



TALLAHASSEE POLICE DEPARTMENT GENERAL ORDERS

 Proudly Policing Since 1841	SUBJECT Citations and Awards		 Nationally Accredited 1986
	CHIEF OF POLICE <i>Signature on File</i>		
NUMBER 10	ORIGINAL ISSUE 07/15/1985	CURRENT REVISION 07/28/2022	TOTAL PAGES 12

AUTHORITY/RELATED REFERENCES

General Order 4, Appearance and Uniform Regulations
 General Order 36, News Media Relations

ACCREDITATION REFERENCES

CALEA Chapter 26

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POLICY

The Department shall recognize outstanding service through the formal use of awards, commendations and citations. The review and approval procedures for commendable acts of service shall be administered fairly and equitably.

DEFINITIONS

Award: Official Department recognition for exemplary acts or service which further the overall goal of improving public safety within the City of Tallahassee.

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Awards Board: A group of Department members appointed by the Chief of Police with the responsibility for reviewing award recommendations.

Bravery: Mental or moral strength to persevere and withstand danger, fear, or great difficulty.

Heroism: Extreme or drastic efforts of any kind undertaken to save life.

In the Line of Duty: Actions or performance of members, but not restricted to scheduled work hours.

Unit: A subset of a bureau, district, section, or office.

PROCEDURES

I. AWARDS BOARD

- A. The Awards Board is responsible for reviewing and processing award nominations in the manner described in section IV below and coordinating any formal recognition at an official Department function (e.g., awards ceremony).
- B. The Awards Board will consist of up to nine (9) voting members and one (1) non-voting Awards Board Chairperson.
 1. The Chief of Police is responsible for appointing each voting member and the Chairperson.
 2. All voting members shall have at least two (2) years tenure with the Department.
 3. The Chairperson shall have served on the Awards Board not less than one (1) year prior to appointment and shall be a sworn member.
 4. The Chairperson shall report directly to the Deputy Chief of Police.
- C. The Chairperson shall vote only:
 1. To ensure a quorum of at least six (6) voting members is present at a board meeting, or
 2. To be the deciding vote in the event of a tie of voting members.

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- D. In the event of a tie vote when the Chairperson is voting, the Deputy Chief of Police will be the deciding vote.
- E. The voting members shall consist of at least six (6) sworn members and at least two (2) non-sworn members. The ninth member may be sworn or non-sworn.
- F. Members of the Awards Board serve at the pleasure of the Chief of Police.
- G. Annually, the Chief of Police or designee is responsible for reviewing and approving the membership of the Awards Board.
- H. Members of the Awards Board shall seek familiarization training from the Chairperson regarding policy, procedure, and current practice.

II. AWARD CLASSIFICATIONS

A. Medal of Honor

1. This is the highest award presented by the Department to members who, in the line of duty, distinguish themselves by an act of heroism or put themselves in imminent personal danger and take such action with knowledge of the risk involved.
2. The act must be performed for the purpose of protecting human life and be so outstanding it clearly demonstrates the member's courage.
3. There may be no margin of doubt or possibility of error in awarding this honor.

B. Medal for Bravery

1. This award shall be for members who display heroism above and beyond the call of duty.
2. This conduct shall occur in a potentially life-threatening circumstance to the member, with knowledge personal risk is involved, and may include lifesaving efforts by the member towards another human being.
3. The act must demonstrate sound judgment that does not jeopardize the mission.

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4. This award recognizes a member's heroic conduct but to a lesser degree than conduct displayed for the Medal of Honor.

C. Police Purple Heart

1. This award shall be presented to a sworn member who, while showing sound judgement and rationale in the performance of an official duty under extremely hazardous conditions, or as a result of the criminal action of a perpetrator, receives an injury resulting in great bodily harm, permanent disfigurement or death.
2. This recognition can be awarded in conjunction with any of the other Department awards.

D. Life Saving Award

1. This award is to recognize those members who, under true emergency circumstances, act to prevent probable loss of life either by exercising appropriate first aid procedures or by direct intervention.
2. The member's action must *directly* impact the individual's survival.
3. Any nomination for this award requires documentation which substantiates the lifesaving action taken and shall include statements from on-scene witnesses, including other Department members and any medical or rescue personnel.

E. Meritorious Service Award

This award shall be for service rendered in the line of duty where the member, because of their diligence and perseverance, performs a difficult task preventing a serious crime, protecting substantial property or human life, or causing the successful closure of a significant criminal case in which the suspect is apprehended.

F. Police Patriot Service Medal

1. This award is to recognize those members who serve not only their community but also their country.

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2. Sworn and non-sworn members who are activated under official military orders to serve in time of war, campaigns, disasters or homeland security issues are authorized to receive this medal.

G. Unit Citation Award

1. This award shall be for service rendered in the line of duty where a unit displays outstanding performance while apprehending criminals, preventing crime, displaying courage, or protecting life and property.
2. This award shall include non-sworn member units whose contributions improve the Department's efficiency, enhance the quality of our community through police services, and/or perform a valuable act either administratively or operationally.

H. Critical Incident Citation

1. This citation shall be for service rendered in the line of duty where a member (sworn or non-sworn) is part of an overall strategic team displaying outstanding service while apprehending criminals, investigating criminal activity, preventing crime, or protecting life and property.
2. Recipients must distinguish themselves by demonstrating exceptional teamwork during a critical incident where, because of their diligence and perseverance, they perform a vital role in the successful resolution of the incident.
3. The member's act may include the planning or execution of an administrative task and/or a leadership role in the overall resolution of the incident.
4. This citation is limited to acts that are above and beyond the regular call of duty. Exceptional adherence to routine duty should be reflected in the member's performance evaluation.
5. The recipient of this citation is not excluded from receiving a separate individual award for a specific action taken during the same incident should it be deemed worthy as described in this section.

I. Letter of Commendation

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1. This commendation shall be for service rendered in the line of duty where a member displays outstanding service while apprehending criminals, preventing a crime, or protecting life and property.
2. Recipients must distinguish themselves by performing exceptional service in a duty of great responsibility or critical importance.
3. This commendation is limited to acts that are above and beyond the regular call of duty. Exceptional adherence to routine duty should be reflected in the member's performance evaluation.
4. The member's act may also include submission of the following: new ideas or programs for cost savings to the Department, improvements in police service efficiency and effectiveness, enhancement of the Department's public image, improved Department safety measures, or improved technical innovations.

J. Letter of Citation

1. This citation shall be for service rendered in the line of duty where a member displays outstanding performance while apprehending criminals, preventing crime, displaying courage, or protecting life and property.
2. This award shall include non-sworn member units whose contributions improve the Department's efficiency, enhance the quality of the community through police services, and/or perform a valuable act either administratively or operationally.
3. This citation is limited to acts that are above and beyond the regular call of duty. Exceptional adherence to routine duty should be reflected in the member's performance evaluation.

K. Chief's Coin Award

1. This award shall be for recognition of a member for an act evidencing highly professional conduct or performance or giving evidence of selfless conduct.
2. This award shall include non-sworn members and is issued by a Major (or designee), or higher rank. The issuing member shall notify the Chief of Police's administrative aide by email upon issuance.
3. Each coin is redeemable for 2 hours of administrative leave.

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L. Police Service Award

1. This award may be given to a citizen who assists a Department member in the prevention of a crime or in the apprehension of a suspect; or under true emergency circumstances, acts to prevent probable loss of life either by exercising appropriate first aid procedures or by direct intervention.
2. This assistance may be in the form of information or by assisting a member at the scene of an incident.
3. The nomination of a citizen may be made by any Department member and shall follow the same procedures as citations and awards for employees.

III. DESCRIPTION OF AWARDS AND REQUIRED APPROVALS

A. Medals of Honor and for Bravery

1. A medal authorized to be worn on the Class A Uniform for formal occasions and a commendation bar authorized to be worn on the Class B or Class C Uniforms.
2. Members will receive a certificate suitable for framing and a letter of commendation signed by the Chief of Police outlining the circumstances for which the medal is awarded.
3. Medals will be different for Honor and Bravery. Commendation bars will be similar with the exception of being different colors for distinction.
4. Approval required: Chief of Police or designee.

B. Police Purple Heart Award

1. A medal authorized to be worn on the Class A Uniform for formal occasions and a commendation bar authorized to be worn on the Class B or Class C Uniforms.
2. Members will receive a certificate suitable for framing or a plaque and a letter of commendation signed by the Chief of Police outlining the circumstances for which the medal is awarded.

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3. Approval required: Chief of Police or designee.

C. Life Saving and Meritorious Service Awards

1. A commendation bar authorized to be worn on the Class A, Class B, or Class C Uniform.
2. Members will receive a certificate suitable for framing and a letter of commendation signed by the Chief of Police outlining the circumstances for which the bar is awarded.
3. Approval required: Chief of Police or designee.

D. Letters of Commendation, Critical Incident Citations and Police Service Awards

1. Members receiving Letters of Commendation or Critical Incident Citations, and citizens receiving Police Service Awards will receive a letter signed by the Chief of Police outlining the circumstances for which the award is issued.
2. If the person being nominated for a Police Service Award is a non-sworn member of the Department, and the action for which they are being nominated falls under the category of Medal of Honor, Medal for Bravery, or Life Saving if the act were committed by a sworn member, the award shall consist of a pin, certificate, and a letter from the Chief of Police.
3. Approval required: Bureau Commander or higher authority.

E. Letters of Citation

1. Members will receive a letter signed by the Bureau Commander outlining the circumstances for which the citation is awarded.
2. Approval required: Bureau Commander or higher authority.

F. Unit Citation Award

1. Each member of the recognized unit will receive either a commendation pin (civilian member) or commendation bar (sworn member). The commendation bar is authorized to be worn on the Class A, Class B, or Class C Uniform.

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2. Each member will receive a certificate embellished with commendation symbol issued to the unit and a letter of commendation signed by the Chief of Police outlining the circumstances for which the Unit Citation is awarded.
3. Approval required: Bureau Commander or higher authority.

G. Police Patriot Service Medal

1. A medal authorized to be worn on the Class A Uniform for formal occasions and a commendation bar authorized to be worn on the Class B or Class C Uniforms.
2. Members qualifying for this award must forward their activation orders to Employee Resources.
3. Employee Resources will then forward a copy of the official orders to the Awards Board Chairperson who will review the orders and submit the appropriate award.
4. Approval required: Chief of Police or designee.

IV. RECOMMENDATION AND APPROVAL PROTOCOLS

- A. Any Department member or citizen may initiate the award nomination process by completion of the Award Recommendation form (PD 115).
 1. Members shall not recommend themselves or make reciprocal recommendations, and
 2. A relative of a member is not permitted to nominate the member.
- B. The PD 115 shall be initiated within ninety (90) days of the date of the final disposition of the case for which the award is recommended.
- C. The individual making the recommendation shall complete the first section of the PD 115 and:
 1. Ensure copies of any relevant documents are attached, and
 2. Submit the PD 115 and attachments to the recommended member's unit or section supervisor for the first endorsement.
- D. The receiving supervisor and the bureau commander are responsible for

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completing sections two and three of the PD 115, *recommending* approval, disapproval, or changing the award type.

- E. The PD 115 shall be forwarded to the Awards Board within 10 days of the final endorsement whether or not the nomination was recommended for approval or disapproval by any of the endorsers.
- F. The Awards Board shall, by a simple majority vote, approve or disapprove the recommendation for an award and should make this decision within a timely manner after receiving the recommendation.
 - 1. The Awards Board's decision shall be final for all awards and citations other than Medal of Honor and Medal for Bravery.
 - 2. If the recommendation is for a Medal of Honor or Medal for Bravery, it shall be forwarded to the Chief of Police or designee for approval or disapproval.
- G. If the Awards Board deems the action by the member warrants a different award than what is recommended, the Board is authorized to adjust the recommendation.
 - 1. The Awards Board's decision is final for all awards except for those involving a Medal of Honor or Medal for Bravery.
 - 2. The Awards Board's decision for adjustments involving a Medal of Honor or Medal for Bravery must be approved by the Chief of Police or designee.
 - a. The Awards Board Chairperson is responsible for submitting the Board's recommendation to the Chief of Police or designee within a timely manner.
 - b. The decision of the Chief of Police or designee is final.
- H. After final approval or disapproval, it is the responsibility of the Awards Board Chairperson to ensure the nominator and the recommended member are advised of the decision in a timely manner.

V. AWARD ISSUANCE PROCEDURES

- A. Upon the approval of any of the aforementioned awards except the Police Service Award, the Awards Board Chairperson is responsible for ensuring each *original* award certificate and/or letter is provided to the

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honored member, and a copy of the award certificate and/or letter is forwarded to:

1. Employee Resources to be filed in the member's personnel file, and
 2. The member's section, unit or squad via the bureau commander to be read at a check-on or during a unit/section meeting.
- B. Recipients of the following awards shall be formally recognized at an official Department function:
1. Medal of Honor
 2. Medal for Bravery
 3. Police Purple Heart Award
 4. Life Saving Award
 5. Meritorious Service Award
 6. Police Patriot Service Medal
 7. Unit Citation Award
 8. Police Service Award
- C. The Awards Board Chairperson is responsible for coordinating with the Public Information Officer on any press release concerning the issuance of an award described in this written directive and any Department event designed for the recognition of recipients of such awards.

VI. LETTERS OF APPRECIATION

- A. Supervisors who receive a letter of appreciation (or similar documentation) for a member's commendable act of service shall:
1. Ensure the original letter is forwarded to the member,
 2. Deliver a copy of the letter to Employee Resources for placement into the member's personnel file,
 3. If appropriate, read the letter aloud at a check-on or during a unit/section meeting,

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4. If warranted based upon the content of the letter, initiate an award recommendation as outlined in section IV above.
- B. Members who receive a letter of appreciation (or similar documentation) for another member's commendable act of service shall forward the letter or documentation to the member's supervisor.
- C. Members who receive a letter of appreciation (or similar documentation) concerning their own commendable act of service are encouraged to inform their supervisor about receipt of the information and provide a copy to Employee Resources for inclusion in their personnel file.

VII. POSTHUMOUS PRESENTATION OF AWARDS

- A. The awards described in this policy may be presented posthumously to the member's or citizen's next of kin.
- B. The recommendation and approval protocols outlined in section IV above are applicable for posthumous awards (with needed modification to subsection H).

VIII. COUNTY, STATE, AND NATIONAL RECOGNITIONS

- A. When appropriate, the Awards Board and/or any member may submit a member's name on behalf of the Department to any official group seeking to recognize meritorious law enforcement service.
- B. Any award submission (as described in subsection A above) shall be accompanied by a cover letter on Department letterhead.
 1. The cover letter will be signed by the Chief of Police or designee.
 2. The Office of the Chief and the Awards Board Chairperson are responsible for coordinating the cover letter composition and endorsement by the Chief of Police or designee.
- C. A copy of the award submission and any resulting recognition shall become a permanent part of the member's personnel file.

History: issued 07/15/1985, revised 11/15/1996, 09/04/1998, 09/09/1999, 03/28/2008, 02/25/2010, 05/20/2009, 09/24/2015, and 08/08/2017.