

18.110 DEPARTMENT MEDALS, AWARDS, AND RECOGNITION

Reference:

Procedure 12.020, Uniforms, Related Equipment, and Personal Grooming

Definitions:

Serious physical injury – For the purpose of this procedure **only**, is an injury that:

- Is capable of, or likely to cause death, permanent disability, or
- Results in extensive hospitalization, surgical procedure and rehabilitation to recover from, and/or
- Leaves significant physical scarring or serious permanent disfigurement

In general, simple broken bones, minor incidental cuts, bruising, swelling, etc. that are common-place injuries in the policing profession, are not considered to be “serious physical injuries.” However, any injury sustained as the result of a gunshot is to be automatically considered a serious physical injury. Final determination of a “serious physical injury,” for the purpose of Departmental award of a medal, will be left to the sole discretion of the Police Chief.

Enamel Commendation Award Bar (CAB) - An enamel insignia to be worn on the uniform. The insignia measures 1-3/8” x 3/8” and slides into a holder which is clutch-pinned to the uniform. The six CABs authorized by this procedure will be uniquely colored to correspond to each respective award.

Cloth Commendation Ribbon - A cloth ribbon worn on the nylon windbreaker and storm jacket. The ribbon measures 1-3/8” x 3/8” and is sewn to the jacket. The three cloth commendation ribbons authorized by this procedure are uniquely colored to correspond to each medal.

Neck Ribbon – A cloth ribbon uniquely colored to correspond to each respective medal. The medal, when worn, shall be suspended from the neck by the appropriate ribbon.

Information:

Medal of Valor

The cloth commendation ribbon and CAB for the Medal of Valor are white with a gold border, two narrow dark blue vertical stripes separating the left and right quarters. The CAB has a gold shield in the center. White signifies excellence and dedication to duty. Blue signifies policing and the call to serve the community. Gold reflects the value placed on this award. A number upon the shield indicates successive awards received by an individual. The neck ribbon suspending the medal is blue and white equal halves.

Medal of Personal Sacrifice with Scarlet Ribbon

The cloth commendation ribbon and CAB for The Medal of Personal Sacrifice with Scarlet Ribbon are solid scarlet red in color with a gold border. The CAB has a gold shield in the center. Red signifies bloodshed in service to the community. Gold reflects how highly we, as police officers, value the sacrifice made. A number upon the gold shield indicates successive awards received by an individual. The neck ribbon suspending the medal is solid scarlet red.

Medal of Personal Sacrifice

The cloth commendation ribbon and CAB for The Medal of Personal Sacrifice are scarlet red in color with a gold border and two narrow dark blue vertical stripes separating the left and right quarters. The CAB has a gold shield in the center. Red signifies bloodshed in service to the community. Gold reflects how highly we, as police officers, value the sacrifice made. Blue signifies policing and the call to serve the community. A number upon the gold shield indicates successive awards received by an individual. The neck ribbon suspending the medal is red and blue equal halves.

Police Chief's Award for Distinguished Service

The CAB for the Police Chief's Award for Distinguished Service is dark blue and white in color with a gold border. The insignia is divided into equal thirds with fields of dark blue on the outer thirds and a field of white in the center. Blue signifies policing and the call to serve the community. White signifies excellence, purity of action, selfless commitment, and dedication to the citizens. Gold reflects the value we, as police officers, place on this achievement. A number in the center of the insignia indicates successive awards received by an individual.

Police Department Award for Exemplary Conduct

The CAB for the Police Department Award for Exemplary Conduct is white with a narrow gold vertical stripe in the center and a gold border. White signifies excellence and dedication to duty. Gold reflects the value of the outstanding character and conduct of the officer.

Police Department Award for Safe Driving

The CAB for the Police Department Award for Safe Driving is green and white in color with a gold border. The insignia is divided into equal thirds with fields of green on the outer thirds and a field of white in the center. Green signifies safety. White signifies excellence and the absence of damage or injury. Gold reflects the value placed on careful and safe operation of police vehicles.

Health and Fitness Achievement Medal

Health and Fitness Achievement Medals contain one to four gold stars with a blue background and gold border, or one silver star with a blue background and a silver border. Department Health and Fitness program standards are based on predetermined age and gender-based health and fitness standards approved annually by the Police Chief and maintained by the Police Training Section.

Years of Service Recognition pins

Years of Service Recognition pins are dark blue with gold laurel wreaths on either side. A gold number in the center of the pin designates 20, 25, or 30 years of service. The gem stone color is clear for 20 years, red for 25 years, and green for 30 years of service to the Cincinnati Police Department.

Purpose:

Within an organization, recognition is an essential part of group dynamics. It serves as a positive reinforcement for dedication to excellence, as well as a method for improving morale. It provides a tangible example for others within the organization to strive to emulate. Careful consideration must be given to standardization and specific criteria for recognition of achievement or sacrifice within a group. Varying levels of honor are required to accomplish proper recognition. This ensures the level of recognition awarded measures up to the level of achievement or sacrifice made by the honoree.

As a professional organization, members of the Police Department regularly perform their duties and functions with a high level of competency and excellence. There are, however, times when individuals within the Department greatly exceed the standards that their duties require of them. These individuals are deserving of additional gratitude, honor, praise and recognition by the organization.

To establish a procedure in which Department members are commended and recognized for bravery, extraordinary sacrifice and/or outstanding performance.

To bring special recognition to police officers who display extraordinary acts of courage, at the risk of their own personal safety, when no duty to act is required.

To bring special recognition to Department personnel who suffer a gunshot wound from hostile action in the line of duty, or while acting honorably, in the capacity of a police officer while off-duty.

To bring special recognition to Department personnel who suffer a serious physical injury (as defined above) in the line of duty, or while acting honorably, in the capacity of a police officer while off-duty.

To bring special recognition to police officers distinguishing themselves through extraordinary acts of service or exemplary initiative on behalf of the Department, be it in patrol, investigation, administration or any other assignment.

To bring recognition to police officers who continuously conduct themselves in a professional manner and serve as an outstanding example for other members of the Department.

To bring recognition to police officers, whose duties include a primary function of continual vehicular operation for the Department on a daily basis; when the officer consistently exemplifies diligence, sound judgment, and safe driving habits as demonstrated by a spotless driving record.

To establish an awards nomination system ensuring Department members receive equal exposure for recognition of outstanding achievement.

To bring recognition to citizens who step forward and assist the Department in various manners.

To ensure a complete and accurate historical record of commendations and award nominations.

Policy:

Nominations for all medals, awards, and commendations, with the exception of the Exemplary Conduct and Safe Driving Awards, will be submitted through the chain of command on a Form 17 to be reviewed and approved by the Police Chief or their designee. At the Chief's discretion, a designated representative or review panel may be appointed for the purpose of screening member nominations.

Any incident or event involving multiple Department members, which may ultimately result in the presentation of a medal, an award, or a commendation, may be summarized on a single comprehensive Form 17. Each department member receiving such award shall be recognized and honored individually.

The Department encourages all commanders, supervisors and members to promote excellence through formal recognition.

The wearing of Department awarded medals, cloth commendation ribbons and CAB insignia must be in compliance with Procedure 12.020, Uniforms, Related Equipment, and Personal Grooming.

The awards for Exemplary Conduct and for Safe Driving are based upon consistent conduct and driving habits for a 36 month period. If an officer who has earned the award falls out of good standing for the award by receiving disciplinary action (excluding ESLs) or being found at fault for an auto accident, the officer may no longer wear the award CAB. Any supervisor, who is serving any applicable discipline, will collect the appropriate award from the employee and forward it to Police Supply via Form 17. Officers are eligible to receive the CAB after a 36 month period free of disciplinary action or at-fault auto accidents.

Procedure:

NOTE: *Due to the possibility a Department member may give their life, making the ultimate sacrifice while performing the police mission, it may become necessary to bestow the Medal of Valor, Medal of Personal Sacrifice with Scarlet Ribbon, or Medal of Personal Sacrifice upon the recipient posthumously. In the event this occurs, the appropriate medal will be respectfully presented to the deceased member's surviving family.*

A. Medal of Valor

1. A member of the Department becomes eligible for nomination to receive the Medal of Valor when, while conducting themselves within the accepted standards of the policing profession, they:
 - a. Exhibit an extraordinary act of bravery, without regard for their own personal safety, and no duty to act is required; or

- b. Engage in combat with an armed and dangerous adversary, and face an unusually high risk of sustaining serious physical injury; and
 - c. Display great courage, professionalism, and dedication to duty to prevail over the situation or adversary.
2. Eligible Department members may be nominated by another member through the submission of a Form 17 to the Police Chief containing all pertinent facts to substantiate the nomination.
 - a. The nominating member must ensure all relevant supporting documents detailing the incident are included.
3. After review and approval, the Police Chief's office will forward the Form 17 to the Public Information Officer (PIO) for coordination of the presentation of the award, and recognition during Police Memorial Week.
4. PIO will:
 - a. Arrange and coordinate a formal award ceremony for the purpose of publicly presenting the recipient with the Medal of Valor.
 - b. Ensure the following items are on hand, ready for presentation:
 - 1) The Medal of Valor with the corresponding blue and white neck ribbon.
 - 2) The appropriate presentation box.
 - a) The Standard Presentation Case is to be used whenever the recipient is able to receive the award.
 - b) The wood Deluxe Presentation Box is to be used whenever the award is being bestowed posthumously.
 - 3) The corresponding CAB, with the successive award number when appropriate.
 - 4) The corresponding cloth commendation ribbon.
 - 5) The framed certificate of recognition, signed by the Police Chief, to accompany the award.
 - c. Notify the recipient to be present for the award 14 days before the ceremony.
 - d. Prepare a news release 14 days before the award is to be presented.
 - e. Forward a copy of the press release to Planning Section for inclusion in the Department Staff Notes.
 - f. Maintain the original Form 17 in a separate Central Awards File, and forward a copy of the Form 17 to Personnel Management.

- a) The Standard Presentation Case is to be used whenever the recipient is able to receive the award.
 - b) The wood Deluxe Presentation Box is to be used whenever the award is being bestowed posthumously.
 - 3) The corresponding CAB, with the successive award number when appropriate.
 - 4) The corresponding cloth commendation ribbon.
 - 5) The framed certificate of recognition, signed by the Police Chief, to accompany the award.
 - c. Notify the recipient to ensure they are able to be present for the award 14 days before the ceremony.
 - d. Prepare a news release 14 days before the award is to be presented.
 - e. Forward a copy of the press release to Planning Section for inclusion in the Department Staff Notes.
 - f. Maintain the original Form 17 in a separate Central Awards File, and forward a copy of the Form 17 to Personnel Management.
 - g. Thirty (30) days before Police Memorial Week, obtain a list of Medal of Personal Sacrifice with Scarlet Ribbon recipients for the preceding year from Personnel Management, dating back to the prior Police Memorial Week.
 - 5. Personnel Management will make a notation on the Commendation page of the recipient's original Personnel Jacket and make the appropriate entry into ETS.
 - 6. The Medal of Personal Sacrifice with Scarlet Ribbon will be presented to the recipient during a formal award ceremony arranged by the Police Chief's Office. It shall be presented by the Police Chief or an Assistant Police Chief during the Police Chief's absence.
 - a. The Police Chief or designated representative will individually recognize all of the past year's recipients of the Medal of Personal Sacrifice with Scarlet Ribbon during the public ceremony preceding the parade celebrating Police Memorial Week.
- C. Medal of Personal Sacrifice
- 1. A member of the Department becomes eligible for nomination to receive the Medal of Personal Sacrifice when the following criteria are met:
 - a. While acting honorably and functioning within the accepted standards of the policing profession, either:
 - 1) In the line of duty; or
 - 2) In the capacity of a police officer while off-duty.

- b. Sustain a serious physical injury, other than a gunshot wound, as a direct result of:
 - 1) The criminal act of another; or
 - 2) Performing a selfless and courageous act, above and beyond the call of duty, in an effort to:
 - a) Render critical aid or assistance to another; or
 - b) Save the life of another.
2. Eligible Department members may be nominated by another member through the submission of a Form 17 to the Police Chief containing all pertinent facts to substantiate the nomination.
 - a. The nominating member must ensure all relevant supporting documents detailing the incident are included.
3. After review and approval, the Police Chief's office will forward the Form 17 to PIO for coordination of the presentation of the award, and recognition during Police Memorial Week.
4. PIO will:
 - a. Arrange and coordinate a formal award ceremony for the purpose of publicly presenting the recipient with the Medal of Personal Sacrifice.
 - b. Ensure the following items are on hand, ready for presentation:
 - 1) The Medal of Personal Sacrifice with the corresponding red and blue neck ribbon.
 - 2) The appropriate presentation box.
 - a) The Standard Presentation Case is to be used whenever the recipient is able to receive the award.
 - b) The wood Deluxe Presentation Box is to be used whenever the award is being bestowed posthumously.
 - 3) The corresponding CAB, with the successive award number when appropriate.
 - 4) The corresponding cloth commendation ribbon.
 - 5) The framed certificate of recognition, signed by the Police Chief, to accompany the award.
 - c. Notify the recipient to ensure they are able to be present for the award 14 days before the ceremony.
 - d. Prepare a news release 14 days before the award is to be presented.
 - e. Forward a copy of the press release to Planning Section for inclusion in the Department Staff Notes.

- f. Maintain the original Form 17 in a separate Central Awards File, and forward a copy of the Form 17 to Personnel Management.
 - g. Thirty (30) days before Police Memorial Week, obtain a list of Medal of Personal Sacrifice recipients for the preceding year from Personnel Management, dating back to the prior Police Memorial Week.
 5. Personnel Management will make a notation on the Commendation page of the recipient's original Personnel Jacket and make the appropriate entry into ETS.
 6. The Medal of Personal Sacrifice will be presented to the recipient during a formal award ceremony arranged by the Police Chief's Office. It shall be presented by the Police Chief or an Assistant Police Chief during the Police Chief's absence.
 - a. The Police Chief or designated representative will individually recognize all of the past year's recipients of the Medal of Personal Sacrifice during the public ceremony preceding the parade celebrating Police Memorial Week.
- D. Police Chief's Award for Distinguished Service
 1. A member of the Department distinguishing themselves by demonstrating exemplary initiative and service, in any capacity (patrol, investigative, administrative, etc.), which results in bringing positive regard to themselves and/or the Department, is eligible to be nominated for the Police Chief's Award for Distinguished Service. A nomination must contain all pertinent details and be submitted on a Form 17, through the chain of command, to the Police Chief.
 2. Approval for the award will be at the discretion of the Police Chief. Upon approval, the Chief's Office will forward the Form 17 to PIO.
 - a. Nominations not approved by the Police Chief will automatically be considered for recognition under Section I. of this procedure.
 3. PIO will:
 - a. Notify the award recipient 14 days in advance to be in attendance at the Police Chief's Staff Meeting, as determined by the Chief, for presentation of the award.
 - b. Review for possible media release.
 - c. Forward a copy of the Form 17 to Planning Section for inclusion in the Department Staff Notes.
 - d. Ensure the following are on hand and ready for presentation:
 - 1) The corresponding CAB, with the successive award number when appropriate.

- 2) The framed certificate of recognition, signed by the Police Chief, to accompany the award.
 - e. Maintain the original Form 17 in a separate Central Awards File, and forward a copy of the Form 17 to Personnel Management.
 4. Personnel Management will make a notation on the Commendation page of the recipient's original Personnel Jacket and make the appropriate entry into ETS.
 5. The Police Chief, or an Assistant Chief during the Police Chief's absence, will present the recipient with the Police Chief's Award for Distinguished Service during a regularly scheduled Chief's Staff Meeting or other appropriate ceremony as determined by the Police Chief's Office.
- E. Police Department Award for Exemplary Conduct
1. A member of the Department who consistently conducts themselves in a highly professional manner, leading by example for co-workers to follow, for a continuous period of 36 months and is free of written reprimands, suspensions, Administrative Insights, or other significant disciplinary action, is eligible for nomination to receive the Police Department Award for Exemplary Conduct.
 - a. Counseling noted in Evaluation Supplement Log (ESL) entries shall not count as disciplinary action.
 - b. Eligibility is to be verified by the member's supervisor(s) annually during the employee performance evaluation rating.
 2. The supervisor who conducts the annual performance evaluation will review the member's ETS history for the past 36 months and mark the appropriate Service Award status field on the performance evaluation.
 - a. If a member is not eligible to wear the CAB due to discipline (excluding ESL's), and the award hasn't been collected previously, the supervisor will collect the award from the employee and forward it to Police Supply via Form 17.
 3. After review and approval, the district/section/unit commander will forward the performance evaluation through the chain of command to Personnel Management.
 4. Personnel Management will:
 - a. Enter the recipient's award in ETS under the Commendation page and make a notation in the recipient's original Personnel Jacket.
 - b. On a quarterly basis forward a Form 17 with the names of award-eligible officers to Police Supply.
 - c. In the event an officer's eligibility has been discontinued due to discipline, Personnel Management will mark ETS accordingly.

5. Police Supply will:
 - a. Ensure the corresponding CAB is prepared and ready for presentation.
 - b. Forward the CAB and a copy of the Form 17 to the award recipient's district/section/unit commander.
 - c. Forward a copy of the Form 17 to Planning Section for inclusion in the Department Staff Notes.
 - d. Advise Personnel Management when the CAB has been forwarded to the award recipient's district/section/unit commander.
 - e. Maintain the original Form 17 in an awards file at Police Supply.
 - f. Accept any returned award via Form 17 and place the award back in stock for future use.
 - g. File all Form 17's received.
 6. The district/section/unit commander will present the award during a regularly scheduled staff meeting, roll call, or other appropriate ceremony as determined by the district/section/unit commander.
 - a. Prior to scheduling the presentation of award, ensure the recipient is notified and able to be present.
- F. Police Department Award for Safe Driving
1. A member of the Department assigned to uniform patrol, who operates marked police vehicles on a daily basis for the majority of their duty day, and consistently demonstrates safe driving habits for a minimum period of 36 continuous months, is eligible for nomination to receive the Police Department Award for Safe Driving.
 - a. Eligibility is to be verified by the member's supervisor(s) annually during the employee performance evaluation rating.
 2. The supervisor who conducts the annual performance evaluation will review the member's ETS history for the past 36 months and mark the appropriate Service Award status field on the performance evaluation.
 - a. If a member is not eligible to wear the CAB due to discipline, and the award hasn't been collected previously, the supervisor will collect the award from the employee and forward it to Police Supply via Form 17.
 3. After review and approval, the district/section/unit commander will forward the performance evaluation through the chain of command to Personnel Management.
 4. In the event a member, who has earned the Safe Driving Award, transfers from uniform patrol to a non-patrol assignment, the member may keep the Safe Driving Award and wear it absent any applicable discipline.

5. Personnel Management will:
 - a. Enter the recipient's award in ETS under the Commendation page and make a notation in the recipient's original Personnel Jacket.
 - b. On a quarterly basis forward a Form 17 with the names of award-eligible officers to Police Supply.
 - c. In the event an officer's eligibility has been discontinued due to an auto accident, Personnel Management will mark ETS accordingly.
 6. Police Supply will:
 - a. Ensure the corresponding CAB is prepared and ready for presentation.
 - b. Forward the CAB and a copy of the Form 17 to the award recipient's district/section/unit commander.
 - c. Forward a copy of the Form 17 to Planning Section for inclusion in the Department Staff Notes.
 - d. Advise Personnel Management when the CAB has been forwarded to the award recipient's district/section/unit commander.
 - e. Maintain the original Form 17 in an awards file at Police Supply.
 - f. Accept any returned award via Form 17 and place the award back in stock for future use.
 - g. File all Form 17's received.
 7. The district/section/unit commander will present the award during a regularly scheduled staff meeting, roll call, or other appropriate ceremony as determined by the district/section/unit commander.
 - a. Prior to scheduling the presentation of award, ensure the recipient is notified and able to be present.
- G. Health and Fitness Achievement Medal/Certificates
1. The Department Health and Fitness Program is a voluntary comprehensive fitness, health, and wellness program.
 2. A member becomes eligible to receive the Health and Fitness Achievement Medal (or certificate for civilian members) based on the individual's level of achievement on an annual fitness test and their proper participation in the Healthy Lifestyles Program.
 - a. Health and Fitness standards are approved by the Police Chief annually.
 - 1) The Health and Fitness program is coordinated, maintained and audited by the Police Training Section Commander, who is also the Director of the Department's Health and Fitness Program.

- b. All Health and Fitness Achievement Medals/Certificates are awarded by the Police Training Section Commander or their designee upon verification of the proper participation in the Healthy Lifestyles program and completion of the annual fitness test.
 - 1) Police Training Section will forward the name(s) of any department member(s) earning the Health and Fitness Achievement Medal to Personnel Management for entry in ETS.
- c. Department members must participate in the Health and Fitness Program annually to maintain their status in the Health and Fitness Program.
 - 1) Each year in December, Police Training Section will audit the Health and Fitness Program to determine Department participation metrics, ensure current standards of fitness and health, and submit a summary report to the Police Chief with any recommendations.
 - 2) Police Training Section will forward any status changes in department member participation to Personnel Management for the removal of the Health and Fitness Achievement Medal in ETS, if necessary.

H. Years of Service Recognition

- 1. Sworn personnel – Years of Service Recognition pins shall be presented to police officers who have completed 20, 25 and 30 years of sworn service to the Cincinnati Police Department.
- 2. Civilian personnel – Appreciation Certificates recognizing years of service shall be presented to civilians who have completed 20, 25 and 30 years of civilian service to the City of Cincinnati.
- 3. The Police Chief will recognize recipients biannually during a regularly scheduled staff meeting, roll call, or other appropriate ceremony as determined by the Police Chief's Office.
- 4. Personnel Management will coordinate all Years of Service Recognition ceremonies for the Police Chief's Office.

I. Commendation from the Police Chief

- 1. When a Department member performs in an exceptional manner, that merits commendation, the district/section/unit commander will prepare, for the Police Chief's signature, a letter of commendation detailing the incident.
- 2. Upon approval the Police Chief's Office will:
 - a. Return the original letter of commendation through the bureau commander to the affected district/section/unit commander.
 - 1) A supervisor will read the letter at a roll call or other appropriate assembly and present it to the member.

- a) Note receipt of the letter of commendation by issuing an ESL to the officer in ETS.
 - b. Forward one copy to PIO for its Central Awards file and to review for possible media release.
 - c. Forward a copy of the Form 17 to Planning Section for inclusion in the Department Staff Notes.
 - d. Forward a copy to Personnel Management for noting on the Commendation page of the member's original Personnel Jacket and entry into ETS.
 - 3. When the incident involves more than one member, prepare separate letters for each member involved.
- J. Bureau/District/Section/Unit Citation
- 1. When the bureau/district/section/unit commander determines a Department member performed in a manner that should be commended, the commander will prepare a Form 17 detailing the incident.
 - 2. Any Department member may request a citation for another member. Prepare a Form 17 to the affected member's bureau/district/section/unit commander detailing the incident.
 - a. A supervisor will read the citation at a roll call or other appropriate assembly and present it to the member.
 - 1) Note receipt of the citation by issuing a "Commended" ESL to the officer in ETS.
 - b. Forward copies to:
 - 1) PIO for its Central Awards file and to review for possible media release.
 - 2) Personnel Management for noting on the Commendation page of the member's original Personnel Jacket and entry into ETS.
 - 3. When the incident involves more than one member, prepare separate letters for each member involved.
- K. Letter of Recognition
- 1. Members who receive a letter of recognition from a citizen or group will forward the original letter to the Police Chief's office for logging and a "Thank You" response prepared in the Police Chief's name.
 - a. The Police Chief's office will then forward:
 - 1) The original letter back to the commended member's district/section/unit.
 - 2) A copy to Personnel Management for notation on of the member's original Personnel Jacket and entry into ETS.

- 3) A copy to PIO for its Central Awards file and to review for possible media release.
 - 4) A copy to Planning Section for inclusion in the Staff Notes.
- b. A supervisor will read the letter at a roll call or other appropriate assembly and present the commended member the original for his or her personal use.
- 1) Note receipt of the letter of recognition by issuing an ESL to the officer in ETS.
2. If a member is not identified, send the original letter to the district/section/unit to determine the member's identity. After identifying the member, return the letter to the Police Chief's office. A "Thank You" response will be sent and the letter processed as outlined above.
- L. Certificate of Award:
1. When a citizen or group presents an officer with an award not previously mentioned, the officer will prepare a Form 17 advising his supervisor of all relevant facts.
 2. The officer's supervisor will summarize on a Form 17 the facts given by the officer. Distribute copies as follows:
 - a. District/section/unit commander
 - 1) A supervisor will read the award at a roll call or other appropriate assembly and present the officer with the original for his or her personal use.
 - a) Note receipt of the award by issuing a "Commended" ESL to the officer in ETS.
 - b. Personnel Management - for notation on the Commendation page of the officer's original Personnel Jacket and entry into ETS.
 - c. PIO for its Central Awards file and to review for possible media release.
- M. Citizen Recognition Awards
1. When a citizen distinguishes themselves by stepping forward and assisting the Department in a manner that should be commended, the bureau/district/section/unit commander will prepare a Form 17 detailing the incident.
 2. Any Department member may request a Citizen Recognition Award be presented to a citizen they believe should be commended. Prepare a Form 17 to the affected member's bureau/district/section/unit commander detailing the incident.
 3. PIO will facilitate the presentation of the following Citizen Recognition Awards:
 - a. Citizen Act of Bravery

- 1) The commendation awarded to citizens who distinguish themselves by the performance of a heroic act involving great personal hazard.

b. Citizen Commendation

- 1) The commendation awarded to citizens who distinguish themselves by the performance of an unselfish act that helps in stopping a crime in progress, leads to the apprehension of those involved in a crime, or saves another person.

c. Meritorious Public Service

- 1) The commendation awarded to citizens for contributing to the success of a police program in the area of traffic safety, crime prevention, or community relations.

N. Central Awards File

1. PIO will maintain a Central Awards file. Contents will be examined upon an award nomination request.