



Section: ADMINISTRATION

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Achievement Awards and Commendations

Purpose

The Concord Police Department shall officially recognize and honor persons who have performed acts and/or services for the Department and Community. This recognition, in the form of official awards and commendations, shall be approved under the guidelines and criteria set forth by this policy. The commendable act must clearly meet or exceed the definition of the recommended award or commendation. To maintain the integrity of this program, recommendations for awards and commendations must be submitted impartially and only for the deserving.

Policy [26.1.2]

The following procedures shall be followed by members of the Concord Police Department when reporting, reviewing or rewarding performance worthy of commendation.

Awards Committee

Meritorious acts or actions performed by officers considered to be above and beyond the performance of their routine duties shall be reported to the Awards Committee on the Achievement Award Recommendation Form. The Awards Committee shall review all submitted recommendations.

No officer shall be allowed to nominate any member of the Department for an award that comes from outside the Department. The request for nomination must be made in writing to the Awards Committee, who in turn, will review it and make the appropriate recommendation to the Chief of Police for final approval. The Chief of Police may award any commendation without a recommendation for the awards committee.

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Achievement Awards and Commendations, Continued

**Awards
Committee
Defined**

The Awards Committee shall consist of five members of the Department. A minimum of 1- sergeant, 1- detective and 1- officer shall make up the Committee. The Chief of Police or his/her designee shall solicit desire for being on the committee based on an individual's interest in being a member of the committee. This desire shall be made, in writing, to the Chief of Police or his/her designee by the first week of December. Appointments will be good for one (1) calendar year (January to December) after which new appointments will be made.

The Awards Committee will meet quarterly (4 times a year) to review and recommend officers/civilians for citations and awards.

Award and Commendations Defined:

**Letter of
Commendation**

Written on Police Department stationary, signed by the Chief of Police, this letter will contain in its body an outline of the citation and the reasons for the award. Letters of commendation are to be read at roll call, a copy placed on the bulletin board and a copy placed in the officer's personnel file. This letter shall be posted for a period of fourteen (14) days.

**Commendation
Coin**

Awarded for superlative and distinguished performance of police duty and is signed by the Chief of Police, and by the appointing authority. A letter of commendation accompanies this coin setting forth the circumstances and the basis for the award.

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Award and Commendations Defined, Continued

Medals of Achievement

Medals of Achievement

The Chief of Police may award any of the following medals of achievement for actions falling into the below listed categories. He/she may choose to have the Command staff review the matter and make a joint recommendation.

Medals of achievement awards shall at a minimum, involve a formal presentation to the receiving officer by the Chief of Police.

The awards are listed below in ascending order:

Meritorious Service Award

A highly unusual accomplishment under adverse conditions with some degree of hazard to life and limb, or where death or injury to a third party is prevented. It may also be awarded for an act performed in the line of duty, which through disregard for personal safety or prompt and alert action, results in the saving of a life.

Medal of Honor (Highest Award)

An outstanding act in the line of duty at imminent personal hazard of life, involving extraordinary courage and valor, with full knowledge of the risk involved.

Civilian Service Citation:

Civilian Service Citation

A special citation, when appropriate, signed by the Chief of Police, may be awarded to a citizen who has performed a commendable and laudable act or action, which has been of aid and assistance to the Police Department or to an officer in the performance of police duty.
