

December 21, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE****Index as:**

Awards
Distinguished Service Medal
Form 012, Award Nomination
Letter of Commendation
Letter of Excellence
Meritorious Service Medal
US Flag Breast Bar

PERFORMANCE AWARDS**459.00 PURPOSE**

The purpose of this General Order is to establish procedures, explain those standards necessary for a member of this Department to be eligible for an award, and to list and explain the necessary administrative steps that are to be followed in recommending an employee

459.01 POLICY

Members of the Department, commissioned or civilian, may be recognized with awards for performances above and beyond that normally expected in the routine performance of their duties.

459.02 AWARDS

Department awards are listed below in the order of their degree of recognition with the highest listed first.

- A. The Distinguished Service Medal for Valor may be awarded by the Chief of Police to a sworn member of the police force who, in the line of duty, performs an act of outstanding bravery at the risk of imminent personal danger to his life. The award will be evidenced by a gold medal and accompanying appropriate certificate. This award may be posthumously awarded.
- B. The Meritorious Service Medal may be awarded by the Chief to a sworn member of the police force who distinguishes himself in the face of personal danger or distinguishes himself by meritorious service during a specific period or achievement and in doing so brings credit to the Police Department by a highly credible or unusual act in performance of police duty. This award will be evidenced by a silver medal and accompanying appropriate certificate.
- C. The Letter of Commendation may be awarded by the Chief of Police to any member of the department, commissioned or civilian, for an act of intelligent and valuable police service, demonstrating special faithfulness or perseverance, including an

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especially important arrest accomplished through highly intelligent police performance. A breast bar will evidence this award for commissioned members and accompanying appropriate certificate for commissioned and civilian members.

- D. The Letter of Excellence may be awarded by the Chief of Police, a division or Bureau commander, commissioned or civilian, to any member of the department, commissioned or civilian, for performance of duty that demonstrates intelligent and valuable police performance of community service, faithfulness, perseverance, unselfishness, initiative or job performance that does not meet the criteria for a Department Letter of Commendation. An appropriate certificate will evidence this award.
- E. Breast Bars are to be worn on the uniform shirts (or jackets), centered, and directly below the left top breast pocket seam. Only one award to each qualifying member will be made for the same act or achievement. Multiple award bars will be worn with the higher designated award bar to the top left.
- F. US National Flag Breast Bar – In recognition of the events of September 11, 2001 all officers may wear a department approved US flag breast bar on the right pocket flap of the Department uniform. The US flag bar will be worn with the blue field to the viewers left. The US flag bar will be worn centered on the pocket flap and below the officer's nametag.
- G. Awards issued by other agencies and governing bodies such as the Medal of Valor or Medal of Honor may be worn with the permission of the Chief of Police. They should be worn in accordance with this policy and in the appropriate order of precedence.

459.03 INITIATION OF AWARDS

- A. Commanding officers or supervisors may recommend members under their command for an award following the procedures outlined in this section. All award recommendations will be made by submitting FPD form 012, and will contain a summary of events and qualifications for such awards. Such recommendations will apply to all awards.
- B. Commanding Officers and supervisors will carefully investigate all cases within their commands which may qualify an employee for one of the department awards. When more than one person is mentioned, commanding officers or supervisors will differentiate the part each person played, qualifying them for the award. Within thirty (30) days after the incident, a written description of the act, along with supporting documents for which the award is recommended, must be submitted to the Chief of Police. A copy of the complete recommendation will also be given to each department member recommended for an award.

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C. Recommendations for awards in writing may be made to a commander of a unit by any of its members or other concerned people who may have witnessed or have knowledge of an incident whereby they believe that some member of that unit is deserving of an award. The recommendation must be forwarded to the Chief of Police with an approval or disapproval.

459.04 PRESENTATION

Department Awards will be presented at appropriate ceremonies determined by the Chief of Police. Copies of all awards will be maintained in the department member's personnel file.

By order of:

A handwritten signature in black ink, appearing to read "Colonel Thomas Jackson".

COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

Attachments

FPD Award Nomination Form 012

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FERGUSON POLICE DEPARTMENT AWARD NOMINATION FORM

Submitted By _____
(Supervisors Name)

Assignment _____

Officer Nominated _____ DSN _____

Assignment _____

Date of Occurrence _____

Type of Incident _____ CN _____

TYPES OF AWARDS FOR CONSIDERATION

Distinguished Service Meritorious Service

Meritorious Service

Letter of Commendation Award of Excellence

Award of Excellence

(Check Block of Award Proposed)

COMMENTS:

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**FERGUSON POLICE DEPARTMENT
AWARD NOMINATION FORM**