

	SFASU POLICE DEPARTMENT	
	Policy 14.1 Awards and Merit	
	Effective Date: 11/11/2020	Replaces:
	Approved: John Fields Chief of Police	
	Reference: IACLEA 4.3.1a	

I. POLICY

UPD will honor individuals, groups, and other entities that have made outstanding contributions and exceptional performance to the safety of Stephen F. Austin State University community. These awards recognize safety-related acts beyond that which is expected of law enforcement officials or citizens; exceptional safety-related effort; and other safety-related contributions having a major impact upon any operation, law enforcement effort, mission, or function of Stephen F. Austin State University Police Department.

A. Selection of Award Winners

1. The Stephen F. Austin State University Police Department (SFASU PD) Awards Committee will review all nominations and forward recommendations to the Chief of Police for consideration.
2. The Chief of Police will determine if recognition is justified and which award is the most appropriate for the circumstances surrounding nominations.

II. PURPOSE

This policy establishes an employee recognition and awards program for the Stephen F. Austin State University Police Department (UPD), creates a uniform nomination review and presentation process, and ensures that awards presented are commensurate with the conduct and behavior recognized.

III. MERITORIOUS AWARDS

A. Committee

1. UPD Awards Committee will consist of four members appointed by the Chief of Police. The awards committee will be comprised as follows:

- a. Deputy Chief of Police
 - b. Patrol Lieutenant
 - c. Sergeant or Corporal
 - d. Communications Supervisor
2. The Deputy Chief of Police will serve as the Chair of the UPD Awards Committee and will be responsible for:
 - a. Establishing a central repository for all committee documents;
 - b. Coordinating the preparation and dissemination of all correspondence, programs, plaques, pictures, and related materials; and
 - c. Overseeing compliance with this policy
3. Meetings and Administrative Matters
 - a. The Deputy Chief of Police will provide written notification of proposed meetings to each committee member at least ten (10) days in advance.
 - b. To ensure that awards are given in a timely manner, at least two meetings will be held annually, with additional meetings on an as needed basis.
 - c. Three members of the UPD Awards Committee must be present to conduct official business.
 - d. The Deputy Chief of Police or designee will record the minutes of all meetings.
 - e. The Awards Committee will review all nominations submitted to UPD in accordance with this policy. To the greatest extent possible, the process should be consistent between all nominees.
 - f. The Awards Committee may approve the award for which a person was nominated, a different award that may be more appropriate, or no award at all. A majority of the committee members must agree on which award if any that will be approved.

IV. NOMINATION REQUIREMENTS

- A. Any member of the community or the department may nominate a department employee or private citizen for an award.
- B. Nominations by UPD employees will be submitted through the chain of command to the Deputy Chief of Police and to the UPD Awards Committee members.
 1. To nominate a group for an award, a nomination form should be completed for each group member. The nomination form should summarize the group's

noteworthy accomplishment and explain each individual's specific contribution.

- C. Nominations by university employees or members of the community may be submitted in any format to the UPD Awards Committee for consideration.
- D. To standardize the nominations, a member of the committee may contact the submitter and ask for additional information.
- E. Required documentation
 - 1. In most incidences, the Award Nomination Form should be utilized.
 - 2. Any supportive documentation should be submitted with the nomination. For example: police reports, newspaper articles, photographs, witness statements, medical reports, etc.
 - 3. Nomination forms should be completed in their entirety, contain all relevant information and appropriate signatures, and be neatly typed or printed.

V. AWARDS AND CRITERIA

A. Purple Heart

- 1. The Purple Heart is awarded to UPD employees who, while in performance of their duties, are injured while faced with deadly force or force intended to cause serious bodily injury or death.
- 2. The award will consist of a ribbon and certificate, and will become a permanent part of the officer's personnel file.
 - a. A copy of the certificate will be posted in an appropriate manner in the police department for a period of at least 30 days.
 - b. While in uniform, the ribbon should be displayed.

B. Chief's Commendation

- 1. The Chief's Commendation is awarded to UPD employees for:
 - a. Outstanding performance of duty involving risk to the employee's personal safety;

- b. Outstanding contributions to law enforcement or safety through the implementation and success of difficult police projects;
 - c. Demonstrating outstanding skill, judgment, dedication or integrity in the performance of duty over the course of a single investigation, operation, or incident;
 - d. Demonstrating the highest standards of police or safety conduct or humanitarianism in a single operation, incident or investigation;
 - e. Demonstrating diligent and sustained effort in the performance of duties;
 - f. Developing a method or program that has a positive effect on the operation of the Department; or
 - g. Receiving three or more certificates of merit in a twelve-month period.
2. The award will consist of a ribbon and a certificate, and will become a permanent part of the employee's personnel file.
 - a. A copy of the certificate will be posted in an appropriate manner in the police department for a period of at least 30 days.
 - b. While in uniform, officers should display the awarded ribbon.

C. Medal of Valor

1. The Medal of Valor is awarded to UPD employees who exhibit exceptional bravery and courageous action in the performance of their duties while aware of an imminent risk of serious bodily injury or death.
2. All acts of courage must be voluntary and cannot be performed in the course of carrying out written or verbal orders.
3. The award will consist of a ribbon and a certificate, and will become a permanent part of the officer's personnel file.
 - a. Appropriate public attention will be given to such award, and a copy of the certificate will be posted in an appropriate manner in the police department for a period of at least 30 days.
 - b. While in uniform, officers should display the awarded ribbon.

D. Life Saving

1. The Life Saving award is bestowed to UPD employees directly responsible for the saving of a human life.

2. The Life Saving ribbon may be presented in addition to a higher award where the circumstances indicate that the recipient is entitled to both.
 - a. The award will consist of a ribbon and certificate, and will become a permanent part of the employee's personnel file.
 - b. A copy of the certificate will be posted in an appropriate manner in the police department for a period of at least 30 days.
 - c. While in uniform, the ribbon may be worn.

E. Certificate of Merit

1. The Certificate of Merit is awarded to UPD employees for:
 - a. Outstanding performance of duty under unusual, complicated, or hazardous conditions;
 - b. The prolonging of human life to the extent that the individual could be turned over to medical personnel; or
 - c. Outstanding performance of an assignment over a prolonged period of time when the exceptional performance clearly places the individual above others of equal rank and/or similar position.
2. The award will consist of a ribbon and certificate, and will become a permanent part of the employee's personnel file.
 - a. A copy of the certificate will be posted in an appropriate manner in the police department for a period of at least 30 days.
 - b. While in uniform, officers should display the awarded ribbon.

F. Support Services Employee and Officer of The Year

1. The Civilian Employee and Officer of the Year awards are peer based and awarded by a department wide vote.
2. The recognition will consist of a plaque and certificate, and will become a permanent part of the employee's personnel file.

VI. AWARDS AND CRITERIA APPROVED BY THE CHIEF OF POLICE

A. Field Training Officer

1. The Field Training Officer ribbon is awarded to a Stephen F. Austin State University Police Officer who has attended and successfully completed a

course in Field Training and who is performing the duties of Field Training Officer.

B. Educational

1. Educational awards are presented to officers who have graduated from the FBI National Academy, LEMIT Leadership Command College, or other nationally recognized police leadership institute as approved by the Chief of Police.

C. Years of Service

1. Years of service awards are presented to officers after the first five consecutive years of police service, and thereafter in five-year increments.
2. The bar will consist of a purple background with a gold or silver star(s) in the center for the first five (5) years of continuous law enforcement service. Thereafter, a gold or silver star will be added for every five (5) year increment of continuous law enforcement service.

D. Master/Advanced/Intermediate Peace Officer

1. Peace officer certification awards are presented to police officers who have met the requirements set by the Texas Commission on Law Enforcement (TCOLE) and have received their certificate.
2. The recognition will consist of a bar, which may be worn upon the uniform.

E. Bike Patrol

1. The Bike Patrol award is presented to officers who have completed a certified bicycle patrol course.

F. Other Approved Award Ribbons

1. The following ribbons will be awarded upon the employee's successful completion of all requirements. The ribbon may be worn on the uniform:
 - a. TCOLE Instructor
 - b. Drug Recognition Expert
 - c. Mental Health PO
 - d. Firearms Instructor

- e. Military Service
- f. Emergency Medical Technician
- g. SWAT
- h. Negotiator
- i. Honor Guard

VII. PRESENTATION OF AWARDS

- A. Awards may be presented at formal public ceremonies as directed by the Chief of Police.
- B. Individuals may receive more than one award in connection with a single incident or activity.
- C. In the event of posthumous award presentations, a surviving family member may receive the award for the nominee.

VIII. AWARD BARS AND RIBBONS

- A. All award bars will be 1- 3/8 inch by 3/8 inch in size, constructed of metal with enameled colors.
- B. Ribbon or bar holders will be worn to assist with alignment.
- C. Bars will be worn centered and 1/8 inch above the nametag over the upper seam of the right shirt pocket.
- D. Bars will not be worn on jackets or coats.
- E. The maximum number of bars worn on a single row is three. Second and subsequent rows of bars will be centered above the lower row.
- F. Award recognition bars are displayed and worn on the right side of the uniform in hierarchical order, as shown in the Awards Bar Examples and Presentation Order Chart.
 - 1. The Purple Heart Award is the highest award and will be worn on the top row of ribbons closest to the sternum.
 - 2. Lesser bars will range outward and then downward and outward in lower rows.

3. Lower ranked awards are worn to the left side of and below higher ranked awards.

IX. OTHER/EXTERNAL RECOGNITION

- A. Special certificates or letters of commendations or appreciation may be recommended in addition to or in lieu of an award.
- B. UPD employees should recognize peers and other Stephen F. Austin State University employees who provide service above and beyond the call of duty.
- C. In the event an employee of the UPD is nominated for consideration for awards outside of Stephen F. Austin State University (i.e., International Association of Chiefs of Police, Texas Police Association, etc.), the Chief of Police will immediately be notified by the employee or the supervisor aware of the nomination (IACLEA 4.3.1a).