

ORLANDO POLICE DEPARTMENT POLICY AND PROCEDURE
1602.8, AWARDS/PROTOCOL

EFFECTIVE:	5/15/2018
RESCINDS:	1602.7
DISTRIBUTION:	ALL EMPLOYEES
REVIEW RESPONSIBILITY:	AWARDS COMMITTEE CHAIRPERSON
ACCREDITATION CHAPTERS:	7
CHIEF OF POLICE:	ORLANDO ROLÓN

CONTENTS:

1. AWARDS
2. COLOR GUARD/HONOR GUARD

POLICY:

This directive establishes procedures concerning awards and the Color Guard/Honor Guard.

1. AWARDS

The Awards Program provides for positive reinforcement when employees perform their duties in an exemplary manner or with extraordinary compassion, bravery, or courage. This program also provides the Department an opportunity to recognize citizens for their assistance to our employees, the Department, and the community.

This directive authorizes a standing committee to administer the Department's Awards Program and includes procedures for nominating candidates and the presentation of awards.

1.1 AWARDS COMMITTEE

The Awards Committee is a standing advisory committee that serves under the authority of the Chief of Police, who will review the committee's actions at his or her discretion. Appeals of decisions made by the committee will be routed to the Chief of Police via the committee chairperson and the Investigative Services Bureau Commander.

The Awards Committee will initiate or receive all nominations for awards (Sections 1.3.1, 1.3.9, 1.3.12, 1.3.15, 1.3.16, 1.3.18, 1.3.20, 1.3.21, 1.3.22, 1.3.23, 1.3.24, and 1.3.26 are exceptions). The committee will determine the resolution of each nomination. At least seven members shall be present for a quorum, with a simple majority necessary for the passage of a vote. The chairperson will be considered as part of the quorum.

The committee will refer nominations to the appropriate officials for presentation.

1.1.1 MEMBERSHIP

The Awards Committee will consist of 13 members who will serve under the authority of the Chief of Police. The committee chairperson is appointed by the Chief of Police and will serve for an indefinite period. Committee members will be recommended by the committee chairperson, based upon letters of interest, and confirmed by the Chief of Police or designee. Two-year terms will begin on May 1st, and conclude on April 30th, two years hence. Appointments will be staggered at one-year intervals to ensure that experience is maintained on the committee at all times. Continued membership on the Awards Committee will be at the sole discretion of the chairperson.

The make-up of the committee will reflect Department-wide representation. Therefore, committee members will be selected on the basis of divisional representation: one member from each of the Department's divisions. If a committee member transfers from the division he or she represents, the committee chairperson will immediately facilitate the appointment of a new member from the affected division.

1.1.2 MEETINGS

Regular meetings will be designated and scheduled by the committee chairperson.

1.2 NOMINATION FOR AWARDS

All correspondence recognizing or nominating employees and citizens for awards should be routed to the Awards Committee via the chain of command, by email. Each person in the Chain of Command must forward the email to the next person in the chain. The Bureau Commander will then forward to the Awards Committee Chairperson. Any employee of the Orlando Police Department may nominate himself or herself or any other employee for an award. Nominations should include an accurate and detailed account of the circumstances surrounding the actions of each nominated employee or citizen. This information shall be in the email narrative. The nominations should also include supporting endorsements, copies of reports or other supporting data, and addresses and phone numbers of nominated citizens. All supporting documents must be attached with the email nomination. The Awards Committee will determine the appropriate recognition for each nomination; therefore, they should not be categorized when submitted. Nominations will be submitted to the committee no later than three months after the last day of the nominated action. Submission exceptions will be made by the Awards Committee Chairperson on a case-by-case basis.

1.3 CLASSIFICATION OF DEPARTMENT AWARDS

The following sections explain the criteria for dispensation of each award and the appropriate types of award ceremonies.

1.3.1 LETTER OF RECOGNITION

Letters of Recognition are administered by bureau commanders and awarded to employees who receive recognition from citizens or other employees for professional, courteous performance of assigned duties. They will be presented by the recipient's immediate supervisor at a function of the supervisor's choice.

The bureau commander's office shall forward a copy to the City's Personnel Management Bureau.

1.3.2 CERTIFICATE OF APPRECIATION

Certificates of Appreciation may be awarded for excellence in the performance of assigned duties. They are also conferred for outstanding performance of a cumulative nature. Generally, they will be presented at roll call or a section meeting by the appropriate section commander.

The Community Relations Unit shall forward a copy to the City's Personnel Management Bureau.

1.3.3 AWARDS OF VALOR

Awards of Valor are conferred for conduct depicting sound judgment in which one knowingly and despite clear and present danger of death or great bodily harm performs his or her duty.

Awards of Valor may also be conferred posthumously to any surviving spouse or relative of an officer killed in the line of duty.

Generally, Awards of Valor will be presented by the Chief of Police at a Department Awards Ceremony.

Accompanying this award will be a distinguishing medal and ribbon bar of the color and design as designated by the Chief of Police.

The Community Relations Unit shall forward a copy to the City's Personnel Management Bureau.

1.3.4 PURPLE HEART AWARD

The Purple Heart Awards are conferred upon those employees that receive injuries that cause great bodily harm, permanent disability, permanent disfigurement, or death as a result of the overt actions of a suspect during

performance of their duties as a law enforcement officer. The employee shall not be engaged in any activity that is a violation of law or policy at the time of the injury.

The Purple Heart Award will be conferred at the sole discretion of the Chief of Police. It may be conferred in addition to other awards deemed appropriate by the Awards Committee.

The award will generally be presented by the Chief of Police at a Department Awards Ceremony. Accompanying this award will be a distinguishing medal and ribbon bar of the color and design as designated by the Chief of Police.

The Community Relations Unit shall forward a copy to the City's Personnel Management Bureau.

1.3.5 AWARDS OF MERIT

Awards of Merit are conferred for conduct depicting sound judgment where the employee displays exceptional courage or bravery.

Generally, Awards of Merit will be presented by the Chief of Police at a Department Awards Ceremony.

Accompanying this award will be a distinguishing medal and ribbon bar of the color and design as designated by the Chief of Police.

The Community Relations Unit shall forward a copy to the City's Personnel Management Bureau.

1.3.5.1 PRESERVATION OF LIFE AWARD

The Preservation of Life Award is conferred in circumstances where officers de-escalate dangerous and potential deadly force situations in a manner which does not place themselves or others in harm.

The Preservation of Life Award may be conferred in addition to other awards deemed appropriate by the Awards Committee.

Generally, the Preservation of Life Award will be presented by the Chief of Police at a Department Awards Ceremony.

Accompanying this award will be a ribbon bar of the color and design as designated by the Chief of Police.

The Community Relations Unit shall forward a copy to the City's Personnel Management Bureau.

1.3.6 LIFE SAVING AWARD

This life saving award is conferred in two circumstances. The first is when any employee (sworn or civilian) is directly responsible for the saving of a human life or substantially prolongs a human life. The term *substantial* implies an extended period of days or weeks. The life-saving effort will normally involve one of the learned life-supporting processes: mouth-to-mouth resuscitation, cardio-pulmonary resuscitation, the Heimlich maneuver for choking victims, or the control of severe bleeding. Actions meriting this award must be significant actions by the employee.

This award will only apply when victims are at imminent risk of death. This will normally not include deliberate acts taken by the victim, unless the victim has inflicted injury upon themselves, which is actually life threatening.

This award may be conferred in addition to other awards as deemed appropriate by the Awards Committee.

The second situation is when an employee of the Orlando Police Department has achieved a level of blood donation of four gallons or more. This is significant because only five percent of the population donates blood for a staggering 60 percent who will need it during their lifetime. Blood is a critical resource and the donation of only one pint of blood can save up to three lives.

Generally, the Life Saving Award will be presented by the Chief of Police at a Department Awards Ceremony.

Accompanying this award will be a ribbon bar of the color and design as designated by the Chief of Police.

The Community Relations Unit shall forward a copy to the City's Personnel Management Bureau.

1.3.7 AWARDS OF COMMENDATION

Awards of Commendation are conferred for operational excellence and non-routine conduct in a particular assignment. In most cases, the actions should reflect one or more of the following criteria:

- a. Directly result in the prevention of a forcible felony, serious property crime, or the apprehension of a person responsible for such a crime by the nominee taking the initiative to recognize the potential for the criminal act beforehand and taking appropriate action.
- b. Performance beyond the call of duty within the scope of the nominee's assignment area, or outside that scope should circumstances so dictate.

Generally, Awards of Commendation will be presented by the Chief of Police at a Department Awards Ceremony.

Accompanying this award will be a ribbon bar of the color and design as designated by the Chief of Police.

The Community Relations Unit shall forward a copy to the City's Personnel Management Bureau.

1.3.7.1 ACHIEVEMENT AWARD

The Achievement Award is conferred for achievement within the call of duty or outside the scope of duty based on consistent performance or specific achievement of a superlative nature but which does not warrant a Commendation or higher.

This award may constitute cumulative operational excellence. For awards of cumulative operational excellence based upon statistical information, the submitting employee needs to include comparative statistical information for the same sector and timeframe (e.g., duration, other squads, etc.).

Generally, the Achievement Award will be presented by the Chief of Police at a Department Awards Ceremony.

Accompanying this award will be a ribbon bar of the color and design as designated by the Chief of Police.

The Community Relations Unit shall email a copy to the City's Personnel Management Bureau.

1.3.8 AWARDS OF ADMINISTRATIVE EXCELLENCE

Awards of Administrative Excellence are conferred for non-routine conduct of an administrative nature which surpasses the responsibilities of the current assignment.

Generally, Awards of Administrative Excellence will be presented by the Chief of Police at a Department Awards Ceremony.

Accompanying this award will be a ribbon bar of the color and design as designated by the Chief of Police.

The Community Relations Unit shall email a copy to the City's Personnel Management Bureau.

1.3.9 CHIEF'S SPECIAL AWARD

The Chief of Police, at his or her discretion, may award a Chief's Special Award. It will be presented to a distinguished employee or citizen.

Generally, Chief's Special Awards will be presented by the Chief of Police at a Department Awards Ceremony.

Accompanying this award will be a distinguishing medal and ribbon bar of a color and design as designated by the Chief of Police.

The Community Relations Unit shall email a copy to the City's Personnel Management Bureau.

1.3.10 DISTINGUISHED OFFICER OF THE YEAR AWARD

The Distinguished Officer of the Year Award is granted annually to one or more officers of the Orlando Police Department who have demonstrated exceptional service above and beyond expectations and has made some significant contribution to the Department's mission or values.

The officer must be in good standing and must have an overall performance rating of exceeds standards for the calendar year under consideration.

Significant contributions may include: improvement in the Department's administrative or operational efficiency; participation in Department committees, activities or events; improvement in community safety; development or implementation of an innovative idea or program; or effectively reducing Department costs. The nominee will be considered for a year's worth of work, not just one particular incident.

This award may not be given in conjunction with another award for the same service or contribution.

In January of each year, the Awards Committee Chairperson will initiate a Special Notice to solicit nominations. The review period will be for the previous calendar year. Nominations should be emailed to the Awards Committee, via the chain of command, using the Awards Nomination Form and must be received before February 1st. Each division should submit nominations for this award.

Generally, the Distinguished Officer of the Year Award will be presented by the Chief of Police at the first Department Awards Ceremony of the new year.

The Distinguished Officer of the Year Awards will be a framed certificate and ribbon bar of the color and design as designated by the Chief of Police.

The Community Relations Unit shall forward a copy to the City's Personnel Management Bureau.

1.3.11 DISTINGUISHED EMPLOYEE OF THE YEAR AWARD

This award has the same criteria as in the Distinguished Officer of the Year Award and is also open to all non-sworn employees, including all ranks.

Generally, the Distinguished Employee of the Year Award will be presented by the Chief of Police at the first Department Awards Ceremony of the new year.

The Distinguished Employee of the Year Award will be a framed certificate. Those employees who are in a uniformed assignment will also receive a ribbon bar of the color and design as designated by the Chief of Police.

1.3.12 CSO III JOHN T. SEARCY, JR. MEMORIAL SERVICE AWARD

The CSO III John T. Searcy, Jr. Memorial Service Award is dedicated to the memory of John Searcy, who died on December 18, 2004, and was a dedicated employee of the City of Orlando for 15 years. The award will be presented to a civilian employee of the Orlando Police Department who has performed one or more selfless and compassionate acts or services, on or off duty, for the Orlando Police Department, City of Orlando, or the community at large. These acts or services must have positively impacted the lives or greatly enhanced the reputation of the Orlando Police Department or City of Orlando.

The Chief of Police will present the award at the first Department Awards Ceremony of each year, and the Award recipient will be given a plaque during the ceremony. The recipient's picture will be hung on the wall in the Patrol Awards area on the ground floor of the Orlando Police Headquarters.

To nominate a civilian employee, a CSO III John T. Searcy, Jr. Memorial Service Award Nomination Form (Attachment B) shall be completed by an employee or member of the Department and emailed to any Community Service Officer supervisor by the 10th of December. The Committee for this award should be made up of the Community Service Officer supervisors and the CSO Unit's commander. The nominated employee's name will be submitted to the Patrol Services Bureau Chief for approval via the chain of command. The Chief of Police could also nominate an employee and approve the award at his or her discretion.

1.3.13 GOVERNOR'S AWARD OF HEROISM

This is a distinguished award presented by the Governor of the State of Florida. It is awarded in recognition of acts of heroism.

Accompanying this award will be a distinguishing medal and ribbon bar of the color and design as designated by the Chief of Police.

1.3.14 COMMUNITY SERVICE AWARD

Community Service Awards may be presented for outstanding acts of community service not normally recognized or expected as a normal part of an employee's duty. This may be a single act or cumulative in nature, normally accomplished during the employee's off-duty time, which reflects favorably upon OPD. These awards will generally be presented by the Chief of Police at a Department Awards Ceremony.

Accompanying this award will be a ribbon bar of a color and design as designated by the Chief of Police.

The Community Relations Unit shall forward a copy to the City's Personnel Management Bureau.

1.3.15 FIELD TRAINING OFFICER OF THE YEAR

The Field Training Officer of the Year award is conferred to an active-certified officer who has exhibited an overall excellence and dedication in the Department's field training officer program during the calendar year.

The Field Training Officer of the Year will be determined by a panel comprised of the Training/Accreditation and Inspections Section Commander, the Field Training/Inspections Unit supervisor, and the two Field Training Coordinators. The Training/Accreditation and Inspections Section Commander or designee will notify the Awards Committee Chairperson of the members becoming eligible for the award for inclusion in the Awards Ceremony.

Accompanying this award will be a ribbon bar of a color and design as designated by the Chief of Police.

The Community Relations Unit shall forward a copy to the City's Personnel Management Bureau.

1.3.16 AWARDS OF SPECIAL SERVICE

Awards of Special Service will be awarded to an employee who completes five years of consecutive, satisfactory service in one of the following specialized Department units:

- a. Special Weapons and Tactics (SWAT)
- b. Emergency Response Team (ERT)
- c. Crisis Negotiation Team (CNT)
- d. Critical Incident Stress Management Team (CISM)
- e. Honor Guard
- f. Domestic Violence Response Team (DVRT)
- g. Crisis Intervention Team (CIT)
- h. Emergency Services Unit (ESU)
- i. Gang Enforcement Team (GET)
- j. DUI Enforcement Team

The commander of the specialized unit will be responsible for nominating an eligible employee, and will provide any supportive documentation (if available) to the Awards Committee. These awards will generally be presented by the Chief of Police or the Team Commander at an appropriate ceremony.

Accompanying this award will be a ribbon bar of a color and design as designated by the Chief of Police.

Subsequent awards would be presented for each block of five years of continuous service and designated by a three-sixteenth inch bronze star centered on the ribbon. Five awards in this class will be designated by a silver star worn centered on the ribbon. Once the silver star has been earned, there will be no additional stars affixed to the ribbon.

1.3.17 UNIT CITATIONS

Each bureau commander will review unit citation nominations and approve those deserving the award. The bureau commander will forward the award nomination, along with his or her approval for the award, to the Awards Committee Chairperson. It will be presented to a distinguished unit within the bureau. The citation will be of the design chosen by the Chief of Police and will be presented at a Department Awards Ceremony.

Accompanying this award will be a ribbon bar of the color and design as designated by the Chief of Police.

The Community Relations Unit shall forward a copy to the City's Personnel Management Bureau.

1.3.18 SPECIAL EVENT CITATION

Special Event Citations may be awarded for an employee's participation in a significant event. The Chief of Police will determine whether an event qualifies for the issuance of this citation.

This award will be a ribbon bar of the color and design as approved by the Chief of Police. To date, the current issued special event ribbons approved by the Chief of Police are: Hurricane ribbon, Olympic Soccer ribbon, World Cup ribbon, NBA All-Star ribbon, and IACP ribbon. The stated ribbons shall be worn in this order.

1.3.19 SUBSEQUENT AWARDS WITH RIBBONS

Each award in the same class shall be designated by a three-sixteenth inch bronze star centered on the ribbon. Five awards in the same class will be designated by a silver star worn centered on the ribbon. Once the silver star has been earned, there will be no additional stars affixed to the ribbon for subsequent awards.

1.3.20 AWARDS OF FITNESS

Awards of Fitness are conferred for developing and maintaining high levels of personal fitness. Interested employees must perform the fitness test at or above the 85% level during annual block training or other dates and times designated by the in-service training staff. For consistency, the Department's in-service training staff shall administer all fitness tests.

The Training/Accreditation and Inspections Section Commander or his or her designee will present the Award of Fitness in ribbon bar form. The Training/Accreditation and Inspections Section Commander or his or her designee will notify the Awards Committee Chairperson of employees becoming eligible for the award of fitness. The Awards Committee Chairperson will include the names of employees so recognized in the Awards Ceremony agenda.

The employee must requalify yearly in order to continue wearing the ribbon. Employees who fail to requalify must return the ribbon to the fitness instructor.

In the event that an employee suffers from a disability under the Americans with Disabilities Act (ADA) that limits his or her ability to engage in fitness testing, he or she will advise the Training/Accreditation and Inspections Section Commander that he or she requires a reasonable accommodation. The Training/Accreditation and Inspections Section Commander will consult with the officer and any necessary medical personnel to develop an alternate but comparable method of testing the disabled employee, if such a method is available.

1.3.21 MILITARY SERVICE AWARDS (CAMPAIGN RIBBONS)

Members of the Orlando Police Department who are veterans of foreign wars are authorized to wear the campaign ribbon awarded to them for their participation in a particular conflict, i.e., World War II, Korea, Vietnam, the Persian Gulf War, the Liberation of Kuwait, etc.

The ribbon will be of the same material as those currently utilized for awards of the Orlando Police Department. Any award presented by the Orlando Police Department will take precedence over the campaign ribbon. The campaign ribbon will be worn to the left of and on the bottom row of the least OPD award.

1.3.22 RANKING ORDER FOR AWARDS

The following is a rank order from the highest to the lowest award. This order also applies to awards accompanied by a ribbon. Ribbons will be worn on the uniform in ranking order, highest to lowest. See the current version of P&P 1624, Uniforms, for proper placement:

- a. Award of Valor
- b. Purple Heart Award
- c. Award of Merit
- d. Preservation of Life Award
- e. Life Saving Award
- f. Award of Commendation
- g. Award of Administrative Excellence
- h. Chief's Special Award
- i. Achievement Award
- j. Distinguished Officer/Employee of the Year
- k. CSO III John T. Searcy, Jr. Memorial Service Award
- l. Governor's Medal of Heroism
- m. Community Service Award
- n. Patrol Officer of the Year
- o. Field Training Officer of the Year
- p. Award of Special Service
- q. Fraternal Order of Police Officer of the Year
- r. Fraternal Order of Police Officer of the Month
- s. FBI National Academy Graduate
- t. Southern Police Institute/Public Safety Leadership Course Graduate
- u. Unit Citation
- v. Special Event Citation
- w. Award of Fitness
- x. Military Service Awards (Campaign Ribbons)
- y. Awards issued by other agencies (only on approval by the Chief of Police)

When worn on the uniform, all award ribbons will be in proper order with the highest award closest to the center of the garment.

1.3.23 AWARDS OF PROMOTION

Promotions to the rank of supervisory or management positions will be conducted at a ceremony in which the Chief of Police will preside. The Staff Director to the Chief of Police will coordinate these ceremonies.

1.3.24 AWARDS OF TENURE

Tenure Awards will be forwarded by the City's Personnel Management Bureau to the recipient's appropriate manager for presentation. Presentations will be made at an appropriate ceremony.

Generally, tenure awards will be presented as follows: five year awards by a unit supervisor, ten year awards by a section commander, and fifteen year awards by a division commander. All other Tenure Awards will normally be presented at a Department Awards Ceremony by the Chief of Police.

1.3.25 GOOD CITIZENSHIP AWARDS

Good Citizenship Awards are conferred on citizens for exemplary assistance to the Orlando Police Department and its employees.

Generally, Good Citizenship Awards will be presented by the Chief of Police at a Department Awards Ceremony.

The Awards Committee Chairperson will be responsible for coordinating attendance of citizens nominated for an award. The officer/employee nominating a citizen for an award will be responsible for delivering the award in the event the citizen is unable to attend the ceremony.

1.3.26 PATROL OFFICER OF THE YEAR

Patrol Officer of the Year shall be bestowed annually upon one patrol officer in recognition of those qualities which distinguish him or her as a professional in the field of policing.

This commitment is typically exhibited through the member's outstanding job performance, dedication to duty, unswerving moral character, exceptional community service and professional police image, and is consistent with the City's tenets to enhance the quality of life in the City by delivering public services in a knowledgeable, responsive, and financially responsible manner.

Members must be in good standing and must have an overall performance rating of exceeds standards for the calendar year under consideration.

This award may not be given in conjunction with another award for the same service or contribution.

In January of each year, the Patrol Services Bureau Commander or designee will initiate a Special Notice to solicit nominations. The review period will be for the previous calendar year. Nominations should be emailed to the Patrol Services Bureau Commander, via the chain of command, using the Patrol Officer Nomination Form (Attachment C) and must be received before February 1st. Each division should submit nominations for this award. The Patrol Services Bureau Commander will select the recipient and notify the Awards Committee Chairperson for inclusion in the Awards Ceremony agenda.

Generally, the Patrol Officer of the Year Award will be presented by the Chief of Police at the first Department Awards Ceremony of the New Year.

The Patrol Officer of the Year Award will be a framed certificate and ribbon bar of the color and design as designated by the Chief of Police.

The Community Relations Unit shall forward a copy to the City's Personnel Management Bureau.

1.3.27 PATROL OFFICER OF THE MONTH

Patrol Officer of the Month is created to show appreciation for the daily efforts of the member of the Patrol Services Bureau.

Nominations may be for a single incident, an exceptional investigation, or cumulative performance in any combination of the following categories: Adaptability, Dependability, Judgment, Written Expression, Oral Expression, Initiative, Statistics, Investigative Skill, Courage, Community Service, Special Teams, and/or Exceptional Incidents.

The officer chosen as the Patrol Officer of the Month will receive a letter of recognition, with a copy to be put in his or her personnel file. The officer's picture will also be displayed in the Patrol bay. An announcement will be listed in the Awards Ceremony agenda.

To nominate an officer, a Patrol Officer Nomination Form shall be completed by a unit supervisor and emailed to the section commander by the 10th of the month. The section commander shall email the form to the division commander

by the 15th of the month. The division commander shall select two candidates and email those names to the Patrol Services Bureau Commander by the 20th of the month. The bureau commander shall make the selection.

1.3.28 DETECTIVE OF THE MONTH

The Detective of the Month Award was created to highlight and acknowledge a deserving detective assigned to the Criminal Investigations Division. The nomination may be for a single incident, an exceptional investigation, or cumulative performance in any combination of the following categories: adaptability, dependability, judgment, written or oral expression, initiative, statistics, investigative skill, courage, community service, exceptional incident and/or special teams.

For the Detective of the Month Award, a Detective of the Month Nomination Form (Attachment D), with any supporting documentation attached, should be emailed to the nominated detective's lieutenant by the 7th of each month. The CID lieutenants will then meet to review the nominations and email their selection to the CID captain.

The chosen detective will receive an engraved clock (1st time selection) or plaque (2nd selection). The selection as Detective of the Month will be noted in the recipient's personnel file. The detective's personal photo will be displayed at the entrance to CID.

1.3.29 COMMUNITY SERVICE OFFICER OF THE YEAR

The Community Service Officer Award was created to show appreciation for the daily efforts of the Community Service Officers.

Nominations may be for a single incident, an exceptional investigation, or cumulative performance in any combinations of the following categories: adaptability, dependability, courtesy, positive attitude, exceptional effort, initiative, assistance to others, investigative skill, positive image, knowledge, exceptional incident and/or appearance.

The CSO chosen as the Community Service Officer of the Year will receive a letter of recognition, with a copy to be put in his or her personnel file. The CSO's picture will also be displayed at the Northeast Community Police Office bay. An announcement will be listed in Awards Ceremony agenda.

Any OPD employee wishing to nominate a CSO for the Community Service Officer of the Year Award shall complete a Community Service Officer Award Nomination Form (Attachment E) and email it to the CSOs' section commander by the 10th day of December. The CSOs' section commander shall email the forms to the division commander by the 15th day of December. The division Commander shall select two candidates and forward those names to the Patrol Services Bureau Commander by the 20th day of December. The bureau commander shall make the CSO of the Year selections.

1.3.30 COMMUNITY SERVICE OFFICER OF THE QUARTER

The Community Service Officer Award was created to show appreciation for the daily efforts of the Community Service Officers.

Nominations may be for a single incident, an exceptional investigation, or cumulative performance in any combinations of the following categories: adaptability, dependability, courtesy, positive attitude, exceptional effort, initiative, assistance to others, investigative skill, positive image, knowledge, exceptional incident and/or appearance.

The CSO chosen as the Community Service Officer of the Quarter will receive a letter of recognition, with a copy to be put in his or her personnel file. The CSO's picture will also be displayed at the Northeast Community Police Office bay. The CSO of the Quarter will be recognized in the Joint Chief's meeting.

Any OPD employee wishing to nominate a CSO for the Community Service Officer of the Quarter Award shall complete a Community Service Officer Award Nomination Form and email it to the CSOs' section commander by the 10th day of every third month (March, June, September, and December). The CSO section commander shall email the forms to the division commander by the 15th day of the 3rd month each quarter. The division commander shall

select two candidates and email those names to the Patrol Services Bureau Commander by the 20th day of the 3rd month of the quarter. The bureau commander shall make the CSO of the Quarter selection.

1.4 AWARDS CEREMONY

Normally, an Awards Ceremony will be scheduled on a quarterly basis to honor those receiving Department awards, along with employees who are retiring or being promoted. The Awards Committee Chairperson will coordinate scheduling with the Chief's Staff Director, Community Relations Unit, and all others participating in the ceremony.

2. COLOR GUARD/HONOR GUARD

The Department Color Guard shall be made up of members from the Honor Guard, Special Operations Division, and/or the Mounted Patrol.

2.1 USE OF THE COLOR GUARD

The Color Guard will normally be used to represent the Department in parades, sporting events, public ceremonies, and any events in which a formal presentation of the colors would be appropriate.

2.2 USE OF THE HONOR GUARD

The Honor Guard will normally be used to represent the Department at funerals and any other event deemed appropriate by the Chief of Police or the Honor Guard Commander.

If an employee determines that the Department should be represented by the Honor Guard at a particular function, the employee should forward, through the chain of command to the Honor Guard Commander, a written recommendation concerning this matter. The written recommendation should contain a description of the event or ceremony, the date, time and place where the ceremony will be held, and a brief explanation as to why the Honor Guard should be used.

ATTACHMENT A

DATE:

TO: Awards Committee

VIA: Chain of Command

FROM:

Member(s)/Employee(s) involved:

Incident type (If cumulative in nature, please enter "cumulative"):

Check One: Operational Administrative

Date and time of occurrence:

1. Did the actions of the above person(s) result in the saving of a life?

Yes No

Comments:

Has this been medically verified? Yes No

Comments:

2. Was there a life-threatening situation involved for the member(s)/employee(s)?

Yes No or for citizen(s) Yes No

Comments:

ATTACHMENT A (CONTINUED)

3. Did the actions of the above go beyond what would be considered a routine part of this person(s) assignment?

Yes No

If yes, explain:

4. Although a part of the above's overall job description, was the action performed significantly above normal expectations?

Yes No

If yes, explain:

NARRATIVE:

Include on a separate page a narrative description of the incident. For each person named as a nominee, explain specifically their individual involvement. Describe in detail the event(s) that occurred. Include information relating to any arrests that were made or property that was recovered.

Include any outside agencies or citizens that provided assistance.

If this nomination is for performance of a cumulative nature, state specific events or actions.

Attach any documentation you feel might support the nomination.

Consult the current issue of P&P 1602, Awards/Protocol, for additional information.

ATTACHMENT B

**NOMINATION FORM FOR
CSO III JOHN T. SEARCY, JR.
MEMORIAL SERVICE AWARD**

TO: CSO III John T. Searcy, Jr. Memorial Service Award Committee

VIA: Dayshift CSO Supervisor

FROM: _____ Employee # _____

Person Nominated: _____ Employee # _____

Assignment: _____

Date Submitted: _____

Criteria for the CSO III John T. Searcy, Jr. Memorial Service Award

The nominee must be a civilian employee of the Orlando Police Department.

The nominee must have performed one or more selfless and compassionate acts or services, on or off duty, for the Orlando Police Department, City of Orlando, or the community at large. These acts or services must have positively impacted lives or greatly enhanced the reputation of the Orlando Police Department or City of Orlando.

NARRATIVE: Include a narrative description of the incident in a memo and attach it to this form. Describe in detail the event(s) that occurred. Attach any documentation that you feel might support the nomination. Consult the current issue of P&P 1602, Awards/Protocol, for additional information.

Submitted by: _____ Date: _____

CSO III John T. Searcy, Jr. Memorial Service Award Committee Member _____ Date

CSO III John T. Searcy, Jr. Memorial Service Award Committee Member _____ Date

CSO III John T. Searcy, Jr. Memorial Service Award Committee Member _____ Date

Chairperson _____ Date

Division Commander _____ Date

Bureau Commander _____ Date

ATTACHMENT C

**ORLANDO POLICE DEPARTMENT
PATROL OFFICER NOMINATION FORM**

Check one award type: Month Year

Nominated Officer: _____ Employee #: _____

Assignment: _____

Month or year nomination applies to: _____

Listed below are standards and criteria by which a patrol officer is evaluated. Please check the categories that apply. This nomination may be for a single incident, an exceptional investigation, or cumulative performance in the chosen categories. Include a narrative explaining the reason for the nomination and attach any supporting documentation.

- | | | |
|---|---|--|
| <input type="checkbox"/> ADAPTABILITY | <input type="checkbox"/> DEPENDABILITY | <input type="checkbox"/> JUDGMENT |
| <input type="checkbox"/> WRITTEN EXPRESSION | <input type="checkbox"/> ORAL EXPRESSION | <input type="checkbox"/> INITIATIVE |
| <input type="checkbox"/> STATISTICS | <input type="checkbox"/> INVESTIGATIVE SKILL | <input type="checkbox"/> COURAGE |
| <input type="checkbox"/> COMMUNITY SERVICE | <input type="checkbox"/> EXCEPTIONAL INCIDENT | <input type="checkbox"/> SPECIAL TEAMS |

NARRATIVE:

Unit Supervisor: _____ Date: _____

Section Commander: _____ Date: _____

Division Commander: _____ Date: _____

Bureau Commander: _____ Date: _____

ATTACHMENT D

ORLANDO POLICE DEPARTMENT
DETECTIVE OF THE MONTH NOMINATION FORM

Nominated Detective: _____ Employee #: _____

Assignment: _____

Month nomination applies to: _____

Listed below are standards and criteria by which a detective is evaluated. Please check the categories that apply. This nomination may be for a single incident, an exceptional investigation, or cumulative performance in the chosen categories. Include a narrative explaining the reason for the nomination and attach any supporting documentation. **Nominations are due by the last Tuesday of the month.**

- | | | |
|---|---|--|
| <input type="checkbox"/> ADAPTABILITY | <input type="checkbox"/> DEPENDABILITY | <input type="checkbox"/> JUDGMENT |
| <input type="checkbox"/> WRITTEN EXPRESSION | <input type="checkbox"/> ORAL EXPRESSION | <input type="checkbox"/> INITIATIVE |
| <input type="checkbox"/> STATISTICS | <input type="checkbox"/> INVESTIGATIVE SKILL | <input type="checkbox"/> COURAGE |
| <input type="checkbox"/> COMMUNITY SERVICE | <input type="checkbox"/> EXCEPTIONAL INCIDENT | <input type="checkbox"/> SPECIAL TEAMS |

NARRATIVE:

Unit Supervisor: _____ Date: _____

Section Commander: _____ Date: _____

ATTACHMENT E

**ORLANDO POLICE DEPARTMENT
COMMUNITY SERVICE OFFICER NOMINATION FORM**

Check one award type: Quarter Year

Nominated CSO: _____ Employee #: _____

Assignment: _____

Quarter or Year nomination applies to: _____

Listed below are standards and criteria by which a Community Service Officer is evaluated. Please check the categories that apply. This nomination may be for a single incident, an exceptional investigation, or cumulative performance in the chosen categories. Include a narrative explaining the reason for the nomination and attach any supporting documentation.

- | | | |
|---|---|---|
| <input type="checkbox"/> ADAPTABILITY | <input type="checkbox"/> DEPENDABILITY | <input type="checkbox"/> COURTESY |
| <input type="checkbox"/> POSITIVE ATTITUDE | <input type="checkbox"/> EXCEPTIONAL EFFORT | <input type="checkbox"/> INITIATIVE |
| <input type="checkbox"/> ASSISTANCE TO OTHERS | <input type="checkbox"/> INVESTIGATIVE SKILL | <input type="checkbox"/> POSITIVE IMAGE |
| <input type="checkbox"/> KNOWLEDGE | <input type="checkbox"/> EXCEPTIONAL INCIDENT | <input type="checkbox"/> APPEARANCE |

NARRATIVE:

Unit Supervisor: _____ Date: _____

Section Commander: _____ Date: _____

Division Commander: _____ Date: _____

Bureau Commander: _____ Date: _____