

Geneva Police Department GENERAL ORDERS		AWARDS AND COMMENDATIONS	
<input checked="" type="checkbox"/> new: <input type="checkbox"/> rescinds: <input type="checkbox"/> amends:		cross-reference: Accreditation/Recognition standards: C.A.L.E.A.: NYS L.E.A.P.: 17.1	
effective date: 8.18.05	issue/amend date: 8.18.05 / 2.23.15 / 10.18.19		

I. PURPOSE	The purpose of this General Order is to establish and describe policies and procedures to provide an equitable, consistent method of documenting and acknowledging commendable performance and reward outstanding acts of police service including sustained excellence on the part of the employees of the Geneva Police Department.
II. POLICY	It is the policy of the Geneva Police Department (GPD) to encourage the recognition and reporting of outstanding acts or exceptional performance by Department personnel. All personnel, regardless of rank, are urged to report outstanding or heroic actions of which they have knowledge.
III. PROCEDURE	<p>A. Any employee of the GPD witnessing an exemplary act by another Department employee may initiate a Nomination for Award form by citing circumstances of the incident in writing, which includes a description of the incident, the names and addresses of any witnesses which might be helpful if further investigation is needed, the reason(s) for which the recognition or award is being recommended, and in the case of a sworn employee, the name of the recognition or award for which the employee is being recommended.</p> <p>B. All recognition/award nominations shall be forwarded to the Chair of the Awards Committee.</p> <p>C. All nominations shall be reviewed by the awards committee, which shall consist of four (4) employees. The Chief of Police shall appoint in writing, one (1) member of the Command Officer’s Association, two (2) members from the Police Union and one (1) civilian member. The committee shall complete a recommendation for award report and submit it to the Chief of Police. The Chief may either approve or not approve the award and return the form to the Chair.</p> <p>D. The Awards Committee shall:</p> <ol style="list-style-type: none"> 1. Convene at least one (1) meeting during the month of September each year. 2. Review all recommendations for Departmental awards, and: <ol style="list-style-type: none"> a. Endorse the recommendation as submitted; b. Request additional documentation be submitted and/or the appearance before the committee of the recommended; or c. Choose another appropriate award or form of recognition to be presented. 3. Select the appropriate award(s). 4. Recommend that no award or recognition be presented.

**IV.
DEPARTMENTAL
AWARDS**

- A. Medal of Valor** – The medal of valor may be awarded to an employee of the Geneva Police Department who intelligently and in the line of police duty gives his/her life, or distinguishes himself/herself by the performance of an act of courage involving the risk of imminent danger to his/her life, with the knowledge of the risk, above and beyond the call of duty. Such an act must have been performed for the purpose of saving or protecting human life. The awarded employee shall receive both a medal for dress uniform wear and an appropriate bar ribbon authorized for uniform wear.
- B. Distinguished Service Medal** – The Distinguished Service Medal may be presented to an employee of the Geneva Police Department who intelligently and in the line of police duty distinguishes himself/herself by the performance of an act of courage involving the risk of imminent serious physical injury, with knowledge of the risk, for the purpose of saving or protecting human life, or who, in the course of an extended investigation of a nature where he/she is continuously and singly exposed to grave personal hazard, willingly accepts such risk in the service of the Geneva Police Department; or who performs an extraordinarily creditable and unusual police accomplishment. The awarded employee shall receive both a medal for dress uniform wear and an appropriate bar ribbon authorized for uniform wear.
- C. Purple Heart Medal** - The Purple Heart Medal may be presented to an employee of the Geneva Police Department who, in the performance of his/her duty sustains a serious injury resulting from the hostile behavior of another; or, given posthumously to an employee who is killed in the performance of duty. The Purple Heart Medal may be awarded in addition to any other appropriate recognition. The awarded employee shall receive both a medal for dress uniform wear and an appropriate bar ribbon authorized for uniform wear.
- D. Life Saving Medal** – The Life Saving Medal may be presented to an employee of the Geneva Police Department who, in the performance of his/her duty, renders medical first aid of a distinguished nature to a person whose life is in immediate jeopardy, and does so in a manner that most certainly sustained the person and enabled such person to be delivered alive to a medical facility. The awarded employee shall receive both a medal for dress uniform wear and an appropriate bar ribbon authorized for uniform wear.
- E. Excellence in Police Service Award** – The Excellence in Police Service Award may be presented to an employee of the Geneva Police Department who performs:
1. highly creditable acts of police service over a period of time;
 2. an intelligent act materially contributing to a valuable accomplishment;
 3. submission of a device or method designed to increase efficiency in an administrative or tactical procedure and subsequently adopted by the Department, or;
 4. outstanding pro-active police work.
- F. Longevity Award** – The Longevity Award may be presented to an employee of the Geneva Police Department in recognition of years of dedicated service to the City of Geneva. Presentation will be made to employees upon the completion of five (5) years of service and recognized by an appropriate certificate. At ten (10) years of service, the award will consist of a certificate plus an insignia designed for uniform or lapel wear with a star to be added at the completion of each successive five (5) year period. The awarded employee shall with an appropriate bar ribbon authorized for uniform wear.

<p>IV. DEPARTMENTAL AWARDS (CONT.)</p>	<p>G. <u>Prior Military Service</u> - The Military Service Award may be presented to an employee of the Geneva Police Department in recognition of an honorable discharge from an active military duty in the armed forces, including reserve or national guard service and shall be recognized with an appropriate bar ribbon authorized for uniform wear.</p> <p>H. <u>Marksmanship Awards</u> - The Marksmanship Award(s) may be presented to an employee of the Geneva Police Department in recognition of qualification with their issued firearm as an Master or Expert Award Bar in recognition of their ability. Qualification for these awards shall be based upon one (1) approved course of fire conducted at the annual PBA Competition Shoot. The score must be:</p> <ol style="list-style-type: none"> 1. Master = 97 – 100 2. Expert = 90 – 96 <p>I. <u>Letter of Commendation</u> – A letter of commendation may be issued by the Chief of Police for instances wherein an employee of the Geneva Police Department should be recognized for an individual act, merit or performance of duty. These letters may be written to recognize actions that are commendable but may not reach the criteria for another award and may be presented at any time.</p>
<p>V. AWARD PRESENTATION</p>	<p>A. <u>Notification</u> - After the Awards Committee meeting, personnel selected to receive the Medal of Valor, Distinguished Service Award, Purple Heart, Lifesaving Award, and/or Excellence in Police Service shall receive a letter from the Chief of Police notifying them of their selection. A copy of the letter will be kept in the personnel file of the person receiving the award.</p> <p>B. <u>Presentation</u> – Awards will be formally presented at the PBA’s annual Christmas Party or any other ceremony designated by the Chief of Police if the Christmas Party is not held.</p> <p>C. <u>Marksmanship Awards</u> – will be presented during roll calls or any other gathering deemed appropriate by the Chief of Police.</p> <p>D. <u>Uniform Wear</u></p> <ol style="list-style-type: none"> 1. <u>Duty Uniform</u> – Issued awards (bar ribbons) will worn over the badge utilizing the appropriate holder. Qualification and certifications will be worn over the right breast pocket consisting of no more than three (3) qualifications and ribbons. 2. <u>Dress Uniform</u> - Issued awards (bar ribbons) will worn over the badge utilizing the appropriate holder. All qualification and certifications will be worn over the right breast pocket. When a medal is awarded, the medal will be worn around the neck.

<p>VI. QUALIFICATIONS AND CERTIFICATIONS</p>	<p>A. The following qualifications/certifications achieved by an employee of the Geneva Police Department by successful completion of a course prescribed by the NYS Department of Criminal Justice Services and/or the Municipal Police Training Council will be eligible for appropriate bar ribbons authorized by the Chief of Police for uniform wear. These bar ribbons include the following:</p> <ol style="list-style-type: none"> 1. Bike Patrol Officer 2. Police Instructor 3. Field Training Officer 4. Firearms Instructor 5. Evidence Technician 6. Hostage Negotiator 7. Drug Abuse Resistance Education (D.A.R.E.) Instructor 8. Fire Investigator 9. Taser Instructor 10. Crisis Intervention Team (C.I.T.)
<p>VII. SPECIAL CONSIDERATIONS</p>	<p>A. Nothing contained in this policy shall prevent the Chief of Police, under extraordinary circumstances, from granting immediate Departmental recognition to an employee who has performed an act consistent with the standards contained herein. Nothing contained in this policy shall mandate or limit the number of awards that are presented in any award category.</p> <p style="text-align: right;">Approved By</p> <p style="text-align: right;">MICHAEL J. PASSALACQUA <i>CHIEF OF POLICE</i></p>