

AWARDS

GREAT BARRINGTON POLICE DEPARTMENT POLICY & PROCEDURE NO. 4.40	EFFECTIVE DATE: <u>10/01/2010</u>
	REVISION DATE:
MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED: 26.1.2	REVIEW DATE: <u>4/18/2019</u>

I. POLICY

It is the policy of the Great Barrington Police Department to recognize all employees and citizens coming to our attention that have acted in an exemplary fashion exceeding the normal expectations and/or requirements of their job or responsibility. This policy establishes the procedures for the nomination, evaluation, and presentation of awards and/or recognition.

II. PROCEDURES

1. All correspondence recognizing or nominating employees and citizens for awards, except as noted, shall be routed to the Awards Committee.
2. Any employee of the Great Barrington Police Department may nominate any other employee or citizen for an award. Nominations should include an accurate and detailed account of the circumstances surrounding the actions of each nominated employee or citizen. The nominations should also include supporting endorsements, copies of reports or other supporting data.
3. The Awards Committee will determine the appropriate recognition for each nomination; therefore, the nomination should not be categorized when submitted.

III. AWARDS COMMITTEE

1. The Awards Committee shall be comprised of both Sergeants, one day shift officer and the President of the Police Association.
2. The Awards Committee is responsible for making award recommendations to the Chief of Police.
3. The Awards Committee will make one of the following recommendations to the Chief of Police:
 - a. Approve a lesser award, or
 - b. Approve a higher award, or
 - c. Disapprove the award.
4. The recommendation of the Awards Committee will then be forwarded to the Chief of Police who will make the final determination as to which award will be received by the Great Barrington Police Department member nominee.

IV. OFFICIAL AWARDS

Medal of Honor: An award granted to a sworn officer of the Great Barrington Police Department for an act of outstanding bravery, courage or heroism by which the officer has demonstrated a great degree of selflessness, personal courage and devotion to duty.

The Medal of Honor will be awarded in the form of a medal and ribbon bar and the bar may be worn as part of the uniform of the day.

1. Only sworn officers are eligible for the Medal of Honor.
2. The police officer's past performance in the area of adherence to the Police Code of Ethics is a prerequisite.
3. A life-threatening situation must be present and must have been directed towards either an officer or a citizen.
4. An obvious attempt involving specific action must have been made by the officer to overcome the life-threatening situation.
5. The display of the highest courage, professionalism and selflessness must be present.
6. At least one witness to the proposed recipient's conduct and overt actions concerning the incident under consideration must be present.
7. The action under consideration must have brought credit to the Great Barrington Police Department, fellow officer(s) or the individual proposed recipient.

Medal of Valor: An award granted to any member of the Great Barrington Police Department for an act of outstanding bravery or heroism by which the

individual has demonstrated great degree of selflessness, personal courage, professionalism and devotion to duty.

The Medal of Valor will be awarded in the form of a medal and ribbon bar and the bar may be worn as part of the uniform of the day.

1. All employees are eligible for the valor award.
2. An extremely hazardous situation must be present, either directed towards a civilian or a police officer or both.
3. The employee must have displayed an obvious attempt to take action to overcome the extremely hazardous situation.
4. The display of courage, professionalism and selflessness is required.
5. At least one witness must have observed the incident under consideration.
6. The incident must have brought credit to the Great Barrington Police Department, fellow employees or the individual proposed recipient.

Life Saving Award: An award granted to any member of the Department for a successful effort in saving a human life which involved exceptional courage or performance.

This award will be presented in the form of a ribbon bar. The bar may be worn as part of the uniform of the day.

1. All employees are eligible for the life saving award.
2. A human life must have been saved by rescuer related efforts or by medically related efforts.

Medal of Merit: An award for outstanding meritorious achievement or service resulting from unusual alertness, initiative, proficiency, exceptional attention and/or devotion to duty to include an outstanding act which involves performance above and beyond that which is required by the member's basic duties.

This award will be presented in the form of a ribbon bar. The bar may be worn as part of the uniform of the day.

1. All employees are eligible for the merit award.
2. Requirements for this award include:
 - a. The display of a high degree of initiative, professionalism, and obvious display of a beneficial attitude towards the Great Barrington Police Department or the citizens of Great Barrington.

- b. Some action that has resulted in credit being brought to the Great Barrington Police Department, fellow employees or the individual police officer or police employee.
- c. Demonstrated job proficiency and abilities in resolving sensitive situations, which resulted in a safe and successful conclusion.
- d. Performance beyond the normal requirements of an assignment to contribute to a more efficient or effective police service.
- e. Actions which display a superior intelligence, effort or which results in an important apprehension or solution to a crime.
- f. An outstanding act, achievement, or accomplishment that has resulted in the improved operation or administration of the Great Barrington Police Department.

Purple Heart Medal: An award granted to any member of the Department who has been injured while in direct performance of police duty. The award will generally be limited to those cases resulting from attack by an assailant, personal combat, or the performance of an act of valor.

This award will be presented in the form of a medal and a ribbon bar. The bar may be worn as part of the uniform of the day.

If the Department member is fatally injured, the award shall go to his/her immediate family.

- 1. The Purple Heart may only be presented to sworn officers.
- 2. The officer must have sustained a serious duty-related injury while actively engaged in the process of enforcing the law or maintaining the peace.

Police Commendation Award: An act or achievement, which brings credit to the Great Barrington Police Department. This act or achievement involves performance above and beyond normal requirements. Employees should distinguish themselves through the accomplishment of an extraordinary act or service to the Department or to the community.

This award will be presented in the form of a ribbon bar. The bar may be worn as part of the uniform of the day.

- 1. Letter of Commendation: An award given to a Great Barrington Police Department member for exceptional performance with regard to an arrest or other event in the performance of his/her duties which brings credit upon himself or herself and the Great Barrington Police Department as a whole.

Supervisory personnel may nominate any Great Barrington Police Department member for a letter of commendation.

This nomination is made to the Chief of Police and need not be referred to the Awards Committee.

The nomination should consist of a detailed, written justification for the award.

Community Service Award: An act or achievement in the community beyond the normal call of duty in which a Great Barrington Police Department member displays a high degree of professionalism and selflessness that brings credit to the Great Barrington Police Department or the Town of Great Barrington. Such act or achievement has come about for outstanding acts of community service not normally recognized or expected as a normal part of employees duty, normally accomplished during the employee's off-duty time. This award will be presented at an occasion chosen by the Chief of Police.

This award will be presented in the form of a ribbon bar. The bar may be worn as a part of the uniform of the day.

1. All Great Barrington Police employees are eligible for this award.

The Chief's Letter of Appreciation: (No Ribbon-Letter Only) An award acknowledging an act performed by any employee of the police department that rises above their everyday job description.

Wearing of Awards and Decorations:

1. All Great Barrington Police department personnel may wear Department issued awards and designations on their uniform of the day.
2. Award or designation "bars" shall be worn above the name tag, centered above the right pocket of the uniform shirt no more than ¼ inch above the name tag.
3. In the case of multiple awards, the awards will be placed end to end with no more than three awards in succession.
4. Officers may wear up to six awards above their nametag. Should this occur, the awards will be arranged in a "pyramid" fashion above the nametag, with the most distinguished award at the top of the arrangement. Awards rank as follows commencing with most distinguished:

- ❖ Medal of Honor
- ❖ Medal of Valor
- ❖ Life-Saving Medal
- ❖ Medal of Merit
- ❖ Purple Heart
- ❖ Police Commendation

- ❖ Community Service
- ❖ Letter of Appreciation

Certificates of Appreciation for Citizens:

The Great Barrington Police Department Certificate of Appreciation is created for presentation to those citizens who provide exemplary assistance to this police department in crime prevention, criminal apprehensions or any other action, which would deserve public recognition. The following criteria will be used as a basis for an award of a Great Barrington Police Department Certificate of Appreciation:

- a. The apprehension of a person who has committed a criminal act either by making or aiding in the arrest or by providing information that leads to an arrest.
- b. The citizen offers assistance in the prevention of a criminal act.
- c. Directly aiding any police officer in any duties in which the end result is beneficial to the Great Barrington Police Department.
- d. Any action not described above which assists the Great Barrington Police Department in providing superior police service and which is beyond that normally expected of a good citizen.

The following process will be used for nominating a citizen for a Great Barrington Police Department Certificate of appreciation:

1. Any member of the Great Barrington Police Department may nominate a citizen for a Certificate of Appreciation. No member will suggest to a citizen that he/she is being nominated for a Certificate of Appreciation.
2. The nomination for a Great Barrington Police Department Certificate of Appreciation must be in the form of a detailed memorandum, to the Chief of Police with enough information contained in the memorandum to justify the issuance of the award.
3. The Chief of Police will have the final approval of all awards of the Great Barrington Police Department Certificates of Appreciation.

Presentation of Awards:

1. The Chief of Police and Town of Great Barrington officials may be utilized for the presentation of awards.
2. The presentation may be made at a Selectmen's meeting or another occasion determined by the Chief.

3. Family members of Great Barrington Police Department employees receiving awards will be invited to attend these ceremonies.
4. In addition to the distinctive ribbon, recipients of the Award for Valor, Award of Honor, Life Saving Award, and Purple Star Award will receive a full-size medal. The medal will hang from a drape ribbon matching the pin-on ribbon issued for the same award. The medal and ribbon will be presented to the recipient in a wooden display case, and an additional pin-on ribbon will be included for wear if it is the first award.

Honors for Personnel Separated From Service: The following honors are guidelines for separation incidents and shall be reviewed on a case-by-case basis to determine appropriate actions to be taken by the police department. Reviews shall include consulting with and receiving approval from the employee or his/her family and/or survivors.

1. Any department employee who is killed or dies in the line of duty as a direct result of adversarial action, shall be provided with the following:
 - a. Full honors funeral with notification to other agencies.
 - b. Posthumous awards/honors presented by the Great Barrington Police Department.
 - c. Deceased name submitted to law enforcement memorials (Washington D.C., Springfield, etc.)
 - d. Participation in the National Peace Officer Memorial Service.
 - e. Individual honor plaque placed on display at the Great Barrington Police Department containing photograph, badge, nameplate, and synopsis of the incident.
 - f. Departmental Plaque presented to the family of the deceased (replication of department display plaque with the member's actual badge affixed).
 - g. Enrollment of the family of the deceased in Concerns of Police Survivors (C.O.P.S.).
2. Any department member who is killed on duty while performing any non-adversarial action which he/she is authorized or obligated to perform by law, rule, regulation, or condition of employment or service, shall be provided with the following:
 - a. Full honors as described above in section 1.
 - b. Unless the circumstances merit, no posthumous awards will be issued.

3. Any department member who dies while on duty and the death is caused by action or circumstance unrelated to the performance of assigned duties, shall be provided with the following:
 - a. Modified honors funeral.
 - b. Presentation of a plaque to the family of the deceased, indicating inclusion on the departmental recognition plaque (upon which a replication of the member's badge is mounted).
 - c. Family enrollment in concerns of Police survivors (C.O.P.S.).
4. Any department member who dies while off duty and the death is caused by action or circumstance unrelated to the performance of assigned duties, shall be provided with the following:
 - a. Modified honors Funeral.
 - b. Presentation of the department plaque to the family of the deceased, indicating inclusion on the departmental recognition plaque (with a badge replication and years of service noted).

Revocation of Awards: After an award has been presented, the Awards Committee may revoke it if new information is received that wasn't originally available at the time of the nomination review process.

ISSUING AUTHORITY:

Chief William R. Walsh Jr.: 