



CLEVELAND DIVISION OF POLICE

GENERAL POLICE ORDER



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| EFFECTIVE DATE: FEBRUARY 12, 2021 | CHAPTER: 1 - Administrative | PAGE: 1 of 6 | NUMBER: 1.07.03 |
| SUBJECT: AWARDS RECOGNITION PROGRAM | | | |
| CHIEF: <i>Calvin D. Williams, Chief</i> | | | |

Substantive changes are italicized

PURPOSE: To recognize Division of Police personnel who perform their duties in an exemplary and extraordinary manner *as well as* citizens or auxiliary officers who perform heroic acts and/or contribute to the overall effectiveness of the Division of Police.

POLICY: *It is the policy of the Cleveland Division of Police* to recognize individuals who perform their duties in an exemplary or extraordinary manner and publicly recognize their achievements. Regardless of rank, all officers are encouraged to nominate individuals for recognition. Nominations may be for on-duty or off-duty performance of a police function. Citizens who perform heroic acts and/or contribute to the overall effectiveness of the Division of Police deserve special recognition. Members are encouraged to nominate citizens and auxiliary officers whose actions merit recognition.

DEFINITIONS:

Awards Review Committee (ARC) - a committee composed of the Deputy Chiefs of Field Operations, Administrative Operations and Homeland Special Operations; and the Fraternal Order of Police (FOP) Lodge 8, Cleveland Police Patrolmen's Association (CPPA), Black Shield Police Association (BSPA), Hispanic Police Officers' Association (HPOA) presidents or their respective designees.

Medal of Honor - highest commendation presented to a Cleveland Division of Police officer for acts of personal bravery performed beyond the call of duty and involving an incontestable risk of life.

Medal of Heroism - awarded to officers who demonstrate extraordinary bravery or act in an exemplary and extraordinary manner while at substantial risk of personal harm.

Distinguished Service Medal - awarded to officers who demonstrate a high degree of personal initiative, perform substantially beyond *standard* requirements in an exemplary manner, contribute significantly to the achievement of law enforcement goals or consistently perform at the highest levels of law enforcement excellence as indicated by *a unique* faithfulness to duty.

Police Star - awarded to those police officers wounded, seriously injured, or killed in the performance of their duties while protecting life or property.

Special Commendation Award - awarded to Division personnel who distinguish themselves by improving an administrative or tactical procedure within the Division of Police; fostering a successful community affairs program; or performing a valuable police service *that* demonstrates *exceptional* diligence or perseverance. Officers who are awarded five Special Commendation Awards are eligible to receive consideration for the Distinguished Service Medal.

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Chief's Letter and Commander's Letter - special letters of recognition issued to officers for acts that represent the officer's diligence to duty and furthering law enforcement ideals. These letters do not require action on the part of the ARC. They may be issued at any time, allowing for immediate positive reinforcement and timely recognition of the officer's deeds. In addition, in place of a higher award, the ARC may award a Chief's Letter. Police officers who are awarded five Chief's or Commander's Letters during a two-year period are eligible to receive consideration for the Special Commendation Award.

Police Officer of the Year Award - (certificate) open to all ranks; may be awarded to a sworn member of the Cleveland Division of Police who has demonstrated an outstanding devotion to duty and who consistently and uniquely performed their *assigned* duties to the highest degree beyond the level established by one's peers.

Chief's Outstanding Unit Award - presented in recognition of outstanding police service performed by a unit *within* the Division of Police.

Captain James "Jimmy" Purcell Crisis Intervention Award - *presented to an outstanding Division member who distinguishes themselves by utilizing crisis intervention team (CIT) tactics and de-escalation techniques to safely and effectively resolve incidents involving individuals who are in crisis; who foster collaboration and compassion to assist community members affected by mental illness and/or increase awareness about mental health; or who promote and support combined efforts to create and sustain more effective interaction among law enforcement, mental health professionals, and individuals living with mental illness, including their families and communities, to eliminate stigma.*

Citizen Award Plaque - awarded to civilians who distinguish themselves through the performance of a heroic act involving *significant* personal risk.

Citizen Award Pin - awarded to civilians who contribute significantly to the furtherance of law enforcement within the City of Cleveland.

PROCEDURES:

I. General Guidelines

- A. Law enforcement personnel from jurisdictions other than the City of Cleveland may be eligible for awards if their contributions directly further the cause of law enforcement within the City of Cleveland.
- B. Only those nominations for acts/achievements/events *occurring* in the time period under review shall be accepted for review. *If previously undisclosed information is revealed, the ARC may, at its discretion or the Chief of Police's direction, review nominations from a previously reviewed period.*

II. Nominations

- A. Members and the public at large may submit nominations for awards. Members submitting a nomination shall:
 1. Create a commendation entry *using the Division's tracking software. Incomplete*

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nominations or nominations not conforming to this directive's guidelines shall be returned for correction (i.e., officer information omitted, excessively wordy narratives, etc.).

2. Include in each submission information that precisely explains the nominee's actions that merit the nomination. *Narratives shall not exceed 250 words (1/2 page) per incident and shall be free of non-essential language.*
3. If there are multiple nominees resulting from a single event or accomplishment, include a distinct narration for each nominee that supports the nomination.
4. Include the following, as it would appear on the award:
 - a. Type of award for which the candidate is being nominated.
 - b. Nominee's full name, badge number, and rank.
 - c. For civilian nominations, provide correct spellings of full proper names and accurate contact information (e.g., phone number, address, etc.).
5. *Forward the entry through their chain of command (via the Division tracking software) for approval.*
 - a. *Commanders shall review nominations and add comments before forwarding the nominations for review.*
 - b. *Nominations received by the Chief's Office shall be forwarded to the Deputy Chief of Field Operations or their designee for compiling and forwarding to the ARC.*
 - c. *Upon completion of the awards review process, the Deputy Chief of Field Operations or their designee shall route only the following commendation entries to the Chief's Office and/or District/Bureau Commander for processing/issuance:*
 - i. *Chief's Commendations and Letters.*
 - ii. *Commander's Letters.*
 - iii. *Special Commendation Awards not attached to incidents involving higher-level awards.*
 - iv. *Citizen's Pin Awards*

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d. *The Deputy Chief of Field Operations or their designee shall route City-wide Division level commendation entries to the Policy Unit for processing/issuance.*

B. *Commendations from the public may be submitted for nomination to the Chief of Police by letter, email, or memorandum.*

1. *When a credible commendation is received from the public, the Chief of Police or their designee shall:*

a. Cause a letter of acknowledgment to be placed into that member's permanent personnel record (*Personnel Unit and Division tracking software files*).

b. Forward copies of any such correspondence to the member's Commander for award recognition consideration.

C. Commanders shall:

1. Conduct a review to determine the merit of the letter/commendation.

a. If the Commander's review reveals there is sufficient basis for an awards nomination, cause a commendation entry to be created and forward it to the ARC using the Division tracking software.

b. If the Commander's review reveals there is an insufficient basis for an awards nomination, forward that information to the ARC.

III. Police Officer of the Year

A. Each calendar year, each Commander may nominate one officer for Police Officer of the Year. No more than one officer from *each* District/Bureau may be nominated for the Police Officer of the Year Award in any one calendar year; Commanders shall:

1. Submit these nominations directly to the Chief of Police *via the Division tracking software* for forwarding to the ARC via the Deputy Chief of Field Operations.

2. Make the final decisions for their respective District/Bureau nomination.

B. Multiple nominations for a single nominee shall be considered one nomination and shall be reviewed for the highest award *nomination*.

C. Nominations for awards related to a member winning **non-Division** of Police awards shall not be considered unless the other awards demonstrate a pattern of, especially meritorious service.

D. The Chief of Police shall regularly issue a Divisional Notice specifying the award nominations' deadline.

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- E. The ARC shall review nominations and submit their decisions to the Chief.
- F. *The Personnel Unit shall maintain a file of awards received by each member and place a copy in the member's personnel file.*

IV. Voting

- A. The ARC shall meet quarterly to review and vote on the nominations received.
 - 1. A majority vote of the ARC is necessary for an award presentation.
 - a. In the event of a tie, the Training Section's officer-in-charge shall serve as the tie-breaking vote.
 - b. The Chief shall be the tie-breaker for the Medal of Honor Award.
 - 2. A unanimous vote of the ARC is necessary for a Police Officer of the Year Award presentation.
- B. For extra-Divisional awards (e.g., Rotary Club Valor Award, Ohio Distinguished Law Enforcement Service Award, etc.), the ARC shall convene at the direction of the Chief of Police to nominate worthy candidates.

V. Awards Presentation

- A. District-level awards.
 - 1. The following Awards/Letters shall be awarded at least annually, at the District/Bureau level, on a timetable established by the respective Commander:
 - a. Chief's and Commander's Letters.
 - b. Special Commendation Awards.
 - c. Citizen Pin Awards.
 - 2. Upon completion of the District/Bureau level ceremony and/or issuance of awards, the Commander or their designee shall:
 - a. Attach a copy of the certificate/letter to the tracking software entry.
 - b. Indicate in the routing section that the award was issued/completed.
 - c. *Forward the completed entry through the tracking software administrators for final disposition.*
- B. City-wide Division level awards.

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1. The following Medals/Awards are to be awarded biannually by the Chief of Police or their designee:
 - a. Medal of Honor.
 - b. Medal of Heroism.
 - c. Distinguished Service Medal.
 - d. Police Star.
 - e. Citizen Award Plaque.
 - f. Police Officer of the Year (awarded annually).
2. Recipients of District and Division level awards shall be announced through Divisional Notice and shall include:
 - a. Recipient's name.
 - b. Type of Medal/Award.
 - c. Date of Incident.
 - d. Date, time, and location of the ceremony.

THIS ORDER SUPERSEDES ANY PREVIOUSLY ISSUED DIRECTIVE OR POLICY FOR THIS SUBJECT AND WILL REMAIN EFFECTIVE UNTIL RESCINDED OR SUPERSEDED.