

MITCHELL POLICE DIVISION

CHAPTER 3

COMMENDATIONS AND AWARDS

3.1 COMMENDATIONS AND AWARDS POLICY

The Mitchell Police Division expects a high level of professional conduct from its members. When members of the division perform their duties in a manner that exceeds its highest standards, the division recognizes such outstanding conduct with official commendation. The division also honors citizens of the community who substantially assist the division in a manner beyond their normal civic responsibilities.

3.2 SERVICE RECOGNITION BOARD

- A. The Service Recognition Board will consist of members of the division that are appointed by the Chief of Public Safety, and will consist of the following:
- B.
 - 1. One officer from administration
 - 2. One officer of the rank of Sergeant
 - 3. One officer of Patrolman grade from the Patrol Section
 - 4. One officer from the Investigative Section
 - 5. One officer of Communication Specialist from the Communications Division
- C. Terms will be staggered in the beginning, with two members of the Service Recognition Board being appointed to serve one-year terms, and three members being appointed to serve two-year terms to provide for continuity. After the first year all terms will be adjusted to two-year terms and future terms will all be two years in length.
- D. No member of the Service Recognition Board shall serve more than two consecutive terms.

3.3 NOMINATION

Any members of the Mitchell Police Division may recommend any other member of the division, another law enforcement agency or a private citizen for an award.

- A. Such recommendation shall be made within 15 days after the event that prompted the nomination.

3.4 SUBMISSION

All nominations for award consideration are to be submitted in writing to the Service Recognition Board by using the service Recognition Nomination Form.

- A. The completed form will be submitted to the immediate supervisor of the officer who has been nominated. The supervisor so informed shall forward the form to the Chairperson of the Service Recognition Board within five days after being so notified.
- B. In a situation where a citizen of the community is being nominated for recognition, the form shall be submitted directly to the Chairperson of the Service Recognition Board.

3.5 INVESTIGATION AND VOTING

The Service Recognition Board will be responsible for gathering all information concerning the nomination for recognition, and will assemble the information into a recommendation report. The members of the Service Recognition Board shall vote on all nominations, and the following shall apply:

- A. It shall be required that at least four members of the board be present for a vote.
- B. A majority vote will be considered a unanimous vote.
- C. No records will be maintained of the voting records of individual members of the Service Recognition Board.
- D. Each nomination for recommendation shall be considered and voted on separately.

3.6 RECOMMENDATION

The Service Recognition Board shall submit, to the Chief of Public Safety, in writing, their recommendation in reference to the nomination for an award within fifteen days, unless special circumstances exist which could delay the process.

3.7 PRESENTATION OF AWARD

Upon final approval of the recommendation for award by the Chief of Public Safety, presentation will take place as soon as possible. Every effort will be made for all award presentations to be made to the recipient in person, and in the presence of as many of his or her peers as possible.

3.8 LEVELS OF AWARDS

- A. **Medal of Honor:** The Medal of Honor is the highest award presented by the Mitchell Police Division to members of the division.
1. The Medal of Honor is awarded to an officer for an act, which involves extreme risk to the employee's life, which is performed above and beyond the call of duty.
 2. The Medal of Honor is awarded posthumously to an employee who loses their life in the performance of their duty under honorable circumstances.
 3. If an officer uses poor judgment, which created the necessity for their actions, they will not be eligible for this award.
 4. The form of the medal shall be as shown in the Blankinton Badge Company catalog, item #A1660, which is a gold cross with the state seal of SD in the center, and having the words Medal of Honor around the state seal. The medal shall be fastened to a red/white/blue drape style ribbon. The commendation bar shall be item #A7175, a red/white/blue bar with the word Honor in the center in gold. A certificate shall accompany the medal.
 5. The commendation bar may be worn on the duty uniform shirt, centered above the nametag.
- B. **Medal of Merit:** The Medal of Merit is the second highest award presented by the Mitchell Police Division to members of the division.
1. The Medal of Merit is awarded to an officer for an act, which saves a human life, or for valiant life saving efforts, even though the victim may perish.
 2. The act must involve a high degree of risk to the life of the officer, but under conditions less hazardous than those constituting Medal of Honor actions.

3. The form of the medal shall be as shown in the Blankinton Badge Company catalog item #A1789 which is a round gold medal with an eagle on top with the state seal of SD in the center, and having the words Medal of Merit around the state seal. The medal shall be fastened to a blue/white/blue drape style ribbon. The commendation bar shall be item #A7176, a blue/white/blue bar with the word Merit in the center in gold. A certificate shall accompany the medal.
4. The commendation bar may be worn on the duty uniform shirt, centered above the nametag.

C. **Blue Star Medal:** The Blue Star Medal is awarded to Mitchell Police Division officers who receive a wound or injury of a serious nature capable of causing death or extended disability.

1. To qualify for this award, the wound or injury must have been caused by the deliberate actions of another in an attempt to cause injury to the officer or some other person, or property, or in the attempted apprehension of said person, or in an attempt to save a human life, placing oneself in immediate danger.
2. The form of the medal shall be as shown in the Blankinton Badge Company catalog item #A1595 which is a gold star medal with the state seal of SD in the center, and having the words Blue Star around the state seal. The medal shall be fastened to a blue drape style ribbon. The commendation bar shall be item #A4616AH a blue bar with a gold star in the center. A certificate shall accompany the medal. If, during an officer's career, he is awarded more than one of these medals, extra stars may be added to the bar.
3. The commendation bar may be worn on the duty uniform shirt, centered above the nametag.

D. **Chief's Commendation:** The Chief's Commendation is awarded to an employee for exceptional performance in a duty of great responsibility, or of critical importance to law enforcement.

1. Such service shall be clearly above that normally expected, and shall have contributed significantly to the success of a major project, field operation or investigation.
2. The form of the award will be in the form of a certificate.

E. **Division Commendation:** The Division Commendation is awarded to an employee who distinguishes them by an act or achievement that is beyond

the normal performance of members of that section and reflects well upon the division.

1. Such service shall be clearly above that normally expected of an employee of the division.
2. The form of the award will be in the form of a certificate.

F. **Outstanding Citizen Award:** The Outstanding Citizen award is presented to a citizen who substantially assisted the Mitchell Police Division or any of its members, or another member of the community, above and beyond the scope of normal civic responsibility.

1. The form of the award shall be in the form of a certificate.

3.9 **RECORD OF AWARDS**

Awards and commendations will be kept in employee files in line with the following:

1. Medal of Honor – Indefinitely
2. Medal of Merit – Indefinitely
3. Blue Star Medal – Indefinitely
4. Chief's Commendation – 2 years in file
5. Division Commendation – 1 year in file

When removed from the file the award will be given to the employee

SERVICE RECOGNITION NOMINATION FORM

Name of Nominee: _____

Nominated By: _____

Witness(es): _____

Date of Incident: ____ / ____ / ____ CR #: _____

Type of Incident: _____

Supervisor's Comments: _____

The following information is provided to assist the Service Recognition Board of the Mitchell Police Division in deciding who should receive an award. (Please provide as much information as possible to include it if it is available in the incident report.)

Service Recognition Board

Recommends

Does not recommend

For recognition