



GENERAL POLICE ORDER CLEVELAND DIVISION OF POLICE



EFFECTIVE DATE: MAY 9, 2003	REVISED DATE: MAY 2, 2003	NO. PAGES: 1 of 6	NUMBER: 1.1.14
SUBJECT: AWARDS RECOGNITION PROGRAM			
ASSOCIATED MANUAL:		RELATED ORDERS:	
CHIEF OF POLICE: <i>Edward F. Lohn, Chief</i>			

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

POLICY: The Division of Police shall nominate and select individuals who perform their duties in an exemplary or extraordinary manner and publicly recognize their achievements.

Every officer, regardless of rank, is 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 also deserve special recognition. Personnel are encouraged to nominate citizens and auxiliary officers whose actions merit recognition.

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.

Only those nominations for acts/achievements/events that occurred in the time period under review shall be accepted for review. If previously undisclosed information is revealed, the Awards Committee may, at its discretion or at the direction of the Chief of Police, review nominations from a previously reviewed period.

RESERVED - SEE 10103

021221

PAGE: 2 of 6	SUBJECT: AWARDS RECOGNITION PROGRAM	GPO NUMBER: 1.1.14
-----------------	--	-----------------------

DEFINITIONS:

Awards Committee: This committee shall be composed of the Deputy Chiefs of Field Operations, Administrative Operations and Special Operations; the president of the Fraternal Order of Police Lodge 8, the president of the Cleveland Police Patrolmen's Association, and the president of the Black Shield Police Association - or their designees.

Medal of Honor: The Medal of Honor is the highest award presented to a Cleveland police officer for acts of personal bravery performed beyond the call of duty and involving an incontestable risk of life.

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

Distinguished Service Medal: The Distinguished Service Medal is awarded to police officers who demonstrate a high degree of personal initiative, perform substantially beyond normal 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 special faithfulness to duty.

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

Special Commendation Award: The Special Commendation Award is awarded to divisional 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 which demonstrates special diligence or perseverance.

Police officers who are awarded five Special Commendation Awards are eligible to receive consideration for the Distinguished Service Medal.

Chief's Letter and Commander's Letter: The Chief's Letter and Commander's Letter are special letters given to officers in recognition of an act or acts that represent that officer's diligence to duty and the furthering of law enforcement ideals. These letters do **not** require action on the part of the Awards Committee and may be given at any time. This allows for immediate positive reinforcement and timely recognition of the officers' deeds. In addition, the Awards Committee, in lieu of a higher award, may award a Chief's Letter.

PAGE: 3 of 6	SUBJECT: AWARDS RECOGNITION PROGRAM	GPO NUMBER: 1.1.14
-----------------	--	-----------------------

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: The Police Officer of the Year Award is open to all ranks and 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 job duties to the highest degree beyond the level established by one's peers.

Chief's Outstanding Unit Award: The Chief's Outstanding Unit Award is presented in recognition of outstanding police service performed by a unit of the Division of Police.

Citizen Award Plaque: The Citizen Award Plaque is awarded to civilians who distinguish themselves through the performance of a heroic act involving great personal risk.

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

PROCEDURES:

I. Selection and Submission:

A. Members of the Division of Police and the public at large may submit nominations for awards.

1. Nominations generated from within the Division of Police shall be submitted using the structured Form-1 (Appendix). Nominations not received on the structured Form-1 or otherwise incomplete, illegible or not conforming to these guidelines shall be returned for re-submission.

a. Each submission shall include information that clearly details exactly what actions the nominee took to merit the nomination.

b. If there are multiple nominees resulting from a single event or accomplishment, each nominee must have a distinct narration that supports the award candidate's nomination.

c. Nominations shall include the name of the award for which the candidate is being nominated and the full name, badge number, rank or title of the nominee, as it would appear on the award.

PAGE: 4 of 6	SUBJECT: AWARDS RECOGNITION PROGRAM	GPO NUMBER: 1.1.14
-----------------	--	-----------------------

- d. In addition to providing correct spellings of full proper names, civilian nominations must have accurate contact information, i.e. phone numbers and addresses.
 - e. Members shall forward nominations through the chain of command. Commanders shall review nominations and add comments before forwarding the nominations to the Chief's Office. The Chief's Office shall forward nominations to the Deputy Chief of Field Operations for compiling and forwarding to the Awards Committee.
2. Nominations from the public may be submitted to the Chief of Police by letter or memo.
- a. When credible commendation from the public is received regarding a member of the Division, the Chief shall cause a letter of acknowledgement to be placed into that member's permanent personnel record. The Chief's Office shall forward copies of any such correspondence to the Awards Committee for consideration of award recognition.
 - b. If the Awards Committee finds merit for an award arising from a submission from the public, the Awards Committee (which has no investigatory capabilities) shall forward a request to the Commander of the officer involved. That Commander shall complete the structured Form-1 and forward it to the Awards Committee for final disposition. If the Commander's investigation reveals there is insufficient basis for an awards nomination, the Commander shall forward that information to the Awards Committee.
- B. Each calendar year, each Commander may nominate one officer for Police Officer of the Year. Commanders shall submit these nominations directly to the Chief of Police for forwarding to the Awards Committee via the Deputy Chief of Field Operations.

No more than one officer from any one District/Bureau may be nominated for the Police Officer of the Year award in any one calendar year. District/Bureau Commanders shall make the final decisions for their respective District/Bureau's nomination.

PAGE: 5 of 6	SUBJECT: AWARDS RECOGNITION PROGRAM	GPO NUMBER: 1.1.14
-----------------	--	-----------------------

- C. Multiple nominations for a single nominee shall be considered as one nomination and be reviewed for the highest award for which nominated.
- D. Nominations for awards for having won **non**-Division of Police awards shall not be considered unless the other awards demonstrate a pattern of especially meritorious service.
- E. The Chief of Police shall regularly issue a Divisional Notice specifying the deadline for the award nominations.
- F. The Awards Committee shall review the nominations and submit their decisions to the Chief of Police.
- G. The Personnel Unit shall maintain a file of awards conferred on members of the Division and place a copy of the award in the member's personnel file.

II. Voting

- A. The Awards Committee shall meet quarterly to review and vote on the nominations received. In addition, the Awards Committee shall convene at the direction of the Chief of Police to nominate worthy candidates for extra-divisional awards (i.e. Rotary Club Valor Award, Ohio Distinguished Law Enforcement Service Award).
- B. A majority vote of the Awards Committee is necessary for an award presentation. In the event of a tie, the OIC of the Training Section shall serve as the tie-breaking vote. A **unanimous** vote of the Awards Committee is necessary for a Police Officer of the Year Award presentation. The Chief of Police shall be the tiebreaker for the Medal of Honor Award.

III. Awards Presentation

- A. All Chief's and Commander's Letters, Special Commendation Awards and Auxiliary Police Awards and Medals shall be awarded at the District/Bureau level on a timetable established by the District/ Bureau Commander. These Awards/Letters are to be awarded at least annually.
- B. The announcement of the recipients of other awards shall be by Divisional Notice. The Divisional Notice identifying recipients of the Medal of Honor, Medal of Heroism, Distinguished Service Medal, Police Star and Citizen Awards, shall identify the date time and location of the awards ceremony.

PAGE: 6 of 6	SUBJECT: AWARDS RECOGNITION PROGRAM	GPO NUMBER: 1.1.14
-----------------	--	-----------------------

Nominees selected for these awards shall be presented their awards during a ceremony at a site selected by the Chief of Police. Commanders shall present the remaining awards.

- C. All awards nominations shall be reviewed quarterly and awards presented bi-annually, except for the Police Officer of the Year Award, which shall be awarded annually.

**RESCINDED, EFF. 02.12.21
SEE 1.07.03**