

**SENECA FALLS POLICE DEPARTMENT
GENERAL ORDER**

General Order: 255	Rescinds: New Issue
Subject: Departmental Awards	NYS Accreditation: 17.1
Effective Date: 07/01/13 By Order Of: Stuart W. Peenstra, Chief of Police	

I. PURPOSE

To establish procedure for the Seneca Falls Police Department awards process.

II. POLICY

The basic responsibility of good supervision is the recognition and reporting of outstanding actions or exceptional performance by departmental personnel. All personnel, regardless of rank, are urged to report outstanding or heroic actions, of which they have knowledge.

III. PROCEDURE

- A.** Any employee of the Seneca Falls Police Department witnessing an exemplary act, by another Seneca Falls Police Department employee, may initiate a request for departmental recognition by citing the circumstances of the incident on a Recognition/Award Nomination Form SFPD-2013-0043. The form should include a description of the incident and the names and addresses of any witnesses that might be helpful if further investigation is necessary. The reasons for which the recognition or award is being recommended and in the case of a sworn member, the name of the recognition or award for which the employee is being recommended should also be included.
- B.** Recommendations shall be forwarded through the chain-of- command to the Chief of Police. Each supervisor, through which the recognition award nomination passes, who has direct knowledge of or on-duty supervisory responsibility for the individual nominated, shall comment on the incident and the merits of the award nomination.
- C.** All recommendations shall be forwarded to the Chief of Police.
 - 1. The Chief of Police will review all recommendations for Departmental Awards, and;
 - a. Endorse the recommendation, as submitted, or
 - b. Recommend that another appropriate award be presented, or
 - c. Request additional documentation be submitted, and/or
 - d. Request the appearance of persons having direct knowledge to substantiate recommendations, or
 - e. Determine that no award will be presented.
 - 2. The Chief of Police will also be familiar with awards and honors that are presented by outside agencies and organizations. Upon request, the Chief of Police will furnish such organizations with recommendations of individuals meeting their particular criteria.

IV. AWARDS FOR SWORN MEMBERS

A. Medal of Valor

This Medal is the highest award presented and shall be awarded only under the most extraordinary circumstances.

Criteria - The employee distinguished him/herself conspicuously by displaying great courage, above and beyond the call of duty, in the face of immediate life-threatening peril and with full knowledge of the risk involved. The act showed courage, judgment, and selflessness; and must have been performed for the purpose of saving or protecting human life.

B. Distinguished Service Award

The Distinguished Service Award may be presented to a member of the Seneca Falls Police Department, who intelligently and in the line of Police duty, distinguishes him/herself in the performance of an act of courage involving risk of imminent serious personal injury, with knowledge of the risk, for the purpose of saving or protecting human life; or who, in the course of an extended investigation of a nature, where he/she is continuously and singly exposed to grave personal hazard, willingly accepts such risk in the service of the department; or who performs an extraordinarily credible and unusual police accomplishment.

C. Life Saving Award

The Life Saving Award may be presented to a member of the Seneca Falls Police Department who, in the performance of his/her duty, renders medical First Aid of a distinguished or unusually credible nature to a person whose life is in immediate jeopardy, and does so in a manner that most certainly sustained the person and enabled such person to be delivered alive to a Medical Facility. The recommendation for this award must include a statement from Ambulance personnel or ER Doctor, attesting to the fact that such person was in immediate jeopardy, that the medical First Aid rendered did sustain such person, and that the person would likely have expired without the said medical intervention.

D. Purple Heart Medal

The Police Purple Heart Medal may be awarded to a member who, in the line of Police duty, sustains a serious injury as a result of the behavior of another person; or, posthumously, to a member of the Seneca Falls Police Department who is killed in the performance of his/her duty. The Police Purple Heart may be awarded in addition to any other departmental award.

E. Commendation Award

The Commendation Award may be presented to a member of the Seneca Falls Police Department who distinguishes himself/herself by a meritorious achievement, act or service to the department, performed in an exemplary manner and in keeping with the highest expectations of conduct and performance.

F. Excellent Police Service Award

This Award may be presented to employees who have distinguished themselves by actions which are beyond those required for his/her position, which result in a significant

contribution toward the betterment of the Seneca Falls Police Department/or its members.

Criteria - The employee(s) have assisted the Seneca Falls Police Department with;

1. Improved efficiency
2. Increased effectiveness
3. Improved personal safety
4. Substantial cost savings
5. Enhanced public image
6. Consistent career excellence, or
7. Technical innovation

G. Officer-of-the-Year Award

Any Seneca Falls Police Department employee may nominate a sworn member to receive the Officer-of- the-Year award. Members are selected for this award based on competent, consistent, or outstanding service throughout the year. Members may also be selected based on their conduct during a specific incident.

H. Marksmanship Awards

Members of the Seneca Falls Police Department who qualify with their issued firearms as Master, Expert, Sharp-Shooter, or Marksman shall be awarded an award bar in recognition of their ability. Qualification for these awards shall be based upon three (3) consecutive in-service shooting programs, or three (3) approved courses of fire during recruit training. The qualifying average score must be:

1. Master - 95 and above
2. Expert - 90 - 94
3. Sharpshooter - 80 - 89
4. Marksman - 75 – 79

I. Letter of Commendation

A Letter of Commendation may be issued by the Chief of Police or Supervisor for instances wherein a member of the Seneca Falls Police Department shall be recognized for an individual act or performance of duty. These letters may be written to recognize actions that are commendable, but may not reach the criteria for another award and may be presented at any time.

V. AWARD PRESENTATION

A. Notification

Personnel selected to receive a Medal of Valor, Distinguished Service Award, Life Saving Award, Purple Heart Award, and Excellent Police Service Award shall receive a letter, from the Chief of Police, notifying them of their award.

B. Presentation

1. The Chief of Police will present the award at a Town of Seneca Falls Board meeting.
2. Members shall not wear more than one of the same uniform award bars.

C. Marksmanship Award Presentation

1. The Firearms Trainer shall determine personnel eligible for Marksmanship Award after each in-service training session. The Firearms Trainer will forward the appropriate awards to the Chief of Police, who will present the awards.
2. Recruit Officers, who are eligible, will receive Marksmanship Awards during or subsequent to their graduation ceremonies.

VI. SPECIFICATIONS - MEDALS AND BARS

A. Medal of Valor

A gold crest, bearing the inscription "Medal of Valor." For presentation, the Medal will be suspended by a ring from a red, white and blue ribbon. A matching bar pin bearing three (3) enamel inlays, colored red, white and blue shall be presented for Uniform wear.

B. Distinguished Service Award

A gold bar pin bearing three (3) equal vertical enamel inlays of blue, gold, and blue.

C. Life Saving Award

A bar pin bearing a red cross.

D. Police Purple Heart Medal

A purple enameled crest with a gold border to the face, which states "Purple Heart Award." The Medal will be suspended from a purple ribbon attached to a gold bar pin. A matching bar pin, bearing three (3) equal purple enamel inlays, shall be presented for uniform wear.

E. Commendation Award

A gold bar pin bearing three (3) equal gold enamel inlays.

F. Excellent Police Service Award

A gold bar pin bearing three (3) vertical enamel inlays of yellow, blue, and yellow.

G. Officer-of-the-Year Award

A gold bar bearing three (3) vertical enamel inlays of yellow, blue, and yellow. The center blue inlay shall contain a gold star.

H. Marksmanship Awards

A blue enamel bar pin issued by the National Rifle Association bearing the words "Pistol Master, Pistol Expert, Pistol Sharpshooter, or Pistol Marksman."

VII. SPECIAL CONSIDERATIONS

Nothing contained in this General Order shall prevent the Chief of Police, under extraordinary circumstances, from granting immediate departmental recognition to an employee who has performed an act consistent with the standards contained herein.

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