

**GENERAL ORDER**

April 2016

Immediately

**II-07**

Distribution: All Employees

Subject: **EMPLOYEE AWARDS AND RECOGNITION**

## Index as:

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Awards Committee	Field Training Officer of the Year	Probationary Officer "Rookie" of the Year
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Civilian of the Year	Meritorious Service Award	Reserve Officer of the Year
Commendations	Ned March/Bud Purdy Awards	Telecommunicator of the Year
Community Awards	Officer of the Year	Unit of the Year
Departmental Awards	Physical Fitness Award	

Accreditation Standards: 26.1.2

Cross Reference:

Replaces: G.O. II-07, Awards and Rewards (April 29, 2024)

This Order consists of the following sections:

- I. Policy
- II. Awards Committee
- III. Awards
- IV. Recognition of Persons Outside the Police Department
- V. Presentation of Awards
- VI. Notification

**I. POLICY**

- A. This order establishes a policy for the recognition of St. Petersburg Police Department employees and for the recognition of private citizens or groups.
- B. There are two (2) categories of recognition:
  1. Departmental Awards; and,
  2. Community Awards.

**II. AWARDS COMMITTEE**

- A. The Awards Committee will consist of the Chief of Police and the three (3) Assistant Chiefs.
- B. The Assistant Chief, Administrative Services Bureau, will be responsible for collecting nominations and facilitating the Committee meeting as necessary.
- C. The Awards Committee will meet semi-annually review nominations for Departmental awards.

### III. AWARDS

#### A. The St. Petersburg Police Department presents ten (10) Departmental Awards to its employees.

1. Nominations for Departmental Awards may be initiated by any employee of the Police Department by submitting a nomination memorandum through the Chain of Command along with any supporting documentation. Nominations are addressed to the Assistant Chief, Administrative Services Bureau, and routed through the respective Chain of Command.
2. The following Departmental Awards are given to members of the Department:
  - a. Civilian Employee of Distinction – Presented on a bi-annual basis to a civilian employee of the Department in recognition of outstanding performance, or in recognition of a work-related achievement during the prescribed period of the calendar year.
  - b. Police Officer of Distinction -- Presented on a bi-annual basis to a sworn officer of the Department in recognition of outstanding performance, or in recognition of a work-related achievement during the prescribed period of the calendar year.
  - c. Medal of Valor – Awarded to a member of the Department who, intelligently and in the line of duty, performs an act of gallantry and valor above and beyond the call of duty, placing themselves in imminent personal hazard to life, and with knowledge of the risk posed by their actions.
  - d. Purple Heart – Awarded to a member, who in the performance of their official duties, sustains a serious physical injury as the result of hostile behavior by another person using a deadly weapon. The Awards Committee may also consider injuries sustained from other non-intentional events such as fire, explosions, etc., as valid justification.
  - e. Physical Fitness Award – Awarded to a member of the Police Department that participates in the annual Employee Wellness Incentive and scores above the 90<sup>th</sup> percentile.
  - f. Life Saving Award – Awarded to a member of the Department who, in the performance of their duties, physically rescues a person from the likelihood of certain death. The circumstances in which the officer performed lifesaving action are of an unordinary or infrequent nature.
  - g. Meritorious Service Award – Awarded to a member of the Department who, intelligently and in the line of police duty, performs an act of outstanding personal bravery at risk of personal injury and with knowledge of the hazards involved or an exemplary act of courage or outstanding performance that brings recognition to the Department or themselves.
  - h. The Chief's Award of Excellence – Awarded to a member of the Department who performs an act, or a series of acts, over a period of time, which demonstrate a high degree of professional excellence through the success of difficult police projects, programs, investigations, or situations, but which involve no personal hazard to the member.
  - i. Herbert R. Sullivan Award – Awarded to a member of the Narcotics Unit who demonstrates exemplary performance and leadership. See SOD SOP I-02, Herbert R. Sullivan Distinguished Performance Award for the nomination and section process for this award.
  - j. Probationary Officer "Rookie" of the Year – Awarded to an officer who was on probation during the previous calendar year who exhibited exemplary performance.

#### B. The Department recognizes seven (7) annual award programs whereby community organizations or clubs recognize employees.

1. The awards and programs are:
  - a. Civilian of the Year
  - b. Unit of the Year
  - c. Field Training Officer of the Year
  - d. Ned March/Bud Purdy Awards
  - e. Officer of the Year
  - f. Reserve Officer of the Year
  - g. Telecommunicator of the Year
2. The Award, Award Sponsor, Eligibility and Qualifications are detailed in Attachment A.
3. Awards sponsored by a community organization will be awarded according to a schedule established by the sponsor and will also be recognized at a Semiannual Awards Ceremony.

#### IV. RECOGNITION OF PERSONS OUTSIDE THE POLICE DEPARTMENT

Any Department employee may forward a memorandum to the Manager, Community Awareness Division to request a letter of appreciation, or other appropriate certificate or plaque, be sent from the Chief of Police to a private citizen or group.

#### V. PRESENTATION OF AWARDS

Awards will be presented during regularly scheduled semiannual award ceremonies open to all Department personnel and the public.

#### VI. NOTIFICATION

Employees receiving a Departmental Award, Community Award, or Citizen Commendation letter will have a copy placed in their personnel file.

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Anthony Holloway  
Chief of Police