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**CSU FULLERTON POLICE DEPARTMENT
GENERAL ORDER NUMBER 2-14 [CALEA 26.1.2]**

EMPLOYEE RECOGNITION PROGRAMS

SUBJECT: Awards and Commendations for California State University Police Department Personnel

PURPOSE: To establish guidelines for recognizing exemplary service by departmental personnel and to provide protocols for the presentation of awards and related recognition for such service.

POLICY: It shall be the policy of this Department to recognize and honor the exemplary performance of Department personnel.

PROCEDURE:

I. Employee(s) of the Year

A. Employee Recognition Committee

The Employee of the Year Award is a program that honors the performance of a single individual annually. That employee may be from any division or segment of the department (sworn, professional staff, community service officer), and have been an employee of the Department any length of service.

a. Functions

1. The committee shall be comprised of four to seven members of the University Police Department as follows: A Captain to oversee the committee and act as a liaison for the Chief of Police, a sworn or civilian to act as a committee chairperson, and employees of the police department who have volunteered to be part of the committee. The members will appoint a chairperson, and all committee members will serve a two-year term. The committee shall meet monthly or at such other intervals as are directed by the committee chair. Special meetings may be held at the discretion of the committee chair to consider nominations requiring immediate attention. The Employee Recognition Committee shall convene to consider an award as soon as possible in the event that an employee is seriously injured in an incident. It is the chairperson's

responsibility to present a written report of the committee's award recipient nominations to the Chief.

b. Responsibilities

1. The responsibilities of the Employee Recognition Committee are as follows:

- Accept nominations
- Review nominations
- Investigate nominations
- Maintain confidentiality of discussions regarding nominations
- Make a final decision regarding award recipient nominations

B. Nomination Procedures

1. Nominations for employee of the year shall be submitted to the chairperson of the Employee Recognition Committee via email or in-person by the first week of November. Extensions for nominations may be granted by the chairperson of the committee based on extenuating circumstances on a case by case basis.

Nominations shall include a description of circumstance(s) and supporting documentation sufficient for investigating the incident to which the employee is being nominated. Documentation may include such items as witness statements, photographs, pertinent departmental incident reports, medical reports, reports from law enforcement agencies, statements from individuals familiar with the incident, newspaper articles, and any other evidence that will assist the employee recognition committee in determining the merits of the nominations.

a. Only police department personnel (sworn, professional staff, community service officers) will be able to make nominations for awards. All nominations must be submitted via *Nomination for Award Form* in person or email to the committee chairperson. Nominations must include the following:

- (1) Name of nominee
- (2) The award the employee is being nominated
- (3) Details of the circumstances for the nomination
- (4) Printed name and signature of the person making the nomination

C. Review of Nominations

1. Nominations can be submitted to the committee chair at any time throughout the year and will be reviewed at the next meeting of the Employee Recognition Committee.

2. The chairperson will review nominations for factual and descriptive information regarding the circumstances. The nominations for factual and descriptive information regarding the circumstances. The nominations will be forwarded to the committee members for review, or reject the nomination based on lack of

evidence for consideration to the committee. The chairperson or his/her designee will summarize the nominations for the committee members, and answer any questions. The committee members will discuss and vote on the nominations.

3. A written report shall be forwarded to the Chief of Police setting forth the Employee Recognition Committees' final decisions. Upon receipt of the report, the Police Chief may approve, disapprove, or modify the committee's decisions. Only one award shall be made to an individual for anyone act, achievement, or period of meritorious service. However, there is no limit to the number of medals, certificates, or letters of recognition that may be awarded to an individual.
4. The Employee Recognition Committee chairperson shall maintain a nominations file, which shall be maintained alphabetically by employees' names and available for inspection to any member of the department. This file shall contain copies of each nomination submitted to the committee and all reports of the committee's deliberation decisions.

D. Notification of Awards

1. Once the Chief of Police has determined the award recipients, the individuals shall be notified via the chain of command. In exceptional cases, the notifications may be made directly by the Police Chief or his or her designee.
2. Notices of all departmental awards shall be posted on departmental bulletin boards and noted in appropriate departmental documents and publications.
3. All departmental awards shall be made a matter of record in the employee's personnel file. A photocopy of the certificate of the award shall be included in the file.
4. Where appropriate, press releases regarding departmental awards should be made available to media representatives.

E. Employee of the Year Awards

1. Officer of the Year

The officer receiving this award is nominated by a department employee for actions that clearly distinguish them above all others to be recognized as the Police Officer of the Year. The award will be given when one of the criteria have been met. The criteria for the Police Officer of the Year is as follows:

- (1) VALOR: Boldness or determination in facing great danger, heroic courage; bravery.
- (2) HONOR: Conscious of danger, the police officer distinguishes himself/herself by the outstanding performance of an act of courage above and beyond the call of duty.

- (3) PERSISTENCE: The demonstration of continuance in a course of action in spite of difficult opposition.
- (4) MERIT: The demonstration of commendable service, personal initiative, tenacity, and great effort. Through personal initiative and ingenuity, develops a program or plan which contributes significantly to the Department's goals and objectives or demonstrates a high degree of professional excellence through the success of difficult police projects, programs or situations.

2. Civilian Employee of the Year

The civilian receiving this award is nominated by a department employee for actions that clearly distinguish them above all others to be recognized as the Civilian Employee of the Year. The award will only be given when criteria have been met. The criteria for the Civilian Employee of the Year is as follows:

- (1) Any civilian employee who distinguishes him/herself by performing exceptional service, who through personal initiative, tenacity, and ingenuity which contributes significantly to goals, objectives or positive outcomes for the betterment of the California State University Fullerton Police Department.
- (2) This award is to recognize and identify civilian employees for exceptional performance formally.

3. The Community Service Officer of the Year

The community service officer receiving this award is nominated by a department employee for actions that clearly distinguish them above all others to be recognized as the Community Service Officer of the Year. The award will only be given when criteria have been met. The criteria for the Community Service of the Year is as follows:

- (1) The Community Service Officer of the Year award may be awarded to any student employee who distinguishes him/herself by performing exceptional customer service, who through personal initiative becomes involved in the betterment and or promotion of a secure and safe environment of California State Fullerton University.

F. Presentation of Awards

1. Presentation of all departmental awards other than Letters of Recognition shall be made annually at a formal ceremony deemed appropriate by the agency's Chief of Police. Letters of Recognition may also be presented at a formal ceremony at the discretion of the Chief of Police or by another command or supervisory officer as designated by the Chief of Police.

- a. During awards ceremonies, presentations of awards shall be made whenever possible by the Chief of Police or another high-ranking departmental executive as designated by the Chief of Police.
- b. All personnel not otherwise engaged in duty assignments shall be encouraged to attend the presentation. All personnel attending such ceremonies should be properly attired under guidelines established by the department.
- c. Members of the recipient's family shall be invited to attend the ceremony and, upon arrival, should be escorted to a position that provides a full view of the proceedings.
- d. Posthumous awards may be presented at the memorial or funeral service or at such other time as deemed appropriate by the next of kin.
- e. Posthumous awards shall be received by the next of kin. "Next of kin" normally is construed to mean one of the following:
 - (1) Widow or widower
 - (2) Eldest son or daughter
 - (3) Parent
 - (4) Eldest brother or sister
- f. This order of preference may be modified as circumstances dictate in individual cases.

II. Chief's Awards

The recipients of these awards are selected by the Chief of Police, in consultation with other members of the department, Chief's Command Staff, from the Chief's personal observations of the awardees' exemplary performance, documented incidents that merit the employees' recognition, or recommendation from members of the community on the employees' service and commitment to public safety. However, nothing herein requires the Chief of Police to administer the awards if it is determined that the circumstances do not warrant any employee to become award recipients:

1. Chief's Award (Individual)

This award is bestowed on an employee of University Police, either sworn or non-sworn, who has exemplified unwavering dedication to further the cause of law enforcement in the community by outstanding or superior conduct in their respective field. The performance of such act or acts shall be motivated solely by the desire to help manifest University Police's professionalism and as an exemplary organization in the eyes of the community it serves.

2. Chief's Award (Team)

This award is bestowed on a group of University Police employees, either sworn or non-sworn, who have exemplified by their act or acts, tangibly and conspicuously further the cause of law enforcement in the community by outstanding or superior conduct. The performance of such act or acts shall be

motivated solely by the desire to benefit the community without thought of personal gain.

3. Life Saving Award

This award shall be presented to either sworn or non-sworn employees who acted to preserve the life of a person, whether or not the person eventually survived, regardless of the professional action taken by the rescuer. The awardee may have either been directly involved or acted in a supporting role that led to the eventual life-saving effort. The rescuer need not have been subjected to personal risk. The recipient of this award may or may not automatically qualify for the CSU Lifesaving Medal.

4. Police Merit Award/Ribbon

This award shall be presented to any employee who perform an act or series of actions, which bring credit to the Department, University community, or the individual employee. Presentation of this award may be based on exceptional contributions, which aid the administrative or operational effectiveness of the Department.

- a. This award may also be presented to a citizen of the community for meritorious action taken to assist an employee of the Department, the Department's mission or another law enforcement service rendered to the University community at large.
- b. Individuals receiving this award will receive a certificate suitable for display.
- c. Police Officers will also receive an appropriate citation suitable for wearing on the uniform.

5. Police Commendation Award/Ribbon

This award shall be presented to employees who distinguish themselves with consistent positive action and is based on the professional performance of the act, which would be considered in excess of the normal demands of service and under circumstances where the employee was fully aware of the scope of the action and the time, effort, dedication, and commitment needed to complete the task.

- a. Employees receiving this award shall be presented a certificate to mark their achievement.
- b. Police Officers shall also receive an appropriate citation suitable for wearing on the uniform

III. CSU system awards and medals:

A. The following awards are hereby established:

1. Medal of Honor (Posthumous)

This award and commendation may be conferred to an officer who loses his/her life in the course of duty. The award will consist of a medal, ribbon, and certificate that will be presented by the Chancellor, or his/her designee and awarded to the officer's next-of-kin at an appropriate awards ceremony.

2. Medal of Valor

This award and commendation may be conferred annually to a single UPD officer who demonstrates conspicuous gallantry and intrepidity under hazardous circumstances and at great risk to his or her life and safety above and beyond the call to duty, where the officer is aware of the danger while engaged in a volatile or violent event. However, nothing herein requires the CSU to award a Medal of Valor if no recommendations are submitted or it is determined that the circumstances do not warrant the officer being awarded the Medal of Valor. The award will consist of a medal, ribbon, and certificate that will be presented by the chancellor, or his/her designee, and awarded to the officer at an appropriate ceremony.

3. Purple Heart Medal

This award and commendation may be conferred to an officer who sustains a traumatic physical injury as a result of a suspect's action(s) during an on-duty tactical situation. The award will consist of a medal, ribbon, and certificate that will be presented by the Chancellor, or his/her designee, and awarded to the officer at an appropriate ceremony.

4. Meritorious Service Medal

This award and commendation would typically be awarded to single UPD officer system wide annually who distinguishes them self by performing exceptional service in a duty of great responsibility or of critical importance to law enforcement. However, nothing herein requires the CSU to award a Meritorious Service Medal if no recommendations are submitted or it is determined that the circumstances do not warrant the officer being awarded a Meritorious Service Medal. The award will consist of a medal, ribbon, and certificate that will be presented by the Chancellor, or his/her designee, and awarded to the officer at an appropriate ceremony.

5. CRU (Critical Response Unit) Recognition Ribbon

A Critical Response Unit ribbon may be awarded to any officer who is serving as an active member of CSU CRU cadre. The ribbon may be presented by the Council of Chiefs or a Chief of Police (or designees) to CRU members.

B. Presentation of awards

1. All awards will, when timely, be presented at a ceremony at a Department meeting or like function with a majority of Department members present.
2. When a Chief of Police believes an officer is eligible for one of the CSU's Major Awards or Commendations, a written recommendation will be prepared for consideration by the Council of Chiefs. They will review the request for recognition for consistency with other requests to ensure that the appropriate medal(s) are awarded

IV. Display of Awards on the Department Uniform

A. Medals

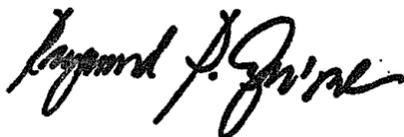
1. If only one medal is to be worn, it shall be worn on the extreme left top seam of the right breast pocket flap. If two or more medals are to be worn, they shall be worn on the top seam of the right breast pocket flap in the descending order (right to left) of precedence.

B. Ribbons

1. Ribbons representing authorized UPD medals may be worn on the uniform instead of the respective medals. They shall be centered above the right breast pocket extending toward the wearers left in descending order of precedence with the bottom row on the seam. Three ribbons will constitute a row. UPD officers with a significant number of ribbons (10 or more) are allowed to expand the number of ribbons in their complete row to four ribbons.
2. Precedence of rows shall be from top to bottom with additional rows extending toward the wearers left in descending order of precedence. An incomplete row shall be the top row with its ribbons centered on the complete row(s) beneath.
3. The order of precedence is:
 - a. Medal of Honor
 - b. Medal of Valor
 - c. Purple Heart
 - d. Lifesaving Medal
 - e. Meritorious Service Medal
 - f. Police Merit Ribbon
 - g. Police Commendation Ribbon
 - h. CRU Recognition Ribbon

REVIEWED: V. Castaneda/Chief R. Aguirre

APPROVED



Raymund Aguirre
Chief of Police