



TOWN OF MACEDON POLICE DEPARTMENT

General Order: 255	Effective Date: April 12, 2019
Subject: Departmental Awards and Commendation Procedures	
Reference Standards: 17.1	
Rescinds:	
Page 1 of 8	Attachments: MPD Recognition/Awards Nominations Form

I. POLICY

A. A basic responsibility of good supervision is the recognition and reporting of outstanding actions or exceptional performance by departmental personnel. All personnel, regardless of rank, are urged to report outstanding or heroic actions of which they have knowledge.

II. PROCEDURES

A. Any employee of the Macedon Police Department witnessing an exemplary act by another Macedon Police Department employee may initiate a request for departmental recognition by citing the circumstances of the incident on a Macedon Police Department Recognition/Awards Nominations Form (see attachment). The form should include:

1. A description of the incident.
2. The names and addresses of any witnesses who might be helpful if further investigation is necessary.
3. The reasons for which the recognition or award is being recommended.
4. The name of the recognition or award for which the employee is being recommended.
5. The specific section and sub-section of the recommended award should be cited by the nominating employee.
6. The actions cited should clearly meet the criteria set forth in this order.

B. Recommendations will be forwarded to the Sergeant. Any supervisor who has direct knowledge of an incident for which an employee is being nominated for an award may, in writing, comment on the incident and merits of the award nomination.

1. All nominations will be submitted no later than the 35 calendar days immediately following the act or acts for which the employee is being nominated.

C. The Sergeant will:

1. Review all recommendations for Departmental awards, and:
 - a. Endorse the recommendation as submitted; or
 - b. Choose another appropriate award to be presented; or
 - c. Request additional documentation be submitted, and/or request an interview with the employee(s) recommending the award; or
 - d. Determine that no award will be presented; and
 - e. Notify the individual making the nomination of their findings on the nomination; and;
2. The findings of the Sergeant will be forwarded to the Chief of Police for final consideration.
 - a. In the event there are differing views between the Chief of Police and the Sergeant as to whether or not an award should or should not be given, a police officer who is not involved in the award nomination will be selected at random as the determining factor.
3. The Office of the Chief of Police will notify employees receiving awards as to when and where the awards will be conferred.

D. Historical Consideration

Recommendation for historical consideration for awards may be given by the Awards Committee for actions or activities taken by officers prior to the effective date of General Order 255.

III. AWARDS

A. Medal of Valor

1. The Medal of Valor may be awarded to an officer of the Macedon Police Department who intelligently and in the line of duty gives his/her life or distinguishes himself/herself by the performance of an act of courage, involving the grave risk of imminent danger to his/her life with knowledge of the risk, above and beyond the call of duty. Such an act must have been performed for the purpose of saving or protecting human life.

B. Distinguished Service Award

1. The Distinguished Service Award may be presented to an officer of the Macedon Police Department who intelligently and in the line of duty distinguishes himself/herself in the performance of an act of courage, involving risk of imminent serious personal injury, for the purpose of saving or protecting human life; or who, in the course of an extended investigation where he/she is continuously and singly exposed to grave personal hazard, willingly accepts such risk in the service of the Department.

C. Commendation Award

1. The Commendation Award may be presented to an officer of the Macedon Police Department who distinguishes himself/herself by an exemplary achievement, act or service to the Department, performed in a manner substantially beyond normal expectations in similar circumstances, or who performs an extraordinarily credible and unusual police accomplishment.

D. Police Purple Heart Medal

1. The Police Purple Heart Medal may be awarded to an officer who in the line of police duty sustains a serious injury as the result of hostile behavior by another person or sustains serious physical injury in the line of duty; or posthumously to an officer of the Department who is killed in the performance of his/her duty. The Police Purple Heart may be awarded in addition to any other departmental award.

E. Life Saving Award

1. The Life Saving Award may be presented to an officer of the Macedon Police Department who in the performance of his/her duty renders medical first aid of 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 and enabled such person to be delivered alive to a medical facility. The recommendation for this award must include a statement from the attending physician attesting to the fact that such person was in immediate jeopardy, that the medical first aid rendered did sustain such person and that the person would likely have expired without the said medical intervention.

F. Excellent Police Service Award

1. The Excellent Police Service Award may be presented to an officer of the Macedon Police Department who performs:
 2. Continued intelligent and valuable service demonstrating special faithfulness or perseverance over a period of time. This award will be presented for, but is not limited to, the following examples:
 - a. An employee who receives three (3) Letters of Recognition in a calendar year. Recipients may be nominated by their commanding officer upon attaining the stated criteria.
 - b. An officer who's self-initiated, pro-active work results in an outcome which otherwise would not have been achieved or attained (e.g., an extensive and in-depth follow-up investigation beyond the normal course of duty of a criminal act resulting in a prosecutable case or a case closure or who makes an invaluable contribution to a criminal investigation which would otherwise not have been considered to be a prosecutable case).
 3. An intelligent act materially contributing to a valuable accomplishment (e.g., the submission of a device or method designed to increase efficiency in an administrative or tactical procedure and subsequently adopted by the Department).

G. Officer of the Year Award

The Officer of the Year Award is presented annually by the Macedon Association of Police Officers. This award need not be an annual award.

H. Officer of the Month Award

1. The Officer of the Month award may be presented to an officer of the Macedon Police Department who is chosen by the Awards Committee as an outstanding officer(s) of the month based upon recommendations submitted for Departmental Awards. It is not mandatory that an officer of the month be chosen for months where no outstanding level of police work has been recommended for submittal.

I. Meritorious Service Award

The Meritorious Service Award may be presented to an officer of the Macedon Police Department who distinguishes himself/herself by a meritorious achievement, act, or service to the Department, performed in a manner beyond normal expectations in similar circumstances, or who performs a credible and unusual police accomplishment.

J. Letter of Recognition

A Letter of Recognition may be issued by a commanding officer for instances wherein an employee of the Macedon Police Department should be recognized for an individual act or some performance of duty. This letter may be written to recognize actions that are commendable but do not reach the criteria for another award.

Note: A Letter of Recognition represents an individual acknowledgment of actions at the Platoon or Unit level. This letter will not be forwarded to the Awards Committee for review but may be utilized for consideration for the Excellent Police Service Award. An employee whose documented, diligent efforts culminate in the advancement of the Macedon Police Department's Goals and Objectives may receive a Letter of Recognition.

IV. AWARDS PRESENTATION

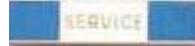
- A. Awards Ceremony- The Macedon Police Department awards will be presented at the Town Board Meetings.

V. SPECIFICATIONS, MEDALS AND BARS

The Departmental recognition bars shall measure 1 3/8" length and 5/16" in width and will have a fine gold border surrounding the inlaid colors.

A. MEDAL OF VALOR

1. A gold bar pin bearing three vertical enamel inlays: red left side, white center with word "VALOR" in gold and dark blue right side shall be presented for uniform wear.
2. A second or subsequent award will be indicated by the corresponding award number being placed on the award bar on the side closest to the wearer's heart (As you look at the award this would be the right side.)

B. DISTINGUISHED SERVICE

1. A gold bar pin bearing three vertical enamel inlays: light blue left side, white center with word "SERVICE" in gold and light blue right side.

2. A second or subsequent award will be indicated by the corresponding award number being placed on the award bar on the side closest to the wearer's heart (As you look at the award this would be the right side.)

C. COMMENDATION

1. A gold bar pin bearing five vertical enamel inlays: dark blue, gold, dark blue center with gold shield, gold and dark blue.
2. A second or subsequent award will be indicated by the corresponding award number being placed on the award bar on the side closest to the wearer's heart (As you look at the award this would be the right side.)

D. PURPLE HEART

1. A gold bar pin bearing one vertical enamel inlay purple in color that shall be presented for uniform wear.
2. A second or subsequent award will be indicated by the corresponding award number being placed on the award bar in the center of the bar.

E. LIFE SAVING AWARD

A gold bar pin bearing three vertical enamel inlays: white, red center with one white cross, and white.

1. Those officers receiving a second award will be presented with a gold bar pin bearing three vertical enamel inlays: white, red center, with two white crosses, and white.
2. Those officers receiving a third award will be presented with a gold bar pin bearing three vertical enamel inlays: white, red center, with three white crosses, and white.

F. EXCELLENT POLICE SERVICE AWARD

1. A gold bar pin bearing one vertical enamel inlay: gold with the number one affixed to the center of the pin.
2. Those officers receiving additional awards will be presented a new gold bar pin with the numerical indication, in gold, of the number of awards affixed to the center of the pin.

G. OFFICER OF THE YEAR AWARD

1. A plaque will be presented to the officer of the year. In addition, a gold bar pin bearing one vertical enamel inlay: dark blue with a small gold star affixed to the center which will be worn on the uniform.
2. Those officers receiving additional awards will be presented a gold bar pin bearing one vertical enamel dark blue inlay with an additional gold star affixed to the center for each additional year the award was received.

H. OFFICER OF THE MONTH AWARD

1. A gold bar pin bearing five vertical enamel inlays of white, green, white, green, and white.
2. A second or subsequent award will be indicated by the corresponding award number being placed on the award bar on the side closest to the wearer's heart (As you look at the award this would be the right side.)

I. MERITORIOUS SERVICE AWARD

1. A gold bar pin bearing three vertical enamel inlays: dark blue, white with the words "MERIT" inlayed in gold lettering, and dark blue.
2. A second or subsequent award will be indicated by the corresponding award number being placed on the award bar on the side closest to the wearer's heart (As you look at the award this would be the right side.)

V. SPECIAL PRIVILEGES OF THE CHIEF OF POLICE

A. Nothing contained in this General Order will prevent the Chief of Police, under any circumstances, from granting immediate Departmental recognition to any employee.

By Order of the Chief of Police


John P. Colella (Apr 17, 2019)

John P. Colella
Chief of Police
Dated this 12 day of April, 2019

Macedon Police Department
Recognition/Awards Nomination Form

- ☒ Medal of Valor
- ☒ Distinguished Service Award
- ☒ Commendation Award
- ☒ Police Purple Heart Medal
- ☒ Life Saving Award
- ☒ Excellent Police Service Award
- ☒ Officer of the Year Award
- ☒ Officer of the Month Award
- ☒ Meritorious Service Award

Employee Name: _____ Badge #: _____

Date: _____ Incident Date and CR# (If applicable): _____

Narrative:

Signature of person nominating award

Supervisor Comments

Sergeant

Approved Denied Other recommendation _____

Comments:

Chief of Police

Approved Denied Other recommendation _____

Comments:

Notification of nomination and findings to nominee (date):

Notification of findings made to person making nomination (date):