



# HALLANDALE BEACH POLICE DEPARTMENT

## GENERAL ORDER



<b>TITLE:</b>	<b>MERITORIOUS AWARDS</b>
<b>GENERAL ORDER NO.:</b>	<b>2.10.1/R6</b>
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**CONTENTS:** This order consists of the following numbered sections:

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**PURPOSE:** To establish a policy for recognizing Hallandale Beach Police Department (HBPD) sworn and/or civilian personnel for distinguished service and/or individual achievement.

**SCOPE:** This order applies to all sworn and civilian personnel of the HBPD.

**DISCUSSION:** Awards, decorations, and public recognition of a job well done motivates personnel and increases the overall effectiveness of an agency. The Chief of Police desires to publicly recognize and commend those individuals who distinguish themselves through outstanding performance, leadership, professionalism, dedication, ethical behavior, selfless acts, and heroism.

**POLICY:** It is the HBPD's policy to recognize and award personnel who have displayed heroism, meritorious service, and excellence in the performance of duty.

### **PROCEDURES:**

#### **I. NOMINATIONS**

A. Awards will be made based upon

recommendations from superior officers, supervisors, fellow officers, fellow employees, the potential recipient and in some cases the general public.

B. Supervisors are encouraged to bring to the attention of the Chief of Police those persons who deserve recognition. Care should be taken to include all equally deserving individuals.

C. Nominations must be submitted to the Awards Committee via the Training Officer.

1. Officers or employees who believe they qualify for an award must submit the Meritorious Award Nomination form {Attachment (A)}. The nomination should list why the employee deserves the award and give a summary of the facts of the incident or conduct. Supporting documentation may be submitted (i.e., signed statements from witnesses, incident reports, etc.).

2. The Medal of Valor, Purple Heart, and the Life-Saving Awards must be recommended within sixty (60) days of the incident or consideration will not be given.

3. All nominations will be reviewed by the Awards Committee. Awards will be considered by the Awards Committee each quarter beginning January 1st to March 31st, and each quarter thereafter.

a. Nominations will be considered based upon the submission date.

- b. Nominations will remain active for one year from the submission date, with the exception of items mentioned in Section C. 2.
- 4. The Awards Committee will review each nomination and take the following actions based upon a majority vote:
  - a. Request additional information from the submitter or supervisory personnel.
  - b. Recommend Award as nominated.
  - c. Recommendation to award a Certificate of Recognition.

## II. AWARDS COMMITTEE

- A. The Awards Committee will be responsible for reviewing and investigating nominations forwarded to them by the Training Unit. The Awards Committee will forward its findings and recommendations to the Chief of Police, who will make final approvals.
- B. The seven (7) member Awards Committee will be appointed by the Chief of Police to serve a minimum of one year, June-June. The Training Coordinator will serve as Chairperson and will be a permanent member of the committee. The remaining six members will consist of sworn, civilian, and citizens from the community.
- C. The Awards Committee will meet once per quarter, date and time for each meeting will be designated by the Chairperson.
- D. The decisions of the Awards Committee will be determined by simple majority vote. The Chairperson will vote only to break a tie.

## III. FINAL DETERMINATION

The Chief of Police will make the final determination on all nominations. The Chief may also place the name of award recipients in nomination for other local, state, national, or international awards.

A copy of the Award Committee's formal written citation, approved and signed by the Chief of Police, will be retained in the HBPD Training file and forwarded to the Hallandale Beach Personnel Department for filing in the recipient member's file after presentation of the award.

## IV. PRESENTATION

The date, time, and location of all award ceremonies will be at the Chief's discretion. Officer of the Year and Civilian of the Year will be recognized and receive awards during the annual Awards Banquet.

## V. WEARING AWARDS

- A. Ribbon bars may be worn on a daily basis by sworn and civilian personnel on the uniform issued and approved by the HBPD. The ribbon(s) will be worn just above the name tag, moving from right to left, in order of importance as follows:

### 1. Sworn Police Officers

Medal of Valor  
 Purple Heart  
 Officer of the Year  
 Unit Citation  
 Meritorious Service  
 Officer of the Quarter  
 Life Saving Award  
 Administrative Excellence  
 Good Conduct Award  
 Community Involvement Award  
 Academy Honor Award  
 Disaster/Hurricane Award  
 Perfect Attendance  
 Continuous Service  
 Supervisor of the Year (City Award)  
 Chief's Special Recognition Award

### 2. Civilian Employees

Civilian Employee of the Year  
 Meritorious Service  
 Civilian Employee of the Quarter  
 Life Saving Award  
 Administrative Excellence  
 Good Conduct Award  
 Community Involvement  
 Disaster/Hurricane Award  
 Perfect Attendance  
 Continuous Service  
 Supervisor of the Year  
 Chief's Special Recognition Award

- B. Multiple honors for the same award will be presented as follows:

- 1. First award will be the ribbon.
- 2. Second through fourth awards will be an oak leaf for each award, to be worn on the first awarded ribbon
- 3. Fifth award will be a star to be displayed



on the ribbon.

- C. Civilians not required to wear uniforms may display ribbons in a small picture frame in their work area.

## VI. CHIEF'S SPECIAL RECOGNITION AWARD

This award will be given at the sole discretion of the Chief of Police. The Chief will decide the guidelines, criteria and conditions of the award, along with when it will be presented. This is not the type of award where a recommendation must be submitted, but will follow the intent to reward excellence. The award will be presented in the form of a certificate of commendation and ribbon.

## VII. AWARDS IN ORDER OF PRECEDENCE

For a description of ribbon awards, see Attachment (B).

- A. The **Medal of Valor** is the highest honor in the agency awarded a sworn officer who distinguishes him or herself by a voluntary and conspicuous act of gallantry and/or extraordinary heroism. The act must be more than normal duty demands and be of such a nature that the individual was fully aware of the imminent threat to personal safety and acted above and beyond the call of duty **at the risk of his or her own life**. The award includes a ribbon and a written citation, with a copy placed in the recipient's permanent personnel record.
- B. The **Purple Heart** is awarded to sworn personnel who are wounded, injured or killed in the line of duty. Their injury must be directly related to an incident where the officer received the injury, wound or death while acting in the capacity of Police Officer and these actions would merit such an award. Injuries sustained from falls, motor vehicle accidents, and other similar accidental means are not to be considered, unless the evidence clearly indicates the member received the injury while attempting to affect an arrest or rescue, and the member observed all reasonable safety precautions. The injury must not be the result of or concurrent with any conduct of the recipient that is less than acceptable by all standards. The award may be presented in addition to any higher award to which the recipient may be entitled. Award includes a ribbon and a written citation, with a copy placed in the recipient's permanent personnel record.
- C. **Officer of the Year** is the sworn officer

recognized as the most outstanding among peers in performance of duty throughout the year. Recipients must have received an outstanding evaluation, shown continued productivity, demonstrated a high degree of professionalism, and worked to make the HBPD a more professional organization. Award includes a ribbon and a written citation, with a copy placed in the recipient's permanent personnel record.

- D. **Life Saving Award** is awarded to a member of the HBPD who, by an intelligent and/or brave act, saves the life of another. The award may also be earned where evidence indicates that actions by the member prolonged a human life to the extent that the victim was released to the care of medical personnel although the victim might expire because of his or her injuries. The award may be in addition to any higher award to which the recipient may be entitled. Award includes a ribbon and a formal written citation, with a copy placed in the recipient's permanent personnel record.
- E. **Civilian Employee of the Year** is the civilian employee of the HBPD recognized as the most outstanding among peers in performance of duty throughout the year. Recipients must have received an outstanding evaluation, shown continued productivity, demonstrated a high degree of professionalism, and worked to make the HBPD a more professional organization. Award includes a ribbon and a written citation, with a copy placed in the recipient's permanent personnel record.
- F. **Unit Citation** is awarded to recognize a unit within the department for exceptional or meritorious service. The award will be for acts above and beyond the normal call of duty. Incidents, actions, or services performed within the normal realm of the unit's assigned function will not be considered. The nomination must include a list of those personnel who were assigned to the unit and part of the action, service or incident. Award includes a ribbon and a written citation for each member of the unit, with a copy of the citation placed in each recipient's permanent personnel record.
- G. **Meritorious Service** is awarded to sworn or civilian personnel in recognition of performance of duty greatly exceeding the normal demands of the department. Such performance must demonstrate exceptional judgment, initiative, and/or competence. The award may be granted for accomplishing an assigned or unassigned task with conspicuous facility of skill. Award includes a ribbon and a formal written citation,



with a copy placed in the recipient's permanent personnel record.

- H. **Officer of the Quarter** is awarded in recognition of distinguished service and/or individual achievement. The award may be granted for outstanding work, dedication or reliability. Award will consist of a ribbon and a formal written citation, with a copy placed in the recipient's permanent personnel record.
- I. **Civilian Employee of the Quarter** is awarded in recognition of distinguished service and/or individual achievement. The award may be granted for outstanding work, dedication or reliability. Award will consist of a ribbon and a written citation, with a copy placed in the recipient's permanent personnel record.
- J. **Administrative Excellence** award will be given to sworn and/or civilian employees who through service and dedication to duty have developed a new system, policy, idea, program, assisted in budget control, more effective flow or control of a given section, bettered the police image and/or morale, improved community relations for the HBPD, or has otherwise significantly improved the services of the department. The award will consist of a ribbon and a formal written citation, with a copy placed in the recipient's permanent personnel record.
- K. **Good Conduct Award** given to sworn or civilian personnel for each five years of service without disciplinary action more severe than a written reprimand, starting with the month of January 1, 1993 forward. The award will be given on the anniversary date of employment once the criteria has been met. The award will consist of a ribbon and a formal written citation, with a copy placed in the recipient's permanent personnel record.
- L. **Community Involvement Award** given to sworn or civilian personnel who, above and beyond or outside the normal realm of their duties, aid, assist, or become a part of an organization, project or event where they give unselfishly of their time, expertise or patience to the betterment of the community, its youth, citizens or visiting population. The award will consist of a ribbon and a formal written citation, with a copy placed in the recipient's permanent personnel record.
- M. **Academy Honor Award** given to those individuals who, through their achievements, were awarded the Police Academy's Honor Award. Any individual who was the recipient

of Broward County's award may submit some form of proof of the award to receive HBPD's ribbon of recognition.

- N. **Disaster/Hurricane Award** given to sworn or civilian personnel who assist in disaster relief efforts which would include hurricanes, air plane crashes, or any act of God which could cause great bodily harm or structural damage in or around the City or surrounding areas. Shift supervisors shall notify the Awards Committee of the personnel who assisted during the disaster relief effort within sixty (60) days of the incident. Award will consist of a ribbon and a formal written citation, with a copy placed in the recipient's permanent personnel record.
- O. **Perfect Attendance Award** given after three years of continuous service if the employee has not utilized sick time during this time period. The award will be given on January 1st of each third anniversary year to qualified sworn and civilian personnel. Award will consist of a ribbon and a formal written citation, with a copy placed in the recipient's permanent personnel record.
- P. **Continuous Service Award** given after five years of continuous service. On each successive fifth anniversary after that, an oak leaf will be presented up to twenty-five years of service, after which the oak leaf will be replaced by a star for each five years.
- Q. **Supervisor of the Year Award** a City Award given to sworn or civilian supervisory personnel for the most outstanding performance of supervisory duties throughout the year. He/she must have demonstrated a high degree of leadership through example, i.e., productivity, professionalism, image, loyalty, fairness, ethics, communication and valuing people. Note: nominations for this award will be forwarded to the City's Awards Committee as the Police Department's nominee.
- R. **Citizen Volunteer Award** is special recognition of a private citizen(s) who has provided exceptional voluntary service to the HBPD during the previous year. Award will be a Certificate of Appreciation.
- S. **Citizen Good Samaritan Award** is special recognition of a private citizen who has rendered assistance to a police officer, performing an act of humanity/valor during a time of need, i.e., accident, crisis, or danger. Award will be a Certificate of Appreciation.
- T. **Lola Salzman Memorial Award for**

**Excellence** is an annual award presented to sworn personnel in recognition of "excellence" as defined as a body of work, case investigation, or arrest which is exceptionally good of its kind; confers superiority, a blue ribbon performance. The award includes a desk clock and monetary gift presented to the recipient by the family of Lola Salzman. The recipient's name is placed on a perpetual plaque displayed in the department.


## VIII. ATTACHMENTS

- A. Meritorious Award Nomination form
- B. Ribbon Awards Descriptions

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Drafted: JS/sk/July 20, 1999/Filed: GO2.101/TXTGO  
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APPROVED:

  
\_\_\_\_\_  
Dwayne S. Flournoy, Chief of Police  
Hollandale Beach Police Department

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May 29, 2012  
Date

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**HALLANDALE BEACH POLICE DEPARTMENT**

**RIBBON AWARDS PROGRAM**



**HBPD Medal of Valor Ribbon**



**HBPD Purple Heart Ribbon**



**HBPD Officer of the Year Ribbon**



**HBPD Civilian of the Year Ribbon**



**HBPD Life Saving Award Ribbon**



**HBPD Unit Citation Ribbon**



**HBPD Meritorious Service Award Ribbon**



**HBPD Officer of the Quarter**



**HBPD Civilian Employee of the Quarter**



**HBPD Administrative Excellence Ribbon**



**HBPD Good Conduct Ribbon**



**HBPD Community Involvement Ribbon**



**HBPD Academy Award Ribbon**



**HBPD Disaster Award Ribbon**



**HBPD Perfect Attendance Ribbon**



**HBPD Continuous Service Ribbon (Ribbon without gold frame)**



**HBPD Supervisor of the Year Ribbon**



**HBPD Chief's Special Recognition Award Ribbon**