



Alexandria Police Department

Directive 4.8



AWARDS

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4.8.01 PURPOSE AND POLICY

The purpose of this directive is to set forth procedures that will ensure equitable consideration of all award nominations.

The nature of police work requires that police personnel perform their duties at a level of the highest order. When employees handle situations or tasks in an exemplary manner or citizens assist the police beyond the ordinary, it is fitting that they be officially recognized for such conduct.

It is the policy of the department, through the Employee Awards Program, to recognize and reward employees for outstanding achievements and for exemplary performance beyond job expectations. These awards express the department's appreciation for their good work. Employees are encouraged to recognize the outstanding performance of others.

4.8.02 ELIGIBILITY

- A. All employees are eligible for departmental awards, as listed in section 4.08.03, with the exception of the city's Outstanding Performance Award, which is limited

to those employees who are not currently serving their initial probationary period of employment with the city.

- B. Eligibility applies regardless of rank, seniority, or part/full time status.
- C. Group or unit awards may be approved when appropriate.
- D. Monetary awards given to a group will be divided equally among eligible members of the group, or designated to be used for the equal benefit of all its members.

4.8.03 AWARD TYPES

- A. **Chief of Police Award** - An award to any employee of the Alexandria Police Department for an outstanding accomplishment. This award may also be given to a citizen or citizen's group. The style of the award will be at the discretion of the Chief of Police.
- B. **Chief's Certificate** - Individual certificate of commendation awarded by the Chief of Police. An award recognizing incidents or accomplishments for which the Chief of Police believes a person(s) deserves special recognition.
- C. **Unit Citation** - Certificate and pin for unit commendation awarded by the Chief of Police. An award may be conferred upon any organizational unit or team within the department for an outstanding act(s) as a combined effort of the unit members.
- D. **Commander's Commendation** - Individual or unit certificate of commendation awarded by a unit, section, division or bureau commander. Employees who have demonstrated outstanding skill, ability, and professionalism in the performance of his or her duties are eligible for this award.
- E. **Valor** - Valor pin awarded by the Chief of Police in recognition of an award from an outside agency for an act of valor. This pin is usually presented upon receipt of the Alexandria Chamber of Commerce's Valor Award, but may be presented at the discretion of the Chief of Police. Personnel who perform an act of EXCEPTIONAL BRAVERY with an awareness of the possibility that the act could result in great bodily harm or death to himself or herself are eligible.
- F. **Merit** - Merit pin awarded by the Chief of Police in recognition of an award from an outside organization (i.e., Alexandria Chamber of Commerce, Kiwanis Club, etc.).
- G. **Bureau Employee of the Year** - Recognition of one or more sworn or civilian employee(s) *by Bureau each year. In addition to receiving a certificate from the Chief of Police and having their photo displayed in the lobby of the Police Department, Bureau Employee of the Year recipients will also have exclusive privilege to a reserved parking space for a six month period. For the purpose of*

this award, employees assigned to the Chief's Office and the Fiscal/Fleet Management Division will be nominated and considered within the ASB Bureau.

- H. Outstanding Performance Award (city level)** - A one time, taxable, monetary award either in the form of a check or a U.S. Savings Bond up to a maximum of \$500 (gross) with the typical award being between \$100 and \$250. Outstanding Performance Awards may be given to an individual or to a group, and are limited to employees who have successfully completed their initial probationary period of employment with the city. Group awards are limited to \$500 for the group. Employees will be responsible for all payroll taxes associated with the award.

The City's Outstanding Performance Award Program limits employees from receiving more than one monetary award during a fiscal year. This applies to group and/or individual awards.

4.8.04 NOMINATIONS

- A.** Nominations for awards may be submitted by memorandum or email at any time and may be made by either the employee's supervisor or by any employee having knowledge of the facts and or circumstances giving rise to the nomination.
- B.** Letters and emails of commendation from citizens may also be referred to the Awards Committee for consideration.
- C.** A detailed memo or email outlining the case or performance for which the employee is being nominated *will be completed*. Nominators should be sure to include details of other employees' contributions to the incident or accomplishment for which the nominee is being recognized, so the committee can conduct a single comprehensive review of the performance of each employee involved. *A copy of the police report, if applicable, should also be attached to the memorandum.*
- D.** The Awards Committee will review each nomination and make appropriate recommendations to the Chief of Police, who will make the final decisions on awards.

4.8.05 AWARDS PROCESS

- A.** The Awards Committee is responsible for soliciting, *through department email*, nominations for upcoming awards from community or professional organizations.
- B.** The Awards Committee will consider all award nominations submitted to the committee, regardless of the source. The Awards Committee will discuss the nominations and determine the level and type of awards to recommend to the Chief of Police. The recommendations will then be forwarded to the Chief of Police for approval.

- C. The Awards Committee will meet once a month or as needed. The Awards Committee must have a quorum of at least six members to vote on the nominations involving cash awards.
- D. When the supervisor of an employee receives a citizen's letter of commendation, the supervisor must determine if the commendation is deserving of a nomination for an award. If so, it is the supervisor's responsibility to forward the letter, along with *a nomination memorandum*, to the chairperson of the Awards Committee for review by the committee.
- E. Employees receiving an award from a community or professional organization will advise their supervisor, who will then forward the details of the award, on the *nomination memorandum*, to the Awards Committee for consideration for a department award.
- F. When reviewing nominations for awards from community or professional organizations, the committee will ensure the criteria are met for each type of award. Community organizations may have unique requirements that the committee must consider before making a nomination. The committee must meet in time to submit nominations to the organization by their due date, if any.
- G. *During the month of November, the Awards Committee Chairperson will solicit nominations for the Bureau Employee of the Year award. Each Deputy Chief will submit five (5) nominees from their respective Bureau. The nominations must be submitted to the Awards Committee for consideration by December 1. Award recipients will be recognized during an annual awards ceremony.*
- H. Semi-annually, the Awards Committee will review the past six months' nominations and make recommendations to the Chief of Police for cash awards as part of the City's Outstanding Performance Awards Program.
- I. The Awards Committee will maintain a file of all award nominations for future reference.

4.8.06 AWARDS CRITERIA

Awards will be evaluated on the basis of the following employee contributions:

- A. An innovative or creative approach to a project or assignment that results in successful project completion beyond normal expectations; or
- B. Either a specific, extraordinary incident, or an extended period of exceptional service in one or more of the following categories:
 - 1. Conspicuous bravery or heroism.
 - 2. Contribution to the success of a specific investigation or case.
 - 3. Outstanding arrest.
 - 4. Service to the public.

5. Job performance in an exceptional manner above that normally expected; with diligence, perseverance, or exceptional ability.
6. Teamwork and cooperation in working with fellow employees to attain the goals of the department.
7. Action(s) that strengthened and/or contributed to the effectiveness of the nominee's immediate work group.
8. An idea or method that significantly improves the administrative or operational efficiency of a work group, unit, section, division, or the department.
9. Action(s) that result in a tangible and measurable savings in any or all of the following: time, labor, space, equipment, or supplies.
10. Action(s) that result in a reduction in health or safety hazards.

4.8.07 AWARDS COMMITTEE

A. The Committee Chairperson

1. Will be the Chief's Aide.
2. Will convene a monthly meeting of the committee or as needed.
3. Will annually review the committee's composition and recommend to the Chief of Police any necessary changes.
4. Will track all nominations, selections, and awards.
5. Will ensure notification to the award winner, as well as the originator of the nomination, of the type of award to be given.

B. The Public Information Office Member

1. Will act as the staff person for the committee.
2. Will fulfill the duties of the committee chairperson as needed.

C. Committee Members

3. The Awards Committee will make an equitable consideration of all award nominations.
4. The committee will consist of male and female employees, with sworn and civilian representation from different job classifications within the Police Department.
5. Committee members are appointed by the Chief of Police and may change at the chief's discretion.
6. The Awards Committee will consist of *at least six (6)* members:
 - a. The Aide to the Chief of Police,
 - b. One employee from the Public Information and Media Relations Unit,
 - c. *At least* one sworn officer from Patrol,
 - d. One civilian employee from the Administrative Services Bureau (ASB),
 - e. One employee from the Investigations Bureau,
 - f. *One employee from the Operations Support Bureau,*
 - g. *Employees that represent the five employee labor/management/association groups will also be invited.*

BY AUTHORITY OF:

Earl L. Cook
Chief of Police