



# MILWAUKEE POLICE DEPARTMENT

## STANDARD OPERATING PROCEDURE

### 490 – MERIT AWARD PROGRAM

**GENERAL ORDER:** 2022-XX  
**ISSUED:** August 9, 2022

**EFFECTIVE:** August 9, 2022

**REVIEWED/APPROVED BY:**  
Assistant Chief Nicole Waldner  
**DATE:** July 18, 2022

**ACTION:** Amends General Order 2014-72 (July 7, 2014)

**WILEAG STANDARD(S):** 4.1.1

### ROLL CALL VERSION

Contains only changes to current policy.  
For complete version of SOP, see SharePoint.

#### 490.10 ADMINISTRATION OF PROGRAM

##### A. ADMINISTRATION

- ~~4. Please refer to the separate Standard Operating Instruction (SOI), which details the assignment of each task associated with the program.~~

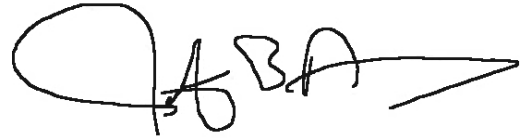
#### 490.15 NOMINATION RESPONSIBILITIES

A. When nominating a member for an award, a supervisor shall submit a *Member Commendation Report* (form PC-38E) or for citizens using a *Citizen Commendation Report* (form PC-37E). Forms PC-37E and PC-38E are only found on the network can be located in the N: drive Forms folder.

1. Any member may nominate his/her co-workers or him/herself by submitting a *Department Memorandum* (form PM-9E). Members must attach all supporting documents. If a member would prefer a supervisor submit the nomination, a supervisor may do so.
2. Separate commendations on a *Department Memorandum* (form PM-9E) shall be completed for each individual when an incident involves multiple members and/or citizens worthy of departmental recognition.
3. Upon completion of a *Member Commendation Report* (form PC-38E) and/or *Citizen Commendation Report* (form PC-37E), the report(s) shall be promptly forwarded through the chain of command to the coordinator. When an incident occurs that precipitates the filing of both reports, the reports shall be forwarded as one packet rather than individually. A notation should be made regarding related reports.
4. With the exception of the Purple Valor or Star Award, only one award category may be selected per submission. The highest award applicable should be chosen that fits the award criteria selected. Multiple award categories on a nomination form or multiple award nominations for the same event will be removed from

consideration and returned to the proper command for revision.

5. Once an award has been submitted for consideration and is denied by the committee and chair, it may not be resubmitted unless extenuating circumstances exist. These circumstances must be documented in a memorandum format and must include additional information not previously documented within the nomination. If no new information is to be considered, the nomination will not be reconsidered.

A handwritten signature in black ink, appearing to read 'JBA' with a long horizontal stroke extending to the right.

JEFFREY B. NORMAN  
CHIEF OF POLICE

JBN:mfk