



Carrboro Police Department

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| Subject: Chapter 40: SERVICE AWARDS | | Number: V. Subsections |
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- I. Purpose
- II. Types of Recognition
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- V. Manner of Wear and Order of Precedence for Uniform Award Devices

I. PURPOSE

The purpose of this policy is to establish procedures for recognizing outstanding service from members of the Carrboro Police Department. To distinguish the two types of service (Outstanding service and Distinguish service).

II. TYPES OF RECOGNITION

- A. Distinguished Service Awards are awarded for outstanding service, where exceptional valor is displayed or the employee(s) is seriously injured in the line of duty.
- B. Recognition will not be given for actions which unnecessarily place employee(s) or others at risk. This includes behaviors that violate training or policy. In determining eligibility for these awards, service that is expected of employee(s) that may include danger and risk to self will be distinguished from those actions which are truly beyond the call of duty.
- C. Nominations for Distinguished Service Awards can be made by supervisors or co-workers. Nominations are submitted in writing to the Chief of Police or his designee in as close proximity to the event as possible. The Chief of Police or his designee will present the nominations to the Awards Committee for review and determination of which awards and recipients are appropriate. The committee will consist of the Chief of Police, both Captains and the shift supervisor on duty the day committee convenes. The committee will meet within two (2) business days after receiving nomination.
- D. Distinguished Service Awards will be presented to recipients in a public ceremony scheduled in close proximity to the act or at an annual ceremony.
- E. Description of Distinguished Service Awards



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1. **Medal of Honor:** Awarded to an employee who, while serving in an official capacity, distinguishes themselves while defending others from armed and/or extremely dangerous suspect(s). The act must be such that without it, there would have been officer(s) killed in the line of duty and/or innocent loss of life. This award is presented with a plaque and commendation bar.
2. **Law Enforcement Certificate Award:** Awarded to those who have earned their Advanced/Intermediate Law Enforcement Certificate from the State of North Carolina Training and Standard Division. This award(s) is presented with a commendation bar and certificate.
3. **Meritorious Conduct Award:** Awarded to those who perform outstanding and exemplary service in the performance of difficult and or dangerous police operations. The performance must have been such as to merit recognition of key individuals for service rendered in a clearly exceptional manner. This award is presented with a commendation bar and certificate.
4. **Specialty Units:** Recognizes the specialized training received and extra time given by those employees who are members of specialize teams or who holds certification as a prior member of the specialize team.
5. **Medal of Valor:** Awarded to an employee who, while serving in an official capacity, distinguishes themselves by acts of bravery in the face of danger. The act must be of such a nature that the employee was fully aware of the imminent threat to their personal safety and their actions were not justifying of the Medal of Honor. This award is presented with a plaque and commendation bar.
6. **Purple Heart:** Awarded to an employee who is seriously injured in the line of duty. This award is presented with a plaque and commendation bar.
7. **Life Saving Medal:** Awarded to any employee who rescues or endeavors to rescue another person from any potentially fatal situation, or to any employee who renders emergency, life-saving first aid. This award is



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presented with a commendation bar.

F. Outstanding Awards

1. Outstanding Awards recognize employees for outstanding achievements and service contributions during the course of the preceding year.
2. Description of Achievement Awards
 - a. Employee of the Year Award: Awarded to an employee recognized by other employees for overall accomplishment, service and dedication as well as relationships with co-workers and the public.
 - b. Specialized training. Those special training awards are: Field Training Officers, Instructors, K-9 Officers, Negotiators, Accident Reconstructionist, School Resource Officer, Chaplin, Management Development Program, FBI National Academy and CIU. It is the responsibility of the supervisors, to inform the Commander of the Patrol Division of those who are eligible for such recognition. These recognitions are presented with a commendation bar. A certificate may be issued either by the appropriate training academy or by the person in charge of the training.
 - c. Retiree Award: Awarded to anyone who has retired in the past calendar year.
 - d. Civilian Service Award: Awarded to any employee, volunteer, or citizen who has displayed exceptional volunteer commitment and effort in any capacity for the police department. This award is presented as a plaque.

III. DOCUMENTATION PROCEDURES

The Patrol Division Commander or other designee appointed by the Chief of Police will also keep and issue all uniform award devices.



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IV. UNIFORM AWARD DEVICES AND OTHER RECOGNITION INSTRUMENTS

Plaques, or certificates and uniform award devices will be awarded to recipients of Distinguished Service Awards and Outstanding Service Awards.

V. MANNER OF WEAR AND ORDER OF PRECEDENCE FOR UNIFORM AWARDS

All recipients of Distinguished Service Awards and Outstanding Service Awards are encouraged to proudly wear uniform awards on their appropriate uniform in recognition of their outstanding service.

- A. Award devices will only be worn on Dress, or Class “A” uniforms.
- B. Award devices will be worn in rows of three across, centered ¼- inch above the officer’s name tag.
- C. Incomplete rows of one or two award devices will be centered either by themselves or above complete rows of three as appropriate.
- D. The most senior award device awarded to a recipient will be worn on the topmost row to the left of any other awards on that row as viewed by a third person (closest to the wearer’s right shoulder). The next most senior award device will be to the right of that, and so on.
- E. Order of Precedence

While Distinguished Service Awards and some Outstanding Service Awards are given seniority over others due to their inherent prestige, respect for the recipients and their actions, Specialty Unit Commendation Bars are arranged alphabetically and no exclusiveness or seniority of any one position or team over another is implied.

- 1. The order of precedence for Distinguished Service Awards and Outstanding Service Awards is as follows: Medal of Honor, Medal of Valor, Purple Heart, Life Saving Medal, and Officer of the Year, Advanced



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Certificate, Meritorious Conduct, and Meritorious Conduct

2. (inactive but current ones still honored), Specialty Units:, Academic Achievement Award, CIT, Community Services, Field Training Officer, Instructor, K-9 Officer, Negotiator, Reconstructionist, Physical Fitness, School Resource Officer, Retiree Award, and the Civilian Service Award.