

**PALMYRA POLICE DEPARTMENT
GENERAL ORDER**

G.O. 2-3-2016

**Section: TWO
Chapter: THREE**

SUBJECT: Employee Recognition and Awards
ISSUE DATE: 08-15-16
REFERENCE: NYSA 17.1

I. POLICY

The 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 Palmyra Police Department witnessing an exemplary act by another Palmyra Police Department employee or any other person who contributes to the daily operations of the Department may initiate a request for Departmental recognition by citing the circumstances of the incident on a Palmyra Police Department Recognition/Awards Nominations Form (see attachment). The form should include:
- B. A description of the incident.
 - 1. The names and addresses of any witnesses who might be helpful if further investigation is necessary.
 - 2. The reasons for which the recognition or award is being recommended.
 - 3. The name of the recognition or award for which the employee is being recommended.
 - 4. The actions cited should clearly meet the criteria set forth in this order.
- C. Recommendations will be forwarded to the Chief of Police. 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 30 calendar days immediately following the act(s) for which the employee is being nominated.
 - 2. The Officer in Charge will 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 his findings on the nomination; and
 - (f) 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 Chief of Police for actions or activities taken by officers prior to the effective date of this General Order.

III. AWARDS

A. Medal of Valor

The Medal of Valor may be awarded to an employee of the Palmyra 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. Medal of Honor

The Medal of Honor may be presented to an employee of the Palmyra Police Department who distinguishes himself/herself by a meritorious 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.

C. Police Purple Heart Medal

The Police Purple Heart Medal may be awarded to an employee 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 employee 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.

D. Life Saving Award

The Life Saving Award may be presented to an employee of the Palmyra 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.

E. Professionalism Award

The Professionalism Award may be presented to an employee of the Palmyra Police Department who performs:

1. 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 whose documented, diligent efforts culminate in the

- advancement of the Department's Goals and Objectives.
 - b) An employee whose 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).
 - 2. 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).
- F. Letter of Recognition
- 1. A Letter of Recognition may be issued by a commanding officer for instances wherein an employee of the Department should be recognized for an individual act or some performance of duty. These letters may be written to recognize actions that are commendable but do not reach the criteria for another award.
- Note:** Letters of Recognition represent an individual acknowledgment of actions at the Platoon level. These letters will be forwarded to the Officer in Charge for review and may be utilized for consideration for the Professionalism Award.
- G. Community Service Award
- 1. The Community Service Award may be presented to any employee of the Department who has shown a commitment to the welfare of the community beyond the normal call of duty. Such commitment can be demonstrated in a single act or in a series of acts that focus on advancing the quality of life of Village residents. These acts may range from exceptional job-related community interaction to volunteer or community service work during the employee's own time.
 - 2. Any employee of the Department who has demonstrated exceptional service to the community may be nominated by a fellow employee or a resident of the community. All nominations must be made on a Palmyra Police Department Recognition/Awards Nominations Form and must be endorsed by both a member of the Department and a representative from the community.
- H. Education Award
- 1. The Education Award will be awarded to any member of the Palmyra Police Department who has earned at least an Associate's Degree.
- I. Years of Service Bar
- 1. The Years of Service Bar will be awarded to any member of the Palmyra Police Department who as at least ten years of service with the Department.
- J. Special Training Bars
- 1. Members of the Palmyra Police Department may be awarded a bar for specialized training received, such as:
 - a) Police Instructor
 - b) FTO
 - c) DARE
 - d) Bicycle Patrol
 - e) Firearms Instructor
 - 2. Training bars will be issued by the Officer in Charge upon completion of the specialized training.

IV. AWARDS PRESENTATION

A. Awards Ceremony

1. The Officer in Charge shall arrange with the Village Clerk to conduct any formal presentation ceremonies at a monthly Village Board meeting during which awards will be formally presented.

V. SPECIFICATIONS, MEDALS AND BARS

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

A. Medal of Valor

A gold bar pin bearing three equal vertical enamel inlays of red, white and blue with a black letter "V" in the center of the white inlay.

B. Medal of Honor

A gold bar pin bearing equal vertical enamel inlays of yellow, red, white, red, yellow, with two white stars in the center of each yellow inlay, and a red letter "H" in the center of the white inlay.

C. Police Purple Heart Medal

A gold bar pin bearing equal vertical enamel inlays of white, purple, white, purple, white, with a purple heart in the center of the center white enamel inlay.

D. Life Saving Award

A gold bar pin bearing three equal vertical enamel inlays of blue, white, blue, separated by a red vertical line, and a red cross in the center of the white inlay.

E. Professionalism Award

A gold bar pin bearing five vertical enamel inlays of blue separated by vertical gold lines, with a gold police shield in the center inlay.

F. Community Service Award

A gold bar pin bearing three vertical enamel inlays of blue, white, blue, separated by a red vertical line, and a red laurel wreath in the center of the white inlay.

G. Years of Service Award

A gold bar pin bearing a single enamel inlay of red with a white diamond in the center.

H. Education Award

1. For an Associate's Degree in Criminal Justice: A gold bar pin with a single enamel inlay of blue with 12 small gold stars in the blue inlay.
2. For any Bachelor's Degree: A gold bar pin with five enamel inlays of blue, white, red, white, blue.

I. Special Training Bars

Shall be similar in size to award bars, and of the type and color(s) determined by the Chief of Police.

VI. SPECIAL PRIVILEGES OF THE OFFICER IN CHARGE

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

By the Order of:

David B. Smith
Chief of Police

RECOGNITION/AWARDS NOMINATIONS FORM

- ☐ Professionalism Award
- ☐ Community Service
- ☐ Commendation

NARRATIVE:

SIGNATURE AND RANK OF PERSON NOMINATING AWARD