



MILWAUKEE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

490 – MERIT AWARD PROGRAM

GENERAL ORDER: 2008 - 56

ISSUED: November 13, 2008

EFFECTIVE: November 13, 2008

ACTION: Amends General Order 2008 – 16 (05/21/2008)

490.00 PURPOSE

The Department awards program is designed to recognize and honor the exemplary service of Department members and citizens.

490.05 POLICY

1. Any Department member is eligible for an award whether on or off duty.
2. To be eligible for any award, the conduct must be in keeping with sound judgment and reflect honorably upon the police profession.
3. The Chief of Police may confer upon any Department member and/or citizen, a meritorious service award and/or recognition.

490.10 ADMINISTRATION OF PROGRAM

1. Administration

- a. Each Assistant Chief of Police or his/her designee shall maintain an active Awards Selection Committee (ASC) roster comprised of various ranks and positions throughout the Department.
- b. Each Assistant Chief of Police or his/her designee shall collect all commendation requests from throughout their respective bureau and upon receipt forward them to the Professional Standards Bureau. The Professional Standards Bureau will ensure the requests are forwarded to the sitting chairperson of the ASC. The chairperson will convene an ASC and schedule a meeting to review the commendation requests.
- c. The Assistant Chief of Police of the Professional Standards Bureau or his/her designee shall maintain records of all requests and approved merit awards and arrest citations. He/she shall also assist in the preparation of the program for the awards ceremony. The awards ceremony shall be coordinated through the Office of the Chief and the Training Division.

2. Award Selection Committee

An Assistant Chief of Police or his/her designee shall convene an ASC, as needed, consisting of a chairperson and 5 to 7 members. It is preferred that any ASC be comprised of a combination of any of the following voting members:

- a. A Police Officer assigned to the Neighborhood Policing Bureau
- b. A Police Sergeant assigned to the Neighborhood Policing Bureau
- c. A Detective assigned to the Criminal Investigation Bureau
- d. A Lieutenant of Police
- e. A Lieutenant of Detectives
- f. A Civilian Manager
- g. A Civilian Member
- h. A Captain of Police
- i. A Deputy Inspector of Police

3. Chairperson

- a. An Assistant Chief of Police shall serve as chairperson.
- b. The chairperson shall ensure consistency in the decision-making of various awards under review and in the recommendations for issuance by the different ASCs.
- c. The chairperson will generally not have a vote in the process.
- d. If an Assistant Chief of Police is not available, the next highest rank of the ASC will serve as the chairperson.

4. Membership

- a. Members serve at the direction of the Chief of Police for a two - year term from his/her date of appointment to the committee.
- b. The chairperson may appoint a temporary committee member in the absence of a regular committee member, if such action would serve to accomplish the purpose of the committee.

- c. A committee member may be replaced or removed at any time, at the discretion of the chairperson or higher authority.
5. Decision-Making
 - a. Quorum consists of 5 voting members.
 - b. Each member's vote is of equal value.
 - c. A majority vote is required to render a decision.
 - d. All votes will be by secret ballot, openly counted by the chairperson and recorded by an administrative support person.
6. Merit Service Awards

The ASC can make recommendations to the Chief of Police for the following awards:

- a. Departmental Awards
 - 1) Medal of Honor
 - 2) Medal of Valor
 - 3) Lifesaving
 - 4) Meritorious Service
 - 5) Purple Valor/Star
 - 6) Distinguished Service
 - 7) Unit Service
 - 8) Excellence in Police Service
 - 9) Chief's Superior Leadership
- b. Other Law Enforcement Agency Awards

Police members with similar awards from other police departments may request approval to wear them. If approved by the Chief of Police, the awards shall be worn in a manner consistent with the way other Departmental awards are worn. Any costs incurred to be in compliance with this awards policy shall be at the member's expense.

490.15 **NOMINATION RESPONSIBILITIES**

1. When nominating a member for an award, a supervisor shall submit Form PC-38E "*Member Commendation Report*" or for citizens using Form PC-37E "*Citizen Commendation Report*". Forms PC-37E and PC-38E are only found on the network.

Any non-supervisory member may nominate his/her co-workers or themselves by submitting an *In the Matter of* report.

Separate commendation or *In the Matter of* reports shall be completed for each individual when an incident involved multiple members and/or citizens worthy of Departmental recognition.

Upon completion of Form PC-38E "*Member Commendation Report*" it shall be promptly forwarded through the chain of command to the Assistant Chief of the Professional Standards Bureau. The completed "*Citizen Commendation Report*" (Form PC-37E) shall be promptly forwarded through the chain of command to the Chief of Police.

Any *In the Matter of* report submitted by a non-supervisory member must be submitted to a supervisor who shall prepare the appropriate Commendation Report.

2. A Commendation Report shall detail:
 - a. The circumstances, actions, or reasons surrounding the nomination, i.e. date, time, any arrests, witnesses' names, any state charges with the District Attorney's disposition etc. When multiple members are involved in an act worthy of recognition, the specific actions or justification for each member must be recorded in their reports for consideration.
 - b. The nominating supervisor shall thoroughly investigate any case or circumstance in which members distinguished themselves by performing services over and above what is normally expected to determine whether or not such members are deserving of a nomination for a merit service award or arrest citation.
 - c. The nominating supervisor shall detail which award best represents the nominee's actions or circumstances.
3. The Chief of Police or his/her designee may assign the nomination to an ASC for consideration.

4. The chairperson shall arrange a meeting to review any commendation reports for merit awards or arrest citations. If necessary, the chairperson may require additional reports and/or the appearance of witnesses at such meeting for verification of events reported.
5. All nominations shall be submitted as soon as practicable after the event that precipitated the recommendation. Commendation reports must be submitted reasonably in advance of any scheduled award ceremony or as determined by the chairperson.
6. Generally, two merit award ceremonies will be scheduled in a calendar year; during Law Enforcement Memorial Week in May and during the week of Veterans Day in November.

490.20 AWARDS AND ARREST CITATIONS

1. HEROISM AWARDS

a. Medal of Honor:



The Medal of Honor is considered to be the highest award granted by the Milwaukee Police Department. It is awarded to a member for exceptional bravery at the imminent risk of life or serious bodily injury.

- 1) The recipient must demonstrate exceptional courage by performing a voluntary action in an extremely dangerous situation.
- 2) The act may involve situations where deadly force is used against an officer and the officer prevails, or a rescue situation in which the risk of death or injury was substantial.
- 3) The award for a police member will consist of a medal, certificate, award bar, lapel pin and 5 merit days off with pay.
- 4) The award for a civilian member will consist of a certificate, lapel pin, and an award plaque.

b. Medal of Valor:

Combat

Rescue

The Medal of Valor is presented to a member who has performed a deed of personal bravery or self-sacrifice so conspicuous as to clearly distinguish themselves for gallantry and intrepidity, but not rising to the standards of the Medal of Honor.

- 1) The act must go beyond normal demands and be of such a nature that the member was fully aware of the threat to his/her personal safety and acted above and beyond the call of duty at risk of their own life.
- 2) The Medal of Valor shall generally be awarded for a combat or rescue action. Combat Valor and Rescue Valor medals shall be distinctive awards. Neither award holds higher significance in the placement hierarchy. In cases where a member has been awarded both medals, the higher placed award shall be the one most recently awarded.
- 3) The act may involve either risk of life or great bodily harm, or the performance of an act wherein they are faced with more than ordinary hazards of the service.
- 4) The award for a police member will consist of a medal, certificate, award bar, lapel pin and 3 merit days off with pay.
- 5) The award for a civilian member will consist of a certificate, lapel pin, and an award plaque.

c. Lifesaving:

The Lifesaving award is presented to a member who is directly responsible for saving a human life.

- 1) A member is eligible to receive this award if his/her actions led to the prolonging of the life of the victim to the extent that the victim was released to professional medical care.

- 2) Documentation and other supportive evidence such as a physician statement or witness statement should be included in Form PC-38E "*Member Commendation Report*" or Form PC-37E "*Citizen Commendation Report*".
- 3) The award for a police member will consist of a certificate, award bar, lapel pin and 1 merit day off with pay.
- 4) The award for a civilian member will consist of a certificate, lapel pin, and an award plaque.

2. POLICE SERVICE AWARDS

a. Meritorious Service:



The Meritorious Service award is presented to a member who makes a significant contribution to the mission of the Department beyond the ordinary call of duty.

- 1) The award shall recognize those incidents wherein a member's courage, resourcefulness, tenacity, diligence and/or perseverance in the line of duty goes beyond that which is normally expected of members in the protection of life or property, the prevention of a major crime or the apprehension of an armed and/or dangerous criminal.
- 2) The award for a police member will consist of a certificate, award bar and lapel pin.
- 3) The award for a civilian member will consist of a certificate, lapel pin and an award plaque.

b. Purple Valor / Star:



The Purple Valor / Star award is presented to a member who in the line of duty, sustains any serious bodily injury or permanent disfigurement or permanent or protracted impairment of the function of any bodily member or organ or permanent or protracted impairment of health. A "V" device will signify combat related serious bodily injury.

- 1) The committee will review the totality of the circumstances surrounding the assault and/or the extent of the injuries received when a member is being considered for this award.
- 2) The award for a police member will consist of a certificate, award bar (with "V" where appropriate) and a lapel pin.
- 3) The award for a civilian member will consist of a certificate and a lapel pin.

c. Distinguished Service:



The Distinguished Service award is presented to a member who has continuously distinguished him/herself by exceptional service in the performance of his/her duties or great or unusual responsibility wherein they have displayed unusual responsibility and initiative, marked ability, keen observation and exceptional energy.

- 1) To be considered for this award, service must exceed normal job requirements with at least one specific act of outstanding performance. This may include a member proceeding with a pre-determined plan, program, investigation or official act that exemplifies the mission statement of the Milwaukee Police Department.
- 2) The award will be presented to any member for distinguished service in any police assignment over a period of one year's time that is clearly exceptional and places the recipient in a position above other members of the same rank and position.
- 3) The award will be presented to a member for outstanding performance in achieving Departmental goals and objectives through projects, programs, or situations requiring exceptional dedication.
- 4) The award for a police member will consist of a certificate, award bar and a lapel pin.
- 5) The award for civilian member will consist of a certificate and a lapel pin.

d. Unit Service:



The Unit Service award is presented to a Department unit whose actions through a combination of teamwork, diligence and perseverance is performed in an exemplary manner.

- 1) The award may be presented to a team for excellence in the following policing areas:
 - a) Beat problem identification and solution
 - b) Proactive measures
 - c) Self-initiated activity
 - d) Major case investigation / resolution
 - e) Calls for service
- 2) The award for a police member will consist of a certificate, award bar and lapel pin for each member in the unit.
- 3) The award for a civilian member will consist of a certificate and a lapel pin for each member in the unit.

e. Excellence in Police Service:



The Excellence in Police Service award is presented to any member who makes a significant contribution, above and beyond the ordinary call of duty to the community service component of the Department's mission.

- 1) The award recognizes those instances over a period of time wherein the member's diligence, teamwork, perseverance and problem-solving ability exemplified the highest standards of community policing.
- 2) The award for a police member will consist of a certificate, award bar and lapel pin.
- 3) The award for a civilian member will consist of a certificate and a lapel pin.

f. Chief's Superior Leadership:

The Chief's Superior Leadership award is presented to any member at the discretion of the Chief of Police for leadership excellence in the performance of duty and/or honorable conduct and professionalism in pursuit of the Department's mission.

- 1) The award shall be presented with marked appreciation and shall be directed to members where a form of recognition is deemed appropriate and is warranted for such superior achievement reflecting distinction and noteworthy praise on the individual and the Milwaukee Police Department.
- 2) The award for a police member will consist of a certificate, award bar and a lapel pin.
- 3) The award for a civilian member will consist of a certificate and a lapel pin.

490.25 MILITARY SERVICE RECOGNITION

The Military Service Recognition is presented to a member from any military branch of service that has been deployed or activated during wartime. Only one device shall be worn regardless of whether a member had served in more than one military branch. The device shall be worn under the nametag.

1. For consideration to wear this device, members shall submit an "*in the matter of*" to their commanding officer, along with proof of the activation or deployment during wartime (i.e. Form DD-214, Certificate of Release or Discharge from active duty, etc).
2. The commanding officer shall verify wartime service and forward all paperwork directly to the Training Division.

3. The Training Division shall notify the member when the device is ready for issue. The member will be required to report to the Safety Academy to pickup the device.
4. After issuance, all paperwork shall be delivered to the Human Resources Division for placement into the member's personnel file.

Note: The initial device will be paid for by the Department. Replacements or any additional issuances of a device will require a Form PO-1A to be filed and the replacement cost will be the responsibility of the member.

490.30 WEARING OF AWARD BARS AND LAPEL PINS

1. Wearing of Award Bars and Lapel Pins

- a. The wearing of award bars and/or lapel pins is optional.
- b. The award bars may be worn at anytime on any uniform Class A blouse, uniform jacket or uniform shirt.
- c. The awards bars must be worn using the Department issued black leather citation and badge holder. The holder must accommodate the exact number of award bars to be displayed.
- d. Lapel pins may be worn when in business attire. Lapel pins shall be worn on the left side of a suit or sport coat.

2. Placement Order

- a. The Quartermaster will maintain a chart with the correct order for award bar placement.
- b. The award bars must be displayed from highest to lowest as indicated in the proper placement guideline.

Note: Medals of Valor awarded for combat or rescue are equal in weight in the placement hierarchy. In cases where a member has been awarded both medals, the higher placed award shall be the one most recently awarded.

- c. If approved by the Chief of Police, awards from outside agencies may be worn on the uniform in a manner consistent with this policy.
- d. Only applicable Departmental award bars and lapel pins will be issued. Awards previously earned but no longer issued may still be worn in a manner consistent with this policy.

3. Repeat Awards

- a. Repeat awards (of same award category), received by police members, are authorized 3/16-inch stars. Stars will be gold, silver, or bronze in color.
- b. A star will be issued for any subsequent award and no more than 1 star will be allowed on an applicable award bar. Awards 2 through 4 will be bronze stars.
- c. If a 5th repeat award is issued, the bronze star will be removed and a silver star will be issued for repeat awards 5 through 9.
- d. If a 10th award is issued the silver star will be removed and a gold star will be issued for all repeat awards 10 and above.

490.35 CITIZEN AWARDS

1. The following awards may be presented to individuals not employed by the Department.
 - a. Valorous Conduct

A certificate is awarded to a non-member in situations where the same conduct by a member would have resulted in recognition of the Medal of Honor, Medal of Valor or Lifesaving Award.
 - b. Meritorious Conduct

A certificate is awarded to a non-member in situations where the same conduct by a member would have resulted in recognition of the Meritorious Service Award.
 - c. Certificate of Appreciation

A certificate is awarded to a non-member in situations where the same conduct by a member would have resulted in recognition of a Distinguished Service Award, Unit Service Award, Excellence in Police Service Award and the Chief's Superior Leadership Award.
2. The Chief of Police or designee will review Form PC-37E "*Citizen Commendation Report*" and will make a determination as to which of the three above awards best suits the actions or conduct of the non-member.

490.40 DEATH OF A MEMBER

Awards may be granted posthumously. In the event a Department member meets his/her death, awards will be presented in the order set forth below:

- 1) Widow/Widower
- 2) Oldest surviving child
- 3) Mother
- 4) Father
- 5) Oldest sister or brother



EDWARD A. FLYNN
CHIEF OF POLICE

EAF:djw