

## EL PASO COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURE MANUAL

<b>Effective Date:</b> 01/12/16 Supersedes: 03/12/14	Approval: <i>Bill Elder</i>	Number: 305
Subject: AWARDS		
Reference:	Standard: CALEA 26.1.4	
Chapter: III	Reevaluation Date: Annual	No. Pages: 6

**I. PURPOSE:** To identify and define the different awards that may be presented by the Sheriff's Office to its employees, members, or citizens, as well as, the procedure and composition of the Awards Committee.

**II. DEFINITIONS:**

**ACHIEVEMENT:** The act of finishing or accomplishing something that has been accomplished successfully by means of persistent endeavor.

**BODILY INJURY:** Physical pain, illness, or any impairment of physical or mental condition. (C.R.S. 18-1-901)

**CITATION:** A document which describes and commends the actions of medal and/or award recipients.

**EXTRAORDINARY:** Beyond what is common or usual, very exceptional.

**EXTREME RISK:** A condition or circumstance which may cause death.

**MERITORIOUS:** Deserving praise or reward.

**SERIOUS BODILY INJURY:** Bodily injury which, either at the time of the actual injury or at a later time, involves a substantial risk of death, a substantial risk of serious permanent disfigurement, a substantial risk of protracted loss or impairment of the function of any part or organ of the body, or breaks, fractures, or burns of the second or third degree. (C.R.S. 18-1-901)

**SIGNIFICANT RISK:** A condition which involves personal danger but is not likely to cause death.

**III. POLICY:** It is the policy of the Sheriff's Office to maintain an internal awards program to recognize those deserving individuals or groups of individuals. All Sheriff's Office personnel have a duty to report exceptional service and/or performance of other employees and/or citizens. Supervisors are mandated to acknowledge and recognize the efforts of their subordinates and submit them for the appropriate form of recognition.

**IV. PROCEDURE:** The Sheriff's Office expects a high level of professional conduct from all employees. However, personnel frequently perform their duties in a manner exceeding the highest expectation of the Sheriff's Office. When such conduct occurs, official commendations will be presented. Commendations may originate from citizens or employees within the Office. Additionally, the Office will honor those citizens of the community who assist the Office extraordinarily, beyond their normal civic responsibilities. The awards committee will be responsible for evaluating and classifying commendation reports and for recommending the appropriate action to the Sheriff.

A. **SWORN AWARDS, DESCRIPTION AND PRECEDENCE:**

1. **Medal of Honor:** This medal will be awarded to a member who loses their life honorably while in the performance of duty. The loss of life may be due to hostile or non-hostile action, but must occur as a direct result of law enforcement or detention service, either on or off duty. The Medal of Honor is a red, white and blue ribbon with medal attached, accompanied by a certificate, a citation and a red, white and blue award bar.
2. **Medal of Valor:** The highest living award for those sworn personnel who perform service above and beyond the scope of their duties under conditions that manifest an extreme risk of serious bodily injury. The recipient demonstrates extraordinary heroism and courage through voluntary action in an extremely dangerous situation. The Medal of Valor is a blue and white ribbon with medal attached, accompanied by a certificate, citation, and a white award bar, with the word "valor" in blue.
3. **Distinguished Service Medal:** (Formerly the Medal of Merit) This award is given to a sworn member of the office who through the performance of their duties is placed in significant risk of serious bodily injury, or is injured in the line of duty under honorable conditions. The Distinguished Service Medal is a blue and gray ribbon with medal attached and is accompanied by a certificate, citation, and a blue, gray and white award bar.
4. **Purple Heart:** Awarded to sworn personnel who suffer serious bodily injury (as defined in Colorado Revised Statute (CRS) 18-1-901) or bodily injury caused by the use of a deadly weapon (as defined in CRS 18-1-901) during the performance of their assigned duties or called to action during an emergency. The injury must be the result of an overt and aggressive action on the part of the offender. The injury must not be the result of, or occur concurrently with any conduct that is deemed less than acceptable by Sheriff's Office standards and/or Colorado Revised Statutes. The injury may not be the result of an accident which occurred during training. The Purple Heart is a purple ribbon with medal attached accompanied by a certificate, citation, and a purple and white award bar.
5. **Life Saving Medal:** Awarded to sworn members of the Sheriff's Office who through an extraordinary effort contribute to the saving of a human life. Additionally, the member's actions significantly assist the life saving effort and based on a totality of the circumstances, death appears imminent. The Life Saving Medal is a green and white ribbon with medal attached and is accompanied by a certificate, citation, and a green and white award bar.
6. **Sheriff's Star:** Awarded to sworn and/or civilian personnel who suffer "serious bodily injury" during the performance of their assigned duties or called to action during an emergency. The injury must be the result of an overt and aggressive action on the part of the offender and not the result of an accident or incidental action of the offender. The injury must not be the result of, or occur concurrently with, any conduct that is deemed less than acceptable by Sheriff's Office standards and/or Colorado Revised Statutes. The injury may not be the result of an accident which occurred during training. The Sheriff's Star may be considered for non-employees who suffer serious bodily injury while assisting members of our Office during emergent conditions. The Sheriff's Star is awarded as a certificate accompanied by a citation and a red and white award bar.
7. **Meritorious Service Award:** Awarded to any member for an idea, act or device submitted and accepted which demonstrates an exemplary display of leadership, initiative or innovation. The award recognizes that the individual identified a need and implemented a remedy which significantly contributed to the furtherance of the mission of the El Paso County Sheriff's Office. The Meritorious Service Award is awarded as a certificate accompanied by a citation, a blue award bar and a plaque.
8. **Achievement Award:** (Formerly the Sheriff's Commendation) The award is given to a sworn member of the office who demonstrates an exceptional sustained level of performance, going above and beyond the normal scope of their duties or who in the normal course of their duties, goes above and beyond the scope of those duties, in an act or series of acts that significantly benefits the victim/victims of a case. Additionally, the act(s) creates a strong benefit of public safety for the community, or significantly impacts the level of customer

service to the community. The Achievement Award is awarded as a certificate accompanied by a citation and a blue and white award bar.

9. **Leadership Award:** This award is given to a sworn member of the Office who exhibits outstanding leadership qualities on a regular basis. Candidates for this award will be chosen by the Command Staff and this award will be presented by the Sheriff or the recipients Chief Deputy in the form of a citation, and a certificate, accompanied by a blue Leadership bar.
10. **Unit Commendation:** An annual award recognizing a unit, shift, section, or team for an outstanding achievement by a team of individuals. This award will be nominated by bureau chiefs or division commanders and submitted to the Awards Committee. This recognition is in the form of a certificate for each individual, a citation, and a traveling trophy.
11. **Commanders Citation:** The award is given by a division commander, when the member demonstrates exemplary service, above and beyond the normal scope of their duties, on a case, incident, special project, or quality of life issue, which significantly impacts the community, or service to the community by the Office. This recognition is in the form of a certificate accompanied by a citation.

<i>Award/ Medal</i>	<i>Medal</i>	<i>Award Bar</i>	<i>Pin</i>	<i>Citation</i>	<i>Certificate</i>	<i>Plaque</i>	<i>Eligible</i>
Medal of Honor	X	X		X	X		Sworn
Medal of Valor	X	X		X	X		Sworn
Distinguished Service Medal	X	X		X	X		Sworn
Purple Heart	X	X		X	X		Sworn
Life Saving Medal	X	X		X	X		Sworn
Sheriff's Star		X		X	X		Sworn
Meritorious Service Award		X		X	X	X	Sworn
Achievement Award		X		X	X		Sworn
Leadership Award		X		X	X		Sworn
Unit Commendation				X	X		Sworn
Commander's Citation				X	X		Sworn
Employee of the Year				X	X	X	Sworn

B. **CIVILIAN AWARDS, DESCRIPTION AND PRECEDENCE:** The El Paso County Sheriff's Office realizes effective public safety is the result of a proactive partnership between members of the community and law enforcement professionals. With this in mind, the Sheriff's Office strives to recognize the efforts of those citizens and civilian members whose actions help to maintain the high quality of life we all enjoy.

1. **Life Saving Award:** Awarded to civilian members of the Sheriff's Office who, through an extraordinary effort, contribute to the saving of a human life. Additionally, the member's actions significantly assist the life saving effort and based on a totality of the circumstances, death appears imminent. The Life Saving Award is accompanied by a certificate, citation, a pin matching the color of the sworn award bar and a plaque.
2. **Meritorious Service Award:** Awarded to *any member* for an idea, act or device submitted and accepted which demonstrates an exemplary display of leadership, initiative or innovation. The award recognizes that the individual identified a need and implemented a remedy which significantly contributed to the furtherance of the mission of the El Paso County Sheriff's Office. The Meritorious Service Award is awarded as a certificate accompanied by a citation, plaque and a pin matching the color of the sworn award bar.
3. **Civilian Distinguished Service Award:** This award is given to any civilian member of the office, or member of the community, who responds to a situation which requires assistance and as a result, places the member at significant risk of serious bodily injury; or, when a

member engages in an action(s) which significantly impacts the safety of the community or of a private citizen; or, through a heroic act, the member is directly responsible for the saving of a human life. Members of the medical community who are in the performance of their normal duties are not eligible for this award. The Civilian Distinguished Service Award is awarded as a certificate accompanied by a citation, plaque and a pin matching the colors of the sworn award bar.

4. **Civilian Achievement Award:** (Formerly the Sheriff's Commendation) Award is granted to a member of the community, or a Sheriff's Office civilian employee, who provides significant assistance to a Deputy, Citizen, or the Office, and as a result significantly impacts the safety of the community; or, who engages in an act which demonstrates selfless behavior in emergency or critical situations, or whose action results in the saving of a human life. This award may also be granted to a citizen who performs an outstanding or heroic act worthy of the Office recognition. It may be awarded as a certificate and accompanied by a letter of explanation or as a certificate accompanied by a citation, plaque and a pin matching the colors of the sworn award bar.
5. **Leadership Award:** This award is given to a civilian member of the Office who exhibits outstanding leadership qualities on a regular basis. Candidates for this award will be chosen by the Command Staff and this award will be presented by the Sheriff or recipients Chief Deputy in the form of a citation, and a certificate, accompanied by a blue Leadership bar.
6. **Unit Commendation:** An annual award recognizing a unit, shift, section or team for an outstanding achievement by a team of individuals. This award will be nominated by bureau chiefs or division commanders and submitted to the Awards Committee. This recognition is in the form of a certificate for each individual, a citation and a traveling trophy.
7. **Commanders Citation:** The award is given by a division commander, when the member demonstrates exemplary service, above and beyond the normal scope of their duties, on a case, incident, special project, or quality of life issue, which significantly impacts the community, or service to the community by the Office. This award is given when the act or action does not meet the level of Office recognition. This recognition is in the form of a certificate and a citation.
8. **Community Recognition:** An award recognizing an entire community organization or unit for extraordinary service or support to the Sheriff's Office and community. This recognition is in the form of a certificate accompanied by a letter of explanation.
9. **Honorary Deputy Commission:** A special recognition granted to a citizen who has distinguished themselves in the law enforcement and surrounding community through extraordinary deeds or accomplishments, which support the mission of the Sheriff's Office. The granting of this award will be determined by the Command Staff. This award is purely ceremonial and shall remain in effect until the end of the Sheriff's term. The Honorary Deputy will have no law enforcement authority, except what is granted to all citizens by CRS 16-3-201. The Honorary Commission is not a concealed weapons permit.

<i>Award/ Medal</i>	<i>Medal</i>	<i>Award Bar</i>	<i>Pin</i>	<i>Citation</i>	<i>Certificate</i>	<i>Plaque</i>	<i>Eligible</i>
Life Saving Award			X	X	X	X	Civilian
Meritorious Service Award			X	X	X	X	Civilian
Civilian Distinguished Service Award			X	X	X	X	Civilian
Civilian Achievement Award			X	X	X	X	Civilian
Leadership Award		X		X	X		Civilian
Unit Commendation				X	X		Civilian
Commander's Citation				X	X		Civilian
Employee of the Year				X	X	X	Civilian

C. WEARING AWARDS:

1. Recipients of an award shall wear the award centered, 1/4 inch above the name plate on the uniform shirt.
2. Should multiple awards be worn, they will be stacked, each 1/4 inch above the other.
3. The Achievement Award, formerly the Sheriff's Commendation, Award Bar will be worn with the blue portion of the bar to the wearer's right. The white portion will be closest to the wearer's heart.

D. MULTIPLE AWARDS:

1. The award with the highest precedence will always be worn above an award with lower precedence. For example, if a recipient has been awarded a Medal of Valor and a Lifesaving Medal, the Medal of Valor will be worn above the Lifesaving Medal.
2. Gold stars represent multiple awards of the same type (i.e., one gold star represents the second award, a second gold star represents the third award, etc.)

E. NOMINATION FOR AWARDS:

Any employee may nominate another employee or private citizen by submitting a nomination on an interoffice memorandum. The nomination must set forth specific actions that make the nominee eligible for the particular award for which he or she is being nominated. The nomination will be submitted through the proper chain of command to the Awards Committee Secretary, who will keep them on file for future meetings of the Awards Committee.

F. AWARDS COMMITTEE:

1. The Awards Committee is comprised of the Chief Deputy designated as the Undersheriff, one commander from the Detention Bureau, one commander from the Law Enforcement Bureau, one lieutenant from the Support Services Bureau, one sergeant, one law enforcement deputy, one detention deputy, one Support Services Bureau deputy, and a member of the Citizens Advisory Committee (CAC).
2. The Bureau Chief will appoint the members from their respective Bureau to the Awards Committee annually.
3. The Awards Committee will meet quarterly to consider nominations for the awards. A group of five members must be present to make recommendations for awards. Awards will be granted by a majority vote of the committee members. The Chief Deputy or his/her designee will act as the committee chairperson and, as such, will set the dates for committee meetings. The Chief Deputy may call special meetings at his/her discretion.

G. ADMINISTRATION:

1. The Awards Committee Secretary will ensure that adequate supplies of awards are kept on hand.
2. The Staff Support Division, with the assistance of the Awards Committee Secretary, will arrange the presentation of awards.
3. The Chief of Staff shall be responsible for notifying the media and other interested parties.
4. The Awards Committee Secretary will ensure the affected employee's Chain of Command is notified of the findings of the Awards Committee.

H. OTHER OFFICE RECOGNITION:

1. Employee of the Month
  - a) The Employee of the Month award will be nominated on a monthly basis.
  - b) There will be one employee of the month.
  - c) Employees desiring to nominate an individual should submit their nomination through their chain of command to the Employee Advisory Committee.
  - d) The Employee Advisory Committee will review all candidates nominated for Employee of the Month and make a recommendation to the Command Staff.
  - e) The Command Staff will approve final nominations for Employee of the Month.

- f) Personnel receiving this recognition will be granted one paid day off, lunch with the Sheriff, and their name will be placed on a plaque that is displayed in the 3<sup>rd</sup> floor employee entrance foyer in the Office of the Sheriff and in the admin corridor of the Criminal Justice Center.
- 2. Employee of the Year
  - a) This award will be nominated on an annual basis.  
The Employee Advisory Committee will review the twelve Employee of the Month recipients for the calendar year and make a recommendation of three candidates to Command Staff. Command Staff will vote from three candidates to one final candidate.
  - b) The employee receiving this recognition will receive a \$500.00 check, a certificate with citation, an individual plaque and their name will be inscribed on the Employee of the Year plaques that is displayed in the 3<sup>rd</sup> floor employee entrance foyer in the Office of the Sheriff.
- 3. Training Academy Recognition Awards
  - a) Three plaques will be presented at the Academy graduation for the following three areas:
    - 1) Top Academics
    - 2) Top Skills
    - 3) Top Leadership
  - b) These awards will be determined by the following criteria:
    - 1) Top Academics: The deputy designee with the highest overall average score of weekly academy tests, including the final POST score.
    - 2) Top Skills: The deputy designee with the highest overall average score in three skills tests: driving, shooting, and defensive tactics.
    - 3) Top Leadership: The deputy designee with the highest score based on scores from both the academy peer and training staff review ratings of each class member.
  - c) In the event of a tie score, the training staff will make the selection based on the training staff reviews scores.

I. RECORDS:

A copy of any certificate and/or citation awarded will be copied and submitted to the Personnel Office to be placed in the employee's file. The original memorandum submitted to the Awards Committee should accompany the documentation.

J. ENDING EMPLOYMENT:

An employee who ends their employment with the Sheriff's Office and has been selected for an award prior to the Annual Awards Banquet, will receive the award on their last day of employment.