

<b>Directive</b>	<b>Awards and Commendations</b>	<b>300-7</b>	<b>1 of 4</b>
<b>Effective Date</b>	<b>October 30, 2009</b>		



## **Wilkesboro Police Department**

### **Electronic Written Directives Document**

#### I. PURPOSE

To establish a procedure for recognizing and rewarding Wilkesboro Police Department employees who distinguish themselves through heroic actions and outstanding performance or service to the Department and the community.

#### II. POLICY

Any employee of the department is eligible for an award whether on or off duty. To be eligible for any award, conduct must be in keeping with sound judgment and reflect honorably upon the police profession.

#### III. NOMINATIONS

- A. Nominations for any WPD award may be made by any member of the department or the community who has knowledge of an act or service deserving recognition.
- B. The nomination must be made in writing and forwarded through the chain of command to the Chief of Police. All nominations must have the following:
  - 1. The circumstances, actions, or reasons surrounding the nomination in detail including;
  - 2. Date
  - 3. Time
  - 4. Witness Names
- C. Nominations must be made as soon as possible after the event which precipitated the recommendation, but not later than six months from the occurrence.

#### IV. AWARDS

- A. Medal of Valor- Considered to be the highest award that can be granted by the Wilkesboro Police Department.

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1. It is to be awarded to a member of the department for exceptional bravery at the imminent risk of life or serious bodily injury. The recipient must demonstrate exceptional courage by performing a voluntary action in an extremely dangerous situation.
  2. The recipient will receive a medal, plaque, uniform pin or ribbon and one day of paid leave.
- B. Medal of Honor- Given to recognize a member of the department who distinguishes him/herself conspicuously by gallantry and extraordinary heroism.
1. The act must go beyond normal demands and be of such nature that the member was fully aware of the imminent threat to his personal safety and acted above and beyond the call of duty at the risk of his/her own life.
  2. The recipient will receive a medal, plaque and a uniform pin or ribbon.
- C. Purple Heart- Given to recognize a member of the department who receives serious bodily injury while in the performance of his/her duty. "Serious Physical Injury" includes injury which creates a reasonable risk of death, or which causes serious and permanent disfigurement, serious impairment of health, or loss or protracted impairment of any bodily of any organ or limb.
1. The Chief of Police will review the totality of the circumstances surrounding the injury received when considering the award of the Purple Heart.
  2. The recipient will receive a medal, plaque and a uniform pin or ribbon.
- D. Community Service Award.
1. Presented to an employee who displays extraordinary efforts in serving the community.
  2. The recipient will receive a uniform pin or ribbon.
- E. Distinguished Service Award.
1. Given to a member of the department who consistently exceeds normal job requirements with at least one specific act of outstanding performance. This may include a member proceeding with a pre-determined plan, program, investigation, or official act that exemplifies the mission of the Wilkesboro Police Department.

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2. The recipient will receive a uniform pin or ribbon.

F. Lifesaving Medal.

1. Awarded to employees directly responsible for saving/prolonging a human life (extended for days or weeks). The recipient may be any department employee, on or off duty.

2. The recipient will receive a plaque and a uniform pin or ribbon.

V. EDUCATIONAL AND SPECIALITY PINS

A. Advanced Law Enforcement Certification- Awarded to members of the department who meet the requirements of the North Carolina Training and Standards Commission criteria for the award.

B. Intermediate Law Enforcement Certification- Awarded to members of the department who meet the requirements of the North Carolina Training and Standards Commission criteria for the award.

C. Police Training Officer (PTO) - Awarded to members of the department who serve as Training Officers and who have completed a basic Training Officer School.

D. Crash Reconstruction- Awarded to members of the department who serve as Crash Reconstructionists and who have completed the North Carolina Justice Academy Crash Reconstruction curriculum.

E. Bike Unit- Awarded to members of the department who serve on the bike unit and who have completed the basic 40 hour course.

F. SWAT- Awarded to members of the department who serve on the SWAT Team and who have completed the 40 hour basic course.

G. Instructor- Awarded to members of the department who serve as instructors and who have completed the 80 hour General Instructor course approved by the North Carolina Training and Standards Commission.

H. Service Awards- The Wilkesboro Police Department policy provides procedures to recognize employees who initially complete five years of service, and thereafter in subsequent five-year increments.

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VI. RECOGNITION FROM CITIZENS OR OUTSIDE ENTITIES

- A. Employees performing in such a manner that recognition is given by a citizen or organization for the employees courtesy or professionalism, said performance will be noted in the monthly General Orders and a copy of the citizens letter placed in the employees personnel file.

VII. PLACEMENT ORDER

- A. Only six pins may be worn on the uniform at any time. The employee can choose to wear any six that they have been awarded but no more.
- B. The pins will be worn where the highest award is on the top right and continue to the left in descending order from the first to second row.
- C. The following is the order of Awards and Pins in descending order from top to bottom:



VIII. REFERENCE

CALEA 26.1.2