

# Tom Bean Police Department

## Administrative Directive

<b>Number: 103.013</b>	<b>Effective Date: 01/01/2021</b>
<b>Subject: Police Awards</b>	<b>Revision Date: N/A</b>
<b>Affected Personnel: All Personnel</b>	<b>Amends/Supersedes: N/A</b>
<b>Reference: N/A</b>	

### I. Policy

This regulation provides Tom Bean Police Department policy, criteria, and administrative instructions concerning individual law enforcement decorations, service medals and ribbons, special skill badges, and similar devices awarded in recognition of accomplishments. It prescribes the policies and procedures concerning Tom Bean Police awards to outside agency personnel and outside agency awards to Tom Bean Police personnel. The goal of the total Police Awards Program is to foster mission accomplishment by recognizing excellence of sworn members of the force and motivating them to high levels of performance and service.

### II. Categories of individual awards

Individual awards are grouped into the following categories:

- A. Decorations
- B. Certificates and letters.

### III. Limitation

Unless otherwise authorized / directed by the Chief of Police, each recommendation for an award of a law enforcement decoration must be entered into administrative channels within two (2) years of the act, achievement, or service to be honored. An award recommendation will be considered to have been submitted into administrative channels when it has been signed by the initiating officer, (in some cases) endorsed by a member of City Council and / or submitted to the Chief of Police. However, a Member of City Council can request consideration of a proposal for the award or presentation of decoration (or the upgrading of a decoration), either for an individual or unit, that is not otherwise authorized to be presented or awarded due to limitations established. Based upon such review, the Chief of Police will make a determination as to the merit of approving the award or presentation of the decoration.

- A. To be fully effective, an award must be timely. Undue delay in submitting a recommendation may preclude its consideration. It is highly desirable that a recommendation be placed in administrative channels and acted upon as quickly as possible. If circumstances preclude submission of a completely documented recommendation, it is best to submit it as soon as possible and note additional data will be submitted later. However, to ensure prompt recognition, interim awards should be considered and are encouraged.

- B. No law enforcement award / decoration, except those approved by the Chief of Police, will be awarded more than two (2) years after the act or period of service to be honored.
- C. Certain decorations (skill badges, service identification badges, etc.) differ from others in that sometimes an individual is not recommended for the decoration; rather, he or she is entitled to it upon meeting specific criteria. In these cases, the decorations in question are not subject to time limitations.
- D. Preparing an award recommendation years after an action has occurred can be a challenge. However, the requestor is solely responsible for assembling a complete award recommendation package, which is submitted to the Chief of Police. It is incumbent upon the requestor to conduct any historic research necessary to ensure the award recommendation is complete prior to submission. In the event an incomplete award recommendation is submitted, the Chief of Police will provide specific guidance regarding the additional information required in order for the case to be considered.
- E. Recommendations for award of Tom Bean Police decorations will be forwarded through command channels to the Office of the Chief of Police, Tom Bean Police Department, 201 S. Britton Street, Tom Bean, TX 75489, for final action no less than 60 days before the desired presentation date.

#### IV. Character of Service

- A. *Personal decorations.* A medal will not be awarded or presented to any individual whose entire service subsequent to the time of the distinguished act, achievement, or service has not been honorable. The determination of "honorable" will be based on such honest and faithful service according to the code of conduct, courage, and duty required by law and customs of the police service of an officer of the grade to whom the standard is applied.
  - a. Individuals on whom favorable personnel actions have been suspended are neither recommended for, nor receive an award, decoration, or a badge during any period of moratorium or probation.
- B. *Purple Hearts.* The Purple Heart is an entitlement and differs from all other awards. The Purple Heart does not require an exception or waiver for presentation.

V. Recognition upon retirement

- A. *Period of service.* Each individual approaching retirement may be considered for an appropriate decoration based on his or her rank, years of service, degree of responsibility, and manner of performance.
- B. *Service recognition awards.* The following awards may be awarded upon retirement:
  - a. Meritorious service awards can be awarded, upon retirement (to include medical retirements), which may include law enforcement service prior to employment with this agency.
  - b. Only one retirement award may be awarded to any retiring officer. Service awards for retirees are at the discretion of the Chief of Police.
- C. *Submissions.* Award recommendations submitted for meritorious service based upon retirement will be submitted so that they may be processed and completed prior to the requested presentation date. In determining the presentation date, the recommender must consider the officer's requested retirement date, number of days of any transition leave, and authorized travel and/or transition processing time. Recommendations for awards submitted to the Office of the Chief of Police, Tom Bean Police Department, 201 S. Britton Street, Tom Bean, TX 75489, for final action no less than 60 days before the desired presentation date.

VI. Posthumous Awards

- A. *Award recommendations.* When considering an award recommendation, the characterization of an officer's death will not be used as the sole purpose for determining approval or disapproval of an award.
- B. *Preparation of award elements.* Awards to individuals who are deceased at the time the award is approved shall not include the word "posthumous".
- C. *Presentation of awards to primary next of kin.* Presentation of posthumous awards will be made to the primary next of kin. Primary next of kin are in descending order of precedence, surviving spouse; eldest surviving child (natural or adoptive); father or mother, unless legal exclusive (sole) custody was granted to a person by reason of a court decree or statutory provision; blood or adoptive relative who was granted legal custody of the person by a court decree or statutory provision; eldest surviving brother or sister; eldest surviving grandparent; and eldest surviving grandchild.

VII. Revocation of personal decorations and suspension of authority to wear

- A. Once an award or decoration has been presented, it may be revoked under the same authority if facts subsequently determined would have prevented original approval of the award had they been known at the time of presentation. An award revoked based on the reconsideration, appeal, or upgrade of previously approved award, is herein authorized when circumstances or information dictate such action. Presentation of a decoration is the physical act of pinning or clipping the medal on an officer's chest or handing the officer the medal, certificate, etc. The decision to revoke an award may not be delegated and must be determined by the Chief of Police.

#### VIII. Presentation of Decorations

- A. The Medal of Honor is usually presented to awardees (living or posthumously) by the Mayor of the City of Tom Bean, assisted by the Chief of Police at City Hall or another suitable and appropriate venue.
- B. All Tom Bean Police Department decorations will be presented with an appropriate air of formality and with fitting ceremony. Other first-time approved awards, which require presentation, are—
  - 1. All individual TBPB decorations, including the Purple Heart, individual PD decorations, and decorations awarded by other law enforcement agencies to TBPB personnel.
  - 2. All approved TBPB unit awards, and unit awards from other law enforcement agencies. Only one ceremony will be conducted, no additional ceremony is required to be conducted for members of a unit who were not present when the ceremony was held.
- C. Whenever practical, awards should be presented to sworn personnel in a formal ceremony as deemed appropriate by the Chief of Police, however, a formal presentation is not required. Presentations should be made as promptly as practical, and when possible, in the presence of the officers with whom the recipients were serving at the time of the qualification.
- D. The following awards and decorations do not require a ceremony:
  - (1) Conversion or retroactive entitlement awards; however, a formal ceremony may be conducted if requested by the awardee or at the discretion of the Chief of Police and only if it is practical to make the presentation.
  - (2) Service ribbons and skill badges usually are not presented with a formal ceremony.
  - (3) Reissue of awards, decorations, and badges or reproduction of award certificates. However, a ceremony may be conducted if requested by the primary next of kin.
  - (4) Outside law enforcement agency decorations will not be presented by members of the Tom Bean Police Department to designated recipients whether awardees or primary next of kin.

- E. When deemed appropriate, command is encouraged to recognize sworn members of the organization in an atmosphere of formality and dignity.
- F. In the act of presentation, a decoration may be pinned on the clothing of the recipient whether in uniform or civilian clothing or on the primary next of kin in the case of a posthumous award; however, this is not to be construed as authority to wear the decoration for any person other than the individual honored. As an alternative to pinning, it may be handed to the recipient in an opened decoration container, or appropriate packaging.

IX. Engraving of awards

The grade, name, and organization of the awardee are to be engraved on the reverse side of the Medal of Honor. The name only of the awardee is engraved on the reverse of every other qualifying medal. When possible, this should be accomplished prior to presentation.

X. Awards to personnel of other agencies

- A. It is TBPDP policy to recognize individual acts of heroism, extraordinary achievement, or meritorious achievement on the part of officers or agents of other law enforcement agencies when such acts have been of significant benefit to the City of Tom Bean or materially contributed to the successful prosecution of an operation or investigation conducted by officers of the Tom Bean Police Department. Such acts or achievements will be recognized through the award of an individual TBPDP decoration.
- B. Awards may be awarded to an officer or agent of another law enforcement agency without the concurrence from the other agency concerned. Likewise, Officers of this agency may be awarded another agency's decorations without seeking concurrence from this agency. A copy of the approved award will be forwarded to the parent agency's awards office for permanent record keeping.
- C. Service and Skill Badges will not be awarded to members of other law enforcement agencies.

XI. Medal of honor entitlements

- A. *Wall of Honor.* Each person who is the recipient of the Medal of Honor shall be enshrined on the Wall of Honor inside of the department. Each MOH recipient shall have a wall plaque placed on the wall of honor that contains the following:
  - 1. Full name, badge number, date, time, and location of event / incident that lead to the issuance of the MOH, along with the event / incident summary details, and a 5"x 7" color photograph of the recipient in the recipient's service or dress uniform.
- B. MOH recipients shall receive an MOH stipend on each paycheck totaling fifty (\$50.00) each pay period.

- C. MOH recipients shall receive one extra week (7 days) of paid vacation each calendar year in addition to any other leave received / accrued.
- D. All sworn personnel shall be required to give salute (irrespective of rank) in greeting / tribute to the MOH recipient at the point of first contact each day with said MOH recipient unless the MOH recipient personally elects to wave rights to the courtesy.

## XII. Order of precedence

- A. Decorations are ranked in the following order of precedence when worn or displayed:
  - a. Tom Bean Police Department decorations
  - b. Outside agency decorations
  - c. City of Tom Bean decorations

## XIII. Awards – original issue or replacement

- A. Tom Bean Police Department awards are presented at no cost to the recipient. Replacement of awards will be issued on a one-time basis and without charge to the recipient of the of the decoration. Subsequent replacements shall be made at cost of the replacement.

## XIV. Departmental Awards

- A. Police Medal of Honor
  - a. This award is the highest award in the Department.
  - b. This award is to be awarded to a police officer who voluntarily and conspicuously distinguishes himself or herself by gallantry and extraordinary heroism. The act must be in excess of normal demands and of such a nature that the officer was fully aware of the imminent threat to his or her personal safety and acted above and beyond the call of duty at the risk of his or her life.
  - c. The term "above and beyond the call of duty" in the qualifications for the police medal of honor disqualify all acts of courage, no matter how great, performed in the course of carrying out verbal or written orders.
- B. Police Medal of Valor
  - a. This award is to be awarded for exceptional bravery at imminent risk of serious bodily injury. The recipient demonstrates exceptional courage by performing a voluntary course of action in an extremely dangerous situation.

- b. The term "voluntary course of action" in the qualification for the police medal of valor disqualifies all acts of courage, no matter how great, performed in the course of carrying out verbal or written orders.

C. Police Commendation Bar

- a. To be awarded to any employee for outstanding performance involving great risk to personal safety while performing his or her duties.
- b. May be awarded to any employee for outstanding contributions to law enforcement through the success of difficult administration, management, or operational police projects, programs, or situations with such contributions being made in a highly professional degree of accomplishment.
- c. May be awarded to any employee, upon recommendation of their supervisor, who has received three or more Meritorious Conduct Awards or three or more Civic Achievement Awards. One year must have elapsed after the awarding of the third award before an officer is eligible and recommendations must justify such continuous performance before the award will be made.

D. Life Saving Bar

- a. To be awarded to any employee for the saving of a human life. This award is intended for all employees directly responsible for the saving of a human life; documentation and supporting evidence must be included to substantiate the award, such as statements from witnesses, physicians, or supervisors.
- b. May be awarded in addition to the awarding of a higher medal where the facts show the recipient is entitled to such an award.

E. Purple Heart

- a. The original Purple Heart award was established by General George Washington at Newburgh, NY, on 7 August 1782, during the Revolutionary War. It was re-established by the President of the United States per War Department General Orders 3, 1932 and is currently awarded to soldiers in the United States Military as well as those in the civilian law enforcement profession.
- b. The PH is awarded in the name of the Mayor of the City of Tom Bean and is limited to members of the Tom Bean Police Department who, while serving under competent authority in any capacity with the City of Tom Bean Police Department, have been wounded, were killed, or who have died or may thereafter die of wounds received under any of the following circumstances:

- a) While engaged in any enforcement action / investigative activity with a criminal suspect(s) while in the performance of duty.
- b) While serving alongside an outside law enforcement agency engaged in an incident with a suspect(s) in which the Tom Bean Police Department was not the initiating / first responding agency.
- c) Officers who are killed or wounded in action by friendly fire shall be treated in the same manner as an officer who is killed or wounded in action as the result of an act of a criminal suspect(s).
- c. While clearly an individual decoration, the PH differs from all other decorations in that an individual is not "recommended" for the decoration; rather, he or she is entitled to it upon meeting specific criteria.
- d. A PH is authorized for the first wound suffered under conditions indicated above. No more than one award will be made for more than one wound or injury received at the same instant or from the same missile, force, explosion, or agent.
- e. A wound is defined as an injury to any part of the body from an outside force or agent sustained under one or more of the conditions listed above. A physical lesion is not required. However, the wound for which the award is made must have required treatment, not merely examination, by a medical officer. Additionally, treatment of the wound will be documented in the Servicemember's medical and/or health record. Award of the PH may be made for wounds treated by a medical professional other than a medical officer provided a medical officer includes a statement in the
- f. To be awarded to any police officer or other uniformed employee of this Department who is seriously injured in the line of duty due to an assault, or as a result of fires, explosions, etc.
  - 1. May be awarded in addition to the awarding of a higher award where the facts show the recipient is entitled to such an award.
  - 2. The injury must not be the result of, or concurrent with any conduct of the recipient that is less than acceptable by all standards.
  - 3. The injury must not be the result of falls on ice, motor vehicle accidents, and the like, unless the evidence clearly indicates the employee had exhausted all reasonable safety precautions and had no control over the circumstances.

B. Meritorious Conduct

- 1. For excellence in police work.



2. Awarded to police officers of any rank for outstanding performance of duties under unusual, complicated, or hazardous conditions over any period of time.
3. Awarded to civilian police personnel, as well as officers, for outstanding or superior performance of any assignment over a prolonged period of time, but such performance to be clearly defined as exceptional, placing them well above other officers or civilians of equal rank or grade.
4. May be awarded without bar to any police officer from another law enforcement agency qualifying under the above-mentioned conditions if earned while aiding, assisting or working with the officers of the Tom Bean Police Department.
5. May be awarded to any distinct work group of employees when the action of the group as a whole meets the qualifications. One certificate will be awarded and it will remain with the unit. Individual employees will not receive a bar; however, an employee may be recommended for a separate certificate of merit based on his individual merit.

C. Field Training Officer Bar

1. Presented to an officer who is selected as a Field Training Officer.
2. Only Field Training Officers who are assigned to the Patrol Unit or those who are listed as active Field Training Officers will be allowed to wear the Field Training Officer Bar.
3. Any officer who is removed from Field Training Officer assignment or who resigns from the program will turn in the Field Training Officer Bar.

D. Field Training Sergeant Bar

1. Presented to a Sergeant who is selected as the Field Training Sergeant and supervises the Field Training and Evaluation Program.
2. If the Field Training Sergeant is promoted or transfers to a new position, he or she may retain the Field Training Officer Sergeant Bar but it will not be worn on the uniform.
3. If the Field Training Sergeant is removed from the assignment or resigns from the program, he or she will turn in the Field Training Sergeant Bar.

E. Civic Achievement

1. To be presented to members of the Department, civilian and sworn, who bring favorable recognition to the Department through their involvement in civic affairs while acting in the capacity as a member and representative of the Tom Bean Police Department.

F. Safe Driver Award

1. All members of the Department who are currently or have been assigned to a position which requires driving the Department vehicles as part of the daily function of the position, are eligible for this recognition. An employee may be assigned a position wherein they do not actually drive a Department vehicle each day yet their responsibilities will require frequent use of a Department vehicle. Such periods of assignment will not render the employee ineligible to accumulate time toward the award.
2. Awards will be issued in five (5) year increments.
3. Calculations begin at date of appointment, restart upon date of a chargeable vehicular accident or driving-related damage to a vehicle and are calculated on one-year increments.
4. If an employee who holds a Safe Driver Award is involved in a chargeable vehicular accident or driving-related damage, the employee shall turn in the award bar and the calculation will start again.

G. Citizen's Certificate of Appreciation

1. All persons are eligible for this award whose actions exemplify excellence in performance of civic responsibilities; show unselfish devotion to his fellow man and the community in which he lives; or whose actions bring honor to himself and recognition to the City of Tom Bean.
2. Any officer who has knowledge of an incident involving a meritorious act by a citizen may submit through the proper channels a recommendation that the citizen's certificate of merit be awarded. The reports will be forwarded to the Chief of Police who will make a determination as to whether the award is made.
3. A ranking officer, at the chief's discretion, will determine whether the citizen is willing to accept the award and will arrange with the Chief of Police a suitable time for the presentation ceremony. Presentations will take place at City Council meetings when possible.

H. Basic Peace Officer Bar

1. Presented to any police officer that possess a basic peace officer certification through TCOLE.

I. Intermediate Peace Officer Bar

1. Presented to any police officer that meets the state requirements and obtains an Intermediate Peace Officer Certificate through TCOLE.

J. Advanced Peace Officer Bar

1. Presented to any police officer that meets the state requirements and obtains an Advanced Peace Officer Certificate through TCOLE.

K. Master Peace Officer Bar

1. Presented to any police officer that meets the state requirements and obtains a Master Peace Officer Certificate through TCOLE.

L. Associate Degree Bar

1. Presented to any police officer who obtains an Associate Degree from an institution of higher learning.

M. Bachelor Degree Bar

1. Presented to any police officer who obtains a Bachelor Degree from an institute of higher learning.

N. Master's Degree Bar

1. Presented to any police officer who obtains a Masters Degree from an institute of higher learning.

O. Years of Service Pin

1. Presented to a Department employee for consecutive years in service with the City of Tom Bean.
2. The bar is given in increments of five years (5, 10, 15 years, etc.).
3. An officer may wear only one Years of Service Pin on the uniform.

P. Service Identification Badges

1. Presented to officers to commemorate their service / action within a particular police unit or division.
2. Badges are issued as follows:
  - a) Patrol Service Identification Badge,
  - b) Investigations Service Identification Badge,
  - c) Corrections Service Identification Badge,
  - d) Administrative Service Identification Badge,
  - e) Task Force Service Identification Badge.

3. An officer may wear up to 3 service identification badges on the breast pocket of the Service or Dress Uniforms.

Q. Special Skill Badges

1. Departmental decorations issued by the department to officers who achieve a variety of qualifications and accomplishments while serving on active or reserve duty.
2. A total of six (6) service and special skill badges are authorized for wear at one time on service and dress uniforms.
3. The following special skill badges are currently authorized for wear:
  - a) Basic Counter-Narcotics,
  - b) Advanced Counter-Narcotics,
  - c) Basic Tactical Operator (SWAT),
  - d) Advanced Tactical Operator (SWAT),
  - e) Clandestine Laboratory Certification,
  - f) Mental Health Peace Officer,
  - g) Court Security Officer,
  - h) Explosives Expert,
  - i) Diving Certification,
  - j) Basic Instructor Certification,
  - k) Advanced Instructor Certification,
  - l) Crime Prevention Certification,
  - m) Public Information Officer Certification,