

# JACKSON POLICE DEPARTMENT

Number: 3.0

October 2019

---

## EMPLOYEE RECOGNITION

---

### 3.1 PURPOSE

- A. In an effort to publicly recognize and reward extraordinary, exceptionally meritorious or conspicuously outstanding acts of valor and other acts or services which are above and beyond what is normally expected, the following awards are established.
- B. The Jackson Police Department will also officially recognize private persons or city employees who perform meritorious acts in aiding or attempting to aid fellow citizens or other members of the department.

### 3.2 HONOR AWARDS BOARD COMPOSITION

- A. The Honors Board shall be established and consist of not more than six (6) voting members from within the police department. An officer will be designated by the chief of police to chair the board, which is comprised of the following:
  - 1. A Sergeant
  - 2. A Corporal
  - 3. A Police Officers,
  - 4. A non-sworn employee.

### 3.3 AWARD AND COMMENDATION SUBMITTAL

- A. Any member of this department may recommend qualified persons for an award. The recommendation is to be in writing and should be supported by witness statements, videos, audio recordings, and/or other supporting evidence, when available.
- B. The recommendation must include, in detail, the circumstances and actions surround the act and shall be submitted directly to the Honors Board chair.

### 3.4 CLASSIFICATION OF AWARDS

- A. **Medal of Valor** shall consist of a medal, uniform bar, and certificate presented when the following criteria exist:
  - 1. Extraordinary bravery far above and beyond that expected in the line of duty, where failure to take such action would not justify censure, where substantial risk to life actually existed and the member was able to perceive the risk, and where the objective is of sufficient importance to justify the risk.

# JACKSON POLICE DEPARTMENT

Number: 3.0

October 2019

2. If the employee is prevented from accomplishing the objective by incurring an injury or death, the act shall be treated as if the employee had, in fact, completed the objective.
  3. Any action by a department employee in which he/she sustains serious bodily injury or death while saving or attempting to save the life of another person or while preventing or attempting to prevent injury or death to another person.
- B. **Blue Diamond** shall consist of a medal, uniform bar, and certificate presented to any member of the department sustaining serious bodily injury or fatal wounds as the result of an assault.
  - C. **Medal of Bravery** shall consist of a medal, uniform bar, and certificate and shall be presented for an act of extraordinary bravery.
  - D. **Medal of Merit** shall consist of a medal, uniform bar, and certificate and shall be presented for an act of outstanding performance or service requiring extreme tenacity of purpose and devotion to duty.
  - E. **Lifesaving Award** shall consist of a medal, uniform bar, and certificate presented to any member who renders medical care of a distinguished or unusually creditable nature to a person whose life is in immediate jeopardy and does so in a manner that most certainly sustained the person's life.
  - F. **Critical Incident Pin** is awarded to those department members who exemplified department values while serving during a traumatic, critical or noteworthy incident. The Honors Board shall make recommendations to the chief of Police as to which events may qualify. The Chief of Police shall then commission a pin for the event. Each pin will be unique in its design.
  - G. **Medal Devices** – In the event that an employee has received two or more of the same medal, a separate medal shall be issued for each additional award, which is to be centered on the original uniform bar.
  - H. **Employee of the Quarter/Year** shall be presented to an employee who contributed extraordinary service; who went above and beyond the call of duty; or who has shown consistent excellent performance. The award will be presented at a departmental meeting and will consist of a personalized item of recognition. In addition, the employee's name will be added to the Employee of the Quarter or Employee of the Year plaque, respectively, which is to be displayed in the Police Department.
  - I. **Mater Shooter Award** – Uniform pin awarded to a member who shoots 10 consecutive perfect scores with the issued handgun.
  - J. **Expert Shooter Award** – Uniform pin awarded to a member who shoots 5 consecutive scores of 90% or better with the issued handgun.
  - K. **Chief's Special Award**
    1. The Chief of Police may, at his/her sole discretion, bestow special awards to department members or community members.

# JACKSON POLICE DEPARTMENT

Number: 3.0

October 2019

2. For department members, the award shall consist of a certificate and uniform bar.
3. For community members, the award shall consist of a plaque.
4. This award may be presented in three categories:
  - a. **EXCELLENCE** may be given to a person who has demonstrated outstanding dedication to duty or community service.
  - b. **INNOVATION** may be given to a person who has demonstrated a level of originality and success in problem solving as it relates to department operation or community quality-of-life issues.
  - c. **INTEGRITY** may be given to a person who demonstrates through specific, articulable actions an outstanding level of moral courage in resolving a policing-related issue.

## 3.5 COMMENDATIONS FOR CITIZENS

- A. Non-department members are eligible to receive the Chief's Special Award.
  1. Chief's Special Award – Citizen's may be eligible for this award, previously described in the Commendation for Department Personnel section (See letter K).
  2. Lifesaving Award – Shall consist of a certificate presented to any citizen who renders medical care of a distinguished or unusually creditable nature to a person whose life is in immediate jeopardy and does so in a manner that most certainly sustained the person's life.
  3. Police-community Partnership Award – A certificate presented to recognize a member of the community that has made a substantial commitment for the benefit of the Jackson Police Department.
  4. Community service Award – A certificate presented to individuals whose actions, in cooperation with the Jackson Police Department and at great personal risk, resulted in the apprehension of crime suspects and / or the saving of life and property.

## 3.6 CHIEF OF POLICE'S CHALLENGE FOR EXCELLENCE

- A. The Chief of Police, Lieutenant and each Sergeant will be provided with 10 individual challenge coins each year, to recognize excellence in field performance. This award is to be used as an immediate reinforcement tool for exceeding the Department and Town of Jackson values.
  1. Challenge Coins – These coins can be given to department members or community members the supervisor wants to recognize for their exceptional performance.

## 3.7 SELECTION PROCESS

# JACKSON POLICE DEPARTMENT

Number: 3.0

October 2019

- A. The system established for the review and selection for the Valor, Bravery, Merit, Chief's Special, Employee of the Quarter, Community Partnership, Community Service Awards and Departmental Commendations shall be as follows:
  - 1. The Honors Board chair shall gather the names of individuals who are to be considered for awards and commendations by the Honors Board. Appropriate documentation attesting to the incident or circumstances will accompany the names of the nominated individuals.
  - 2. The Honors Board chair will forward the packages consisting of names and associated documentation to each Board member for review prior to a scheduled meeting.
  - 3. The Honors Board chair will convene the Board at least once a quarter to review and vote on nominations and make recommendations to the Chief of Police.
  - 4. The voting on a nominee shall be by simple majority, with each board member having a single vote. All members of the Board must be present to make a recommendation to the Chief of Police for final approval. All voting and discussion by the Board shall remain confidential.

## 3.8 DISPLAY OF MEDALS

- A. Any awarded uniform bar will be worn above the right breast pocket and centered above the employee's name tag. Once a Jackson Police Department uniform bar is awarded to an employee, it becomes a part of his/her official uniform and the display of said bar is optional. In the event that a new employee (lateral transfer) has been the recipient of a medal from a previous department, that officer may display the uniform bar as a part of the Jackson Police Department uniform in a subordinate position to any Jackson Police Department bars.
- B. Veterans of the Armed Forces of the United States may wear their service ribbons on Veteran's Day only, and only if those employees are in uniform. These ribbons shall be worn centered over the right pocket flap, above the employee's nameplate.

## 3.9 LETTERS OF RECOGNITION

- A. All letters, memorandums or other writings received by the department that recognizes an employee's efforts, will be displayed on the department's bulletin board.
- B. The original will be given to the employee with a copy forwarded to the Chief of Police, the employee's immediate supervisor and the Personnel Director for inclusion in the employee's personnel file.