



Cranston Police Department

GENERAL ORDER 230.20

SECTION	EFFECTIVE DATE	PAGES
200-HUMAN RESOURCES	DECEMBER 8, 2005	4
SUBSECTION	SPECIAL INSTRUCTIONS	
30-EVALUATION AND ADVANCEMENT	REPLACES AND RECINDS G.O. 95-5	
TITLE	CALEA STANDARD	
230.20-COMMENDATIONS AND AWARDS	26.1.2	

I. PURPOSE

The purpose of this policy is to establish guidelines for the recognition of excellence by sworn members of the Cranston Police Department in the performance of their duties.

II. POLICY

The Cranston Police Department recognizes the special contributions made by its sworn members. In some instances, the actions of members far exceed normal expectations and/or requirements. Consequently, this Commendations and Awards Policy should provide formal recognition to those individuals whose dedication and performance are above and beyond what is expected of them and whose actions or deeds have greatly contributed to the mission, goals, and objectives of the Cranston Police Department.

III. AWARDS COMMITTEE

A. The Awards Committee shall be comprised of members of the Cranston Police Department and will represent a cross section of the organizational structure. This committee will meet on an "as needed" basis as determined by the Chairperson. The committee will be organized as follows:

1. Chairperson

- a. To be appointed by the Chief of Police
- b. Maximum term of five years
- c. May be removed by the Chief of Police.

2. Co- Chairperson

- a. To be appointed by the Chief of Police with input from the Chairperson
- b. Maximum term of five years
- c. May be removed by the Chief of Police.

3. Awards Committee Member

- a. Bidded position by seniority
- b. Bid may be tailored to reflect the organizational structure of the police department

- c. Maximum term of three years
- d. Eight members maximum.

B. Requirements

1. Five members in attendance at an Awards Committee meeting will constitute a quorum. A quorum will include the Awards Committee Chairperson.
2. A member of the Awards Committee nominated for an award cannot vote on their nomination. In the event a committee member is nominated for an award that requires a full vote of the Awards Committee, his/her vote will be cast by the Major or designated representative.

C. Recommendations

1. Any member of the Department may make a recommendation/request to the awards committee requesting that an employees actions be reviewed for consideration for a Departmental citation/award.
2. This recommendation shall include the necessary data to include police reports, memorandums and pertinent information relative to the incident to assist the awards committee in making an adequate evaluation.
3. All recommendations/requests shall be detailed in a memorandum/awards nomination form outlining the incident and forwarded to the Departmental Awards Committee Chairman.

IV. **AWARD STRUCTURE**

A. Department Awards

1. Medal of Valor
2. Meritorious Service Medal
3. Commendation
4. Citation, 1st Class
5. Citation, 2nd Class
6. Chief's Letter of Recognition
7. Purple Heart
8. Distinguished Service Award

B. Recommendations for Awards

1. The Medal of Valor, Meritorious Service Medal, Commendation and Purple Heart shall be recommended by a Shift Supervisor (Sergeant or Lieutenant) in writing.
2. The Chief's Letter of Recognition, Department Citations and Distinguished Service Award shall be recommended by a Shift Supervisor, Officer or the Officer themselves.
3. Final recommendation from the Awards Committee shall be forwarded to the Chief of Police for final approval.

- a. The Chief of Police may upgrade the award with an explanation
- b. The Chief of Police may downgrade the award with an explanation.

V. AWARD REQUIREMENTS

A. Medal of Valor

- 1. For courage above and beyond the call of duty, while in personal combat with an armed opponent, successfully performs and act of extraordinary heroism at imminent risk of his or her life.
 - a. Must be nominated by Shift Supervisors
 - b. Full Awards Committee vote required
 - c. Unanimous vote of the Awards Committee
 - d. Subject to Chief's Approval
 - e. Plaque presented at a special ceremony by the Mayor
 - f. Ribbon and medallion presented to officer
 - g. Two days off with pay

B. Meritorious Service Medal

- 1. Officer/Detective displays a high degree of initiative, professionalism and bravery in a life saving or dangerous situation, where the officer could have, or actually did receive significant personal injury.
 - a. Must be nominated by a shift supervisor
 - b. Full Awards Committee vote required
 - c. Unanimous vote of the Awards Committee
 - d. Subject to Chief's Approval
 - e. Plaque presented at a special ceremony by the Mayor
 - f. Ribbon and medallion presented to officer
 - g. Two days off with pay.

C. Commendation

- 1. Officer/Detective self-initiated a major felony investigation which resulted in "significant arrests" or substantial amounts of stolen property or narcotics.
 - a. Must be nominated by a Supervisor
 - b. Full Awards Committee vote required
 - c. Majority vote of the 9 member committee
 - d. Subject to the Chief's approval
 - e. Presented at special ceremony
 - f. Presented by Chief or Police
 - g. One day off with pay.

D. Citation, 1st Class

- 1. Officer/Detective self-initiates an felony investigation, which resulted in an arrest or recovery of significant amount of property or narcotics
- 2. Prevented a likely felony incident from occurring and an arrest resulted.
 - a. Nominations accepted by any officer/detective
 - b. Quorum of the Awards Committee necessary (majority vote required)
 - c. Subject to Chief's approval
 - d. Presented at Roll Call or Special Ceremony by Chief, Major or designee

E. Citation, 2nd Class

1. Officer/Detective does an exceptional performance of police duties (not necessarily self initiated), generally of a felonious nature
2. Any officer/detective who plays a major part in assisting an investigation that meets any of the above criteria
 - a. Nominations accepted by any officer/detective
 - b. Quorum of Awards Committee necessary (majority vote required)
 - c. Subject to Chief's Approval
 - d. Presented at Roll Call or Special Ceremony by Chief, Major or designee

F. Chief's Letter of Recognition

1. Officer/detective self-initiated arrest or investigation which exemplifies good police work
2. Exceptional performance of police duties which results in arrests or property or narcotics recovered
 - a. Nominations accepted by any officer/detective
 - b. Quorum of Awards Committee necessary (majority vote required)
 - c. Subject to Chief's Approval
 - d. Presented at Roll Call by Shift OIC

G. Purple Heart

1. Any serious injury sustained by a member of this department while involved, or making an arrest in a high risk situation
 - a. Normally to be given with the Meritorious Service or Medal of Valor award.
 - b. Full Awards Committee vote required
 - c. Majority vote of the Awards Committee
 - d. Subject to Chief's approval

H. Distinguished Service Award

1. To be awarded to those officers who best exemplify and project a positive image of the police department through their efforts in the community or within the police department
 - a. Nominations made by unit supervisors
 - b. Subject to review by awards committee
 - c. Subject to Chief's approval

VI. RESPONSIBILITY

It shall be the responsibility of all sworn personnel to familiarize themselves and comply with this order.