



**TEXAS SOUTHERN UNIVERSITY  
DEPARTMENT OF PUBLIC SAFETY**



## STANDARD OPERATING PROCEDURE

<b>SUBJECT:</b> Procedures for issuance of Awards and Commendations		<b>NO. OF PAGES:</b> 4
<b>REFERENCE:</b> N/A	<b>EFFECTIVE DATE:</b> Jan. 1, 2009	<b>REVIEW DATE:</b> As Needed
<b>General Order 011</b>	<b>SPECIAL INSTRUCTIONS/SUPERSEDES:</b> N/A	<b>ISSUING AUTH.:</b> CHIEF OF POLICE

**PURPOSE:** The purpose of this directive is to establish an employee awards program within the Texas Southern University Police department; to out line procedures for the program; and to define the various awards which are available.

**GOAL:** It is the goal of Texas Southern University Police Department to recognize employees who distinguish themselves in the performance of their duties and who contribute significantly to the achievement of the goals of the department.

**AWARDS:**

- **MEDAL OF HONOR:** The Medal of Honor should be the highest award in the department and is presented to the survivors of officers who intelligently, an in the line of duty gave their life in the performance of duty under honorable conditions.
- **MEDAL OF VALOR:** The Medal of Valor is awarded to officers who intelligently, and in the line of duty, distinguish themselves by the performance of an act of courage involving the risk of imminent danger to their life, with the knowledge of the risk, above and beyond the call for duty. Such an act must have been performed for the purpose of saving or protecting human life.
- **PURPLE HEART MEDAL:** The Police Purple Heart Medal may be awarded to an officer who, in the line of duty, sustains serious bodily injury as the result of hostile behavior by another person; or posthumously, to an officer of the department who is killed in the performance of their duty. The Purple Heart may be awarded in addition to any other Department award.
- **COMMENDATION BAR:** The Commendation Award may be presented to any member of the Department who distinguishes themselves by a meritorious achievement, act, or service to the Department and which act is performed in a manner substantially beyond normal expectations in similar circumstances.
- **CHIEF'S LETTER OF RECOGNITION:** A Chief's Letter of Recognition is written to any member of the Department who has distinguished themselves by an outstanding achievement, act or service within the normal scope of their duties. A person may be recommended for a letter by anyone within the Department. The recommendation should be written to the Chief of Police through the chain of command, fully explaining the details of the incident and the reasons for the recommendation. The recommendation will be considered solely by the Chief of

Police. The Letter of Recognition will be written and signed by the Chief of Police and resented to the employee personally.

- **SENIOR OFFICER BAR:** A Senior Officer bar is awarded to a police officer who has been continuously employed with the Department for a minimum of five years, received favorable reviews on all evaluations for a twenty-four month period prior to the date of promotion eligibility, and has successfully completed a written examination.
- **SERVICE AWARD BAR:** A Service Award bar is awarded to a police officer that has a minimum of 10 years of continuous service with the Department. An officer will be eligible to receive the award again after each consecutive five years of service. This award will not require a nomination or a review by an awards committee.

## **PROCEDURES FOR NOMINATION AND SELECTION**

- A.** Any employee of the Texas Southern University Police Department who witnesses, or otherwise learns of an exemplary act by another Texas Southern University Police Department employee may initiate a request for departmental recognition. The request should be in memorandum form and forwarded through the chain of command to the nominated employee's division commander.

Should the memorandum concern the nominating employee's immediate supervisor, the memorandum should be forwarded directly to the division commander or the Chief of Police, whichever is next in the chain of command. Included in the request should be a detailed description of the incident, the names and addresses of any witnesses to the incident, and the reason for the recommendation. **(NO SPECIFIC AWARD SHOULD BE RECOMMENDED, OTHER THAN THE CHIEF'S LETTER OF RECOGNITION).**

- B.** Upon receipt of the nomination, the division commander or the Chief of Police or his designate, will conduct a review of the incident. The purpose of the review is to ensure that the actions taken by the nominated party(s) did not violate departmental policy.
- C.** Division Commanders will forward their findings, along with the nomination to the Chief. The Chief will appoint an Awards Committee consisting of five (5) members of the department. The members will serve at the discretion of the Chief for any length of term designated.
- D.** The Chief of Police will present all recommendations for awards to the committee for review. The Awards Committee will take no formal action on the recommendation sooner than 90 days from the date the incident occurred. Once the committee begins review, all recommendations will be completed within ninety (90) days unless extenuating circumstances exist.
- E.** The awards committee shall at a minimum use the following protocol for conducting the review:
1. interview witnesses in person if applicable.
  2. interview the person(s) who are nominated for an award.
  3. interview the person who is making the nomination.
  4. review all evidence and paperwork associated with case if applicable.

### **F. THE AWARDS COMMITTEE MAY:**

1. recommend an award, and/or
2. request additional documentation from the Division/Section Commander, and/or
3. determine that no award will be presented.

- G. For approval or denial of an award, the Committee must reach a unanimous decision. If a consensus does not occur, the Chief will appoint a new committee to review the submission.

## **APPEAL PROCESS**

- A. Any employee, who is recommended or not recommended to receive an award by the Awards Committee, has the right to appeal. The appeal must be based upon a belief that the protocol for review was not followed. This is the only grounds for an appeal.
- B. An employee, wishing to appeal the award selection process must place in memo form a detailed description of the allegations regarding the failure of the committee to follow protocol and forward the memo through the chain of command to the Chief of Police.
- C. The Chief of Police, after reviewing the memorandum, may request the committee to review those items described in the appellant's claim or form a new committee to review the nomination. The Chief of Police may not request the committee to change a recommendation for or against the presentation of an award.

## **AWARD NOTIFICATION AND PRESENTATION**

- A. Following each committee recommendation, personnel either selected to receive an award or denied the award will receive a letter from the Chief of Police notifying them of the committee action.
- B. Awards will be presented by the Chief of Police, or his designee, at a time and place selected by the Chief.
- C. All award nominations will be made a part of the nominated employee's personnel file regardless of approval or denial.

## **MEDAL AND RIBBON SPECIFICATIONS**

### **A. MEDAL OF HONOR:**

The Police Medal of Honor will be a karat clad, eight (8) point medal; red, blue, white and gold color; inscribed with the words, "Medal of Honor" and the State of Texas emblem as the center. The medal will be attached to a matching color blue neck ribbon, appearing as the Blackinton Model A4387.

### **B. MEDAL OF VALOR:**

The Police Medal of Valor will be a Rhodium, eight (8) point medal; red, blue, white, and silver in color with the inscription, "Medal of Valor" and the State of Texas emblem as the center. The medal will be attached appearing as the Blackinton Model A4557 medal and Model A2367 ribbon. The medal will be accompanied by a rhodium trimmed uniform bar of the same color as the drape ribbon.

### **C. PURPLE HEART MEDAL:**

The Police Purple Heart will be a karat clad medal with the State of Texas emblem attached as the center as per Blackinton Model A2194. The medal will be attached to a "drape" style purple ribbon and accompanied by a karat clad trimmed uniform bar of like color with a karat clad star centered on the field.

### **D. COMMENDATION BAR:**

The commendation Bar will be a rhodium trimmed, dark blue color bar with a rhodium star centered on the field. Blackinton Model A-346

### **E. FIELD TRAINING OFFICER BAR:**

The Field Training Officer Bar will be a rhodium trimmed white, red, and yellow bar. Blackinton Model A-6265.

### **F. SENIOR OFFICER BAR**

The Senior Officer Bar will be a rhodium trimmed, blue, yellow, and white bar. Blackinton Model A-6266

**G. SERVICE AWARD BAR:**

The Service Award Bar will be a karat clad trimmed with green interior bar with a gold star in the center. After each 5 years of service, another gold star will be added to the interior of the bar. Blackinton Model A-346.

**UNIFORM WEAR**

- A. Medals will not be worn on the uniform at any time unless, for special services or occasions, such wear is deemed appropriate by the Chief of Police.
- B. Award bars will be worn on the uniform per the following guidelines:
  - 1. All bars will be worn on the uniform shirt, right pocket flap, immediately below the name bar.
  - 2. No more than three (3) bars will be placed in a single line.
- C. If approved by the Chief of Police, other recognition pins or awards may be worn as prescribed by the appropriate Division Commander.

APPROVED:

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Roger Byars  
Chief of Police

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Date

**Review and Responsibility**

Responsibility Party: Texas Southern University Department of Public's Safety's Command Staff

Review: Review will be conducted every even numbered

Retention: Original on file in the Office of the Chief of Police

Approval: Roger D. Byars, Director for Public Safety/Chief of Police

Date of Approval: September 1, 2008