

# EAST LANSING POLICE DEPARTMENT

## POLICY AND PROCEDURE

**ORDER NUMBER:** 17-19  
**SUBJECT:** AWARDS  
**EFFECTIVE DATE:** 2/28/19  
**ANNUAL REVIEW DATE:** 2/2019  
**RESEARCHED BY:** P&P COMMITTEE  
**INDEX AS:** AWARDS  
**TOTAL PAGES:** 6  
**SUPERCEDES:** P&P: 17-07, 17-09, 17-14

**CHIEF OF POLICE:**

  
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### 17.1 POLICY

To establish guidelines and procedures for awarding departmental citations to employees and civilians for acts that are deserving of recognition.

### 17.2 BOARD OF AWARDS

- A. A Board of Awards will be appointed to screen all requests for citations. The Board shall consist of at least five members.
1. The Chief of Police or his/her designee.
  2. Two representatives from the Uniform Division, one Lieutenant or Sergeant and one officer.
  3. A representative from the Detective Bureau.
  4. A representative from the Civilian Personnel.
  5. An attempt shall be made to have a "holdover" representative from the prior Board to the newly appointed Board.
- B. The highest ranking officer will act as chairperson of the Board of Awards. An Administrative Assistant will attend all meetings to keep a recording of the Board's action.
- C. In the event that a member of the Board is involved in the citation request or is absent, an ad hoc replacement may be appointed by the Chief of Police or his/her designee.
- D. The Board of Awards shall be appointed for a period of one calendar year by the Chief of Police. The Chief's designee to the Board shall schedule meetings as deemed appropriate. Consideration should be given to the volume of Award requests received, schedules of Board members, etc. Should the person(s) submitting the request to the Board request to be present at the Boards next meeting, every attempt shall be made to accommodate said request. There is no appeal of the Board's decisions.
- E. The Review Board will bear the responsibility for maintaining the significance,

integrity and honor of the awards. Approval of any matter before the Review Board will require a simple majority vote.

### 17.3 **ELIGIBILITY, ROUTING AND BOARD ACTIONS**

- A. All department members are eligible to receive awards for actions on or off duty and in or outside the East Lansing City limits. An individual officer shall not submit a recommendation on their own behalf. However, if an individual feels they should be recommended, they may bring it to the attention of the Shift or Bureau Commander, and a request for citation may be submitted via the Shift or Bureau Commander.
- B. Recommendations for citation shall be submitted directly to the Board of Awards. This is to be the only distribution prior to the convening of the Board of Awards.
- C. If, at the discretion of the Board, the action on the request warrants either a higher or lower degree of citation, the Board may adjust the recommendation. In any case, the Board's recommendation is final.

### 17.4 **NOMINATION OF OFFICER AND EMPLOYEE OF THE YEAR**

- A. All Department Supervisors are strongly encouraged to review and nominate officers and employees under their supervision that they would consider eligible for this award. A serious and honest evaluation of all officers/employees under their command should be given. The nomination(s) shall be submitted by December 31<sup>st</sup>.
- B. The supervisor making the nomination shall submit a written report using the guidelines in section 17.5. This narrative shall also include the name, position, job assignment and a brief narration of the candidate's performance. This report shall be forwarded to the Board of Awards. The Board shall review and select the Officer and Employee of the Year from the information provided. If the recommending supervisor or the nominee is a member of the Board, then an ad hoc replacement may be appointed by the Chief of Police.
- C. Both the officer and employee of the year will be recognized by the Chief of Police at the East Lansing Police Awards ceremony.

### 17.5 **GUIDELINES FOR NOMINATION FOR OFFICER AND EMPLOYEE OF THE YEAR AWARD**

- A. The following categories may be used in making the nomination and selection for the Officer/Employee of the Year Awards.
  - 1. Efficiency and effectiveness at performing all aspects of their job assignments.
  - 2. Loyalty to the Department.
  - 3. Maintain and exhibit a professional image.
  - 4. Exhibit an honest concern for fellow employees.
  - 5. Gives more than expected on a day-to-day performance and other

criteria such as self improvement, leadership, initiative, positive attitude, attendance and appearance.

17.6 **JAMES JOHNSON OFFICER OF THE YEAR AWARD**

- A. This award will be chosen by the calendar year. This award is presented to provide recognition and show appreciation to a sworn police officer of the East Lansing Police Department for successfully performing daily job assignments which aides in the accomplishment of the goals and objectives of the Department. This award is not for an officer who has performed some outstanding feat, but for an officer who had exhibited outstanding ability and performance during the entire year, no matter what task was assigned.
- B. The new Officer of the Year shall receive an honorary "Officer of the Year" badge to be presented by the previous Officer of the Year. The honorary badge will be worn on the Officer's uniform until the next awards ceremony.
- C. The Officer of the Year shall receive a \$100 stipend for receiving this honor.
- D. The Officer of the Year shall receive a service bar (Blue/Brown) to be worn on the uniform with other service bars.
- E. The Officer of the Year shall be honored with the responsibility of maintaining the appearance of our fallen Officer, Jim Johnson's gravesite during the week prior to Memorial Day. The Chief shall send a team of officers to maintain the gravesite during the week prior to October 25<sup>th</sup>. The Officer of the Year shall also be honored with maintaining the memorial display case near the East Lansing Police Desk.

17.7 **MASON SAMBORSKI CIVILIAN EMPLOYEE OF THE YEAR AWARD**

- A. This award is named after former ELPD Cadet and Parking & Code Enforcement Officer Mason Samborski, who lost his life in the line of duty as an Oak Park Police Officer in 2008. The award is presented to provide recognition and show appreciation to a civilian member of the East Lansing Police Department for successfully performing a job assignment which aides in the accomplishment of the goals and objectives of the Department. This award is not for an employee who has performed some outstanding feat, but for an employee who has exhibited outstanding ability and performance during the entire year, no matter what task was assigned.
- B. The Employee of the Year shall receive a \$100 stipend for receiving this honor.

17.8 **DEPARTMENT AWARDS**

- A. **Letter of Recognition** ( Team or Individual )

A Letter of Recognition is to be awarded to a member(s) of the department who have contributed superior work on a daily basis, over an extended period of time. The award may also be given to an employee(s) who has developed

new and innovative techniques, procedures, programs, etc. which have benefited the department or the community.

B. Letter of Commendation ( Team or Individual )

A Letter of Commendation is to be awarded for a specific incident where a member(s) of the department performed routine duties in a thorough, superior, and professional manner. The employee(s) exhibited superior initiative, good judgment and excellent job knowledge to resolve the incident.

C. Merit (green/white service bar)

A Merit citation is to be awarded where a member of the department performs a difficult task due to their diligence and perseverance. Due to the employee's actions a crime is prevented, life and property is protected, a criminal is apprehended, or a case investigation is brought to a successful conclusion. The employee shall have demonstrated thoroughness, initiative, and determination during the course of the investigation. An example of this award would be for an investigation which requires extensive follow up.

D. Life Saving (red/white service bar)

A Life Saving citation may be awarded where a member of the department has been directly responsible for the saving of a human life. The employee shall have either directly participated in the application of proper first aid procedures and rescue techniques, or shall have given verbal instructions on such, that assisted in the saving of a human life. The request for a Life Saving citation shall be accompanied by information from witnesses or medical personnel stating that the methods used or applied contributed significantly to the saving of a life. If warranted, the issuance of this citation would not prevent the issuance of a higher award concerning the same incident. The citation shall be awarded only if the victim survives.

E. Purple Heart

A Purple Heart citation may be awarded in an incident where a member of the department is injured in conjunction with any of the above mentioned awards (Valor, Bravery, Merit, or Life Saving). This award will be by the Board of Awards action only. The award shall only be presented to employees who have sustained serious injury that requires professional medical treatment. The award is primarily intended for injuries such as assaults, fires, explosions, etc. This award does not include injuries from falls or other accidents. The emblem shall be a purple heart worn on the citation bar for which it was awarded.

F. Bravery (blue/white service bar)

A Bravery citation may be awarded in an incident where a member of the department has knowingly performed an act in the line of duty which exposes them to the risk of serious injury or a life-threatening situation. Due to the nature of the action, a life may be saved, a serious crime prevented, or a

person is arrested who has committed a serious crime. The actions taken shall be less than that required for the medal of Valor. An example of this award would be for an incident where a member of this department is confronted by an individual armed with a dangerous weapon. However, it could also involve other dangerous situations such as fires, explosions, etc.

G. Valor (blue/gold service bar)

The citation for Valor is the highest obtainable by any member of the department. It shall only be awarded in exceptional cases where a member of the department has risked their own life in the performance of their duties. The employee shall have been fully aware of the imminent threat to their life that was present. The actions of the employee must be of an extraordinary nature, where the exposure to a life threatening situation was above and beyond the call of duty.

H. MADD Award

This award shall be presented to the one officer who had the single most alcohol related driving arrests for the calendar year (OWI's, Impaired Drivers, and Zero Tolerance Arrests).

I. "True Blue" Award

This award shall be presented to a member of the public who has displayed (by word or action) or provided exceptional service and/or support to the East Lansing Police Department for an extended period of time.

17.9 CITIZEN AWARDS

A. Private citizens are also eligible for all of the Department awards. The same criteria will be used for the awards, as a general rule. It should be understood that all of the criteria may not be applicable in certain cases due to differences in the police profession and the private sector. Citizens will not receive the service bars, special pins, etc. that are presented with some of the awards. Citizens will only receive a framed letter describing their award.

B. Letter of Appreciation

A Letter of Appreciation may be approved for citizens that do not meet the criteria for any of the above Department awards but where a citizen has assisted the Department in some manner.

17.10 CERTIFICATES OF AWARD

A. Certificates of Awards shall be issued to each recipient of an award. The certificate shall be issued by the Chief of Police and will bear the rank and name of the employee or citizen. The certificate will also include a designation as to the type of citation and a brief description of the facts relating to the incident that resulted in the citation being awarded.

17.11 WEARING OF SERVICE BARS

- A. See Policy concerning uniforms.

17.12 **PRESENTATION OF AWARDS**

- A. The time and location of the presentation of all awards shall be determined by the Chief of Police. An Awards Recognition Ceremony will take place a minimum of once a year. The notification(s) and/or invitations to the ceremony will be in the form of a letter/invitation from the Office of the Chief. Copies of all awards will be placed in the employee's personnel file.

17.13 **AWARDS CEREMONY**

- A. An Awards Ceremony program shall be printed and passed out to those attending the ceremony, listing the individuals and their awards.
- B. The Board of Awards shall attempt to have a guest speaker in place to address all the people attending the ceremony.