b. Making a determination whether the act justifies an award.]
 - c. Submitting a written recommendation to the employee's Division Commander, through the Chain of Command, within 90 days of the act.
 - d. All recommendations will be submitted on a Commendations Application Form.

B. Division Commanders will be responsible for:

1. Reviewing all notices of outstanding performance by personnel in their respective Divisions and determining whether an award is warranted.
2. If the act justifies an award, forwarding the recommendation to the Commendation Board.

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C. Commendation Board.

1. The Commendation Board shall consist of five members, who shall be appointed by the Chief of Police. Three members will constitute a quorum.
2. At its annual meeting the board shall elect a Chairman.
3. The Board will convene on a monthly basis to vote on applications submitted.

D. Commendation Board Procedures.

1. The Commendation Board shall review each commendation application and either:
 - a. Endorse the application.
 - b. Recommend the level of award.
 - c. Letter of Recognition
 - d. Disapprove the application.
2. A simple majority of the Board is required for a final decision. If a member of the Board should submit an application or become a candidate, they shall disqualify themselves from that vote.
3. The recommendations of the Board will be sent to the Chief of Police for final approval and then to the Board of Police Commissioners for awarding.
4. After final approval a copy of the findings will be forwarded to the submitting Division Commander, who shall notify the recipient.

E. Appeal Process.

1. Any decision of the Board may be appealed to the Chairman of the Board within thirty days of the decision.
2. Upon receiving an appeal from a Division Commander, a Board hearing must be held within thirty days of receipt of the appeal.
3. If the hearing does not resolve the issue, the Board will then forward the application to the Chief of Police, with the Board's and the Division Commander's recommendations.

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F. Categories of Awards.

1. Medal of Honor - The Medal of Honor shall be awarded to any person who performs, with gallantry and bravery, at the risk of life above and beyond the call of duty while engaged in combat with someone known to be armed and dangerous.
2. Medal for Valor - The Medal of Valor shall be awarded to anyone who demonstrates exceptional heroism in the performance of duty while exposed to a life imperiling danger.
3. Medal for Life Saving - The Medal for Life Saving shall be awarded to any person who saves someone's life or who makes a valiant attempt to save someone's life.
4. Medal for Commendable Service - The Medal for Commendable Service shall be awarded to any person who renders service beyond the ordinary course of duty with alertness, perseverance or timely judgment in the performance of a difficult task which results in the protection of life, the recovery of stolen property, the prevention or solving of a major crime or the apprehension of an armed or dangerous person.
5. Medal for Unit Citation - The Medal for Outstanding Service may be awarded to any group of persons who successfully performs an extremely complex and difficult investigation, or who demonstrates exceptional skill and ingenuity in the apprehension of a wanted person, or who provides outstanding service to the public, or who continuously achieves excellence in the performance of duties over an extended period of time.

G. Recording of Awards.

1. Award presentations will be recorded in the recipients personnel file.

H. Awards Presentation.

1. Awards will normally be presented annually during a special awards ceremony.
 - a. The Board of Police Commissioners will normally present the awards to the recipients.
 - b. Posthumous awards may be presented to the next of kin.

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- I. Commendation Bars.
 1. Medal of Honor - Solid blue bar with gold stars
 2. Medal of Valor - Solid purple bar with gold V in center
 3. Life Saving Medal - White center with red on both ends and red cross in center. **Only one to be worn no matter how many awarded.**
 4. Medal for Commendable Service
 - a. One Commendation - solid white bar
 - b. Two to Four Commendations - solid white bar with up to 3 stars.
 - c. Five Commendations - half blue half white bar.
 - d. Six to Nine Commendations - half blue half white bar with up to four stars.
 - e. Ten Commendations - solid blue bar.
 - f. Eleven to Fourteen Commendations - solid blue bar with up to four stars.
 - g. Fifteen Commendations solid red bar.
 - h. Sixteen to Nineteen Commendations - solid red bar with up to four stars.
 - i. Twenty Commendations - solid gold bar.
 - j. Over Twenty Commendations - star for every five to a maximum of five stars.
 5. Only the highest level of Commendation bar will be worn on the uniform.
 6. Medal for Unit Citation - Solid green bar with up to a maximum of five stars.