

Columbus Police Division Directive	EFFECTIVE Aug. 01, 1987	NUMBER 9.05
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Awards and Recognition		



I. Definitions

A. Medal of Valor (Gold Ribbon)

The Medal of Valor is presented at the discretion of the Chief of Police to active sworn Division personnel for an act of outstanding valor, and it is the most distinguished award presented by the Division. The nominee must have demonstrated, in great degree, the qualities of selflessness, personal courage, and devotion to duty. Criteria necessary for the Medal of Valor:

1. The situation was extremely hazardous; the nominee was able to evaluate the situation, was aware of the hazards, and took action.
2. An incontestable risk of death or serious physical injury existed when the nominee acted.
3. The act involved the preservation or attempted preservation of human life.
4. The nominee's actions were consistent with good judgment and Division training and policy.
5. The objective was of sufficient importance to justify the risk.

B. Silver Cross (Red Ribbon)

The Silver Cross is presented at the discretion of the Chief of Police to active sworn Division personnel who demonstrated an act of courage. Criteria necessary for the Silver Cross:

1. The situation was dangerous; the nominee was able to evaluate the situation and **took** action.
2. The officer acted in an exemplary manner well above the duties normally expected of an officer and under a substantial risk of serious personal harm.
3. The act may have involved the preservation or attempted preservation of human life.
4. The nominee's actions were consistent with good judgment and Division training and policy.
5. The objective was of sufficient importance to justify the risk.

C. Badge of Honor Medal

The Badge of Honor is awarded posthumously by the Chief of Police to active sworn Division personnel who are killed or who died while in the act of performing their duties and under honorable circumstances or at the Chief's discretion.

D. Purple Heart (Purple Ribbon)

The commendation awarded to active Division personnel who, while in the performance of duty:

1. Sustained an injury which would constitute serious physical harm as defined by the Ohio Revised Code and was the result of an intentional criminal assault, such as a shooting, stabbing, bludgeoning, or pummeling.
2. Were victims of an intentional criminal assault, such as a shooting, stabbing, or bludgeoning, but due to the use of Division-issued protective equipment, did not sustain injuries that would constitute serious physical harm.

E. Distinguished Service Medal (Blue & Gray Ribbon)

The commendation awarded to active sworn Division personnel who performed an act in the line of duty at a risk of personal harm. The act must have been performed under complicated or hazardous conditions, during which the officer used excellent judgment in accomplishing a specific police mission.

F. Medal of Merit (White Ribbon)

The commendation awarded to active Division personnel who:

1. Demonstrated a high degree of personal initiative.
2. Performed substantially above normal requirements in an exemplary manner.
3. Contributed significantly to the achievement of law enforcement goals.

G. Blue Star (Blue Ribbon)

The commendation awarded to active Division personnel who, while in the performance of duty:

1. Sustained an injury which constituted serious physical harm as defined by the Ohio Revised Code, but **who** did not meet the standard set forth for the Purple Heart Award.
2. Died as a result of natural causes or a traffic crash and under honorable conditions.

H. Special Commendation (Blue & Gold Ribbon)

The commendation awarded to active Division personnel who distinguish themselves by:

1. Improving an administrative or tactical procedure within the Division.
2. Fostering a successful community affairs program.
3. Performing a valuable police service that demonstrated special faithfulness or perseverance.
4. Effecting an arrest for a second-degree felony or higher without prior information from an outside source. This does not include subsequent charges filed due to evidence found during an inventory search or searches subsequent to an arrest.

Note: Columbus Division of Fire personnel and law enforcement, fire, and EMS personnel from foreign jurisdictions who responded via mutual aid should be considered for the Special Commendation when their performance directly contributed to the effective operation of the Columbus Division of Police.

I. First Aid/Lifesaving Award (Red & White Ribbon)

The commendation awarded to active Division personnel who:

1. ***Performed an act which preserved or attempted to preserve a human life with a significant risk of personal harm, for example, pulling a suicidal individual off a bridge or administering first aid at the scene of an active shooting.***
2. ***Performed lifesaving measures substantially above normal requirements, for example, a water rescue or rendering first aid while off duty.***

J. Citizen Commendation

The commendation awarded to citizens who distinguish themselves by the performance of a heroic act involving great personal hazard.

K. Meritorious Public Service

The commendation awarded to citizens for contributing to the success of a police program in the area of traffic safety, crime prevention, or community relations.

L. Latent Evidence Award (Black & Gold Ribbon)

The commendation awarded to active sworn Division personnel assigned to the Patrol Subdivisions who distinguish themselves by securing, collecting, and submitting latent evidence that results in the identification of, and either the apprehension of or the filing of charges on, the person(s) responsible for a felony offense.

M. Field Training Officer (FTO) Award (Red, White & Blue Ribbon)

The commendation awarded to active sworn Division personnel who have served as an FTO for probationary Patrol officers.

1. First award (Ribbon): The completion of four probationary officer training phases.
2. Second and subsequent awards (Star for Ribbon): Each additional four probationary Patrol officer training phases completed.

N. Safe Driving Award (Dark Green Ribbon)

The commendation awarded to active sworn Division personnel who spend the majority of their duty hours driving a marked vehicle and while on duty have not had an at-fault accident within the specified time frame.

1. First award (Ribbon): Five consecutive years of driving without an at-fault accident after graduating from the training academy.

2. Second and subsequent awards (Star for Ribbon): Five consecutive years of safe driving without an at-fault accident after receiving a previous award.

O. Safe Flying Award (Navy Blue & White Ribbon)

The commendation awarded to active sworn Division personnel assigned to the Helicopter Unit who have attained the required number of error-free flight hours as a commercial pilot for the Division as outlined in the Helicopter Unit's Standard Operating Procedures manual and described below:

1. First award (Certificate and Ribbon): 1,500 flight hours as a commercial pilot for the Division without any incidents due to pilot error, including "hot starts," as determined by the Aviation Safety Board.
2. Second award (Certificate and Star for Ribbon): 2,500 flight hours of safe flying by the addition of 1,000 flight hours without any incidents of pilot error from the end date of the first award.
3. Third and subsequent awards (Certificate and Star for Ribbon): 2,500 flight hours without any incidents of pilot error after receiving a previous award.

Note: Flight hours earned as a private pilot for the Division before earning a commercial pilot rating shall be included when determining award eligibility.

P. Physical Fitness Award (Green & White Ribbon)

The commendation awarded to active sworn Division personnel who complete the physical fitness test and achieve either a Level II or III rating as outlined in the appropriate collective bargaining agreement.

Q. Senior Patrol Officer Bill Smith Memorial Award

The police officer with the most seniority working a uniformed assignment in Patrol shall be awarded badge #1 and have his or her name engraved on the plaque displayed in Police Headquarters. The officer shall meet the following criteria:

1. Has spent a minimum of 15 years in a uniformed **P**atrol zone assignment.
2. Has served in a **P**atrol zone assignment for the five consecutive years immediately prior to becoming eligible for the award.
3. Is working in a regular duty status or marked on non-extended injury leave.
4. Has no sustained departmental charges in the past four years.
5. Has two or fewer written reprimands (non-driving related) in the previous two years.
6. Is not currently under investigation where discipline could result in departmental charges or a written reprimand.

R. Senior Patrol Sergeant Award

The sergeant with the most seniority working a uniformed assignment in Patrol shall be awarded the sergeant's badge featuring a #1 and have his or her name engraved on the plaque displayed in Police Headquarters. The sergeant shall meet the following criteria:

- 1. Has spent a minimum of 15 total years of service in a uniformed Patrol zone assignment and a minimum of 7 years as a Patrol sergeant.***
- 2. Has served in a Patrol zone assignment for the five consecutive years immediately prior to becoming eligible for the award.***
- 3. Is working in a regular duty status or marked on non-extended injury leave.***
- 4. Has no sustained departmental charges in the past four years.***
- 5. Has two or fewer written reprimands (non-driving related) in the previous two years.***
- 6. Is not currently under investigation where discipline could result in departmental charges or a written reprimand.***

S. Police Officer of the Quarter Award

The award presented to a sworn Division employee who has distinguished him or herself in one or more of the following ways:

1. Exemplifies the Division's Core Values and Code of Ethics.
2. Demonstrates dedication and performance above and beyond what is normally expected of the assignment.
3. Performs in a particularly exceptional manner during a specific incident or on a specific project.
4. Performs and contributes in a consistent and exceptional manner over an extended period.
5. Engages the community and/or volunteers on and off duty.
6. Demonstrated excellent decision-making that saved a life or prevented a disastrous outcome.
7. Presented an innovative idea that resulted in better service to the community.

T. Civilian of the Quarter Award

The award presented to a civilian Division employee who has distinguished him or herself in one or more of the following ways:

1. Exemplifies the Division's Core Values and Code of Ethics.
2. Demonstrates dedication and performance above and beyond what is normally expected of the assignment.
3. Performs and contributes in a consistent and exceptional manner over an extended period.

4. Displays exceptional rapport with all Division peers and supervisors.
5. Engages the community and/or volunteers on and off duty.
6. Presented an innovative idea that resulted in better productivity, efficiency, or service.

II. Policy Statements

- A. An Award Recommendation, form A-15, may be submitted for an award listed in Sections I, A through I, L (excluding C) by a Division employee who has firsthand knowledge of, but was not directly involved in, the action(s) that resulted in the nomination.
- B. An award nomination shall not be considered more than 90 days after the date the incident occurred, with the following exceptions:
 1. The incident from which the nomination originated involves a criminal or administrative investigation that requires more than 90 days to complete; and:
 - a. A letter requesting a time extension is submitted by the nominator; or
 - b. The nominator includes an explanation in the Award Recommendation form narrative detailing the reason(s) for the submission delay.
- C. The nominator shall ensure that there is sufficient information to justify the requested award, shall articulate in the nomination narrative how all of the required criteria have been met for each nominee, and should have the nominee(s) review the Award Recommendation form for thoroughness and accuracy prior to submission.
- D. The nominator shall include all pertinent information in the narrative of the Award Recommendation form regarding the incident to include **the following**:
 1. Specific action(s) of each nominated individual
 2. Incident number or electronic report number, if applicable
 3. Suspect(s) and victim(s) name(s)
 4. Court case number(s) and current status
 5. Fire/Medic/EMS report, if applicable
 6. Letters and supporting documents from other agencies or sources, if applicable
 7. For the Purple Heart and Blue Star awards, indicate that the employee sustained serious physical harm as defined by the ORC, if applicable

Note: Do not attach copies or include any electronic incident reports; criminal complaints; Arrest Information, form **U-10.100, reports**; medical documentation forms; or personal medical information with the Award Recommendation form.
- E. If the award nominator or nominee believes the final decision is not appropriate, or if new facts or information have been discovered that were not available at the time of the original submission, he or she may appeal

- by forwarding a letter through his or her chain of command to the Chief of Police within fourteen days of receipt of notification from the Awards Committee Coordinator advising of the committee's vote.
- F. No active Division personnel shall be considered for a Division medal if their actions were negligent, improper, or a violation of Division Directives unless otherwise approved by the Chief of Police.
 - G. Recipients of the Medal of Valor, Silver Cross, Purple Heart, Distinguished Service Medal, Medal of Merit, and Blue Star shall be invited to the annual recognition dinner.
 - H. For awards given posthumously, two invitations shall be extended to the immediate family of the Division employee to attend the annual recognition dinner.
 - I. ***The Division provides a Military Deployment Recognition to Division employees who return from deployment and meet the criteria listed below. Those eligible shall be invited to the annual recognition dinner and be recognized during the program.***
 - 1. ***This recognition will include any employee of the Division who was deployed or mobilized for active duty and:***
 - a. ***The deployment or mobilization caused the employee to be away from the Division for 179 days or longer (not for training) in direct support of a named military operation.***
 - b. ***The deployment or mobilization was less than 179 days but was in direct support of a combat operation.***
 - 2. ***The Internal Wellness Center Sergeant will review each deployment or mobilization to determine eligibility for this recognition.***
 - J. Sworn Division supervisors shall evaluate the records of their personnel each January to determine their eligibility for the Safe Driving Award and shall submit nominations to the Awards Committee Coordinator on the Safe Driving Awards Form, A-14, as applicable. All eligible personnel from the same unit should be listed on one form.
 - K. Sworn Division personnel involved in an at-fault accident after receiving a Safe Driving Award must drive five consecutive years without an at-fault accident to be eligible for another award. The eligibility time period starts on the date the accident occurred.
 - L. Pilots involved in an incident due to pilot error after receiving a Safe Flying Award must attain 2,500 error-free flight hours to be eligible for the next award. The flight hour time period starts on the date the incident occurred. The officer's deputy chief shall give final approval for the award.
 - M. Sworn Division personnel may wear the appropriate Physical Fitness ribbon during the year(s) they are eligible.

N. The Senior **Patrol Officer and Senior Patrol Sergeant** Award recipients shall forfeit badge #1 and be ineligible for future reconsideration if **the recipient:**

1. Transfers to a non-Patrol assignment,
2. **Has sustained** departmental charges,
3. Retires from the Division of Police, or
4. Is unable to perform in a regular-duty status for more than six months.

O. Non-Division Awards and Ribbons

1. Sworn Division personnel who receive the City of Columbus Military Service Medal may wear the approved corresponding ribbon with one optional branch insignia on the ribbon bar, but it shall be placed after any Division-awarded ribbon(s).
2. Uniformed sworn personnel may wear award enameled ribbons received from other law enforcement agencies on the breast pocket under the nameplate as outlined in the "Professional Appearance" directive.

III. Procedures

A. Nominating Personnel

1. Complete an Award Recommendation form in accordance with the above policies and for the awards listed in Sections I, A through I, L (excluding C and I,2).
 - a. Attempt to coordinate the completion and submission of a single, inclusive nomination for all involved personnel, even when they are from multiple chains of command.
 - b. Send the form through the chain(s) of command to the Police Awards Committee Chairperson.
2. Forward a letter of information through the chain of command explaining why a Division employee should receive either the Officer of the Month or Civilian of the Quarter Award.

Note: For all nominations, note if the nominee has any active discipline or if he or she is currently under investigation for misconduct or criminal activity.

B. Supervisors

1. Verify eligibility
 - a. Safe Driving Award
 - (1) Check the personnel database for the nominee's hire date and assignment history.

Note: The five-year time frame starts upon the officer's graduation from the Training Academy.

- (2) Check the Safe Driving Award Card Info spreadsheet on the intranet under "Fleet Info" that is maintained by the Awards Committee Coordinator for previous Safe Driving Awards.

- (3) Check the At Fault Accidents spreadsheet on the Division's intranet under "Fleet Info" that is maintained by the Awards Committee Coordinator for sworn Division personnel.

- b. Safe Flying Award

Review the flying records/logs of the personnel under your immediate command.

2. Routing

- a. Forward Award Recommendation forms for the Medal of Valor and Silver Cross awards through the chain of command to the deputy chief who will send it to the Awards Committee Chairperson.

Note: Each supervisor **must** include his or her recommendation on the routing sheet for the award that he or she believes is appropriate for each nominated individual within his or her chain of command based on the listed facts/information.

- b. Forward Award Recommendation forms for the awards listed in Sections I,D through I,L through the chain of command to the bureau commander who will send the form to the Awards Committee Chairperson.
- c. Email the Safe Driving Awards Form directly to the Awards Committee Coordinator.
- d. Forward Safe Flying Award nomination letters through the chain of command to the deputy chief for approval, who will forward the letter to the Awards Committee Coordinator.
- e. Forward Police Officer of the **Quarter** and Civilian of the Quarter nominations through the chain of command to the bureau commander, who will send it to the Awards Committee Chairperson.

- C. FTO Coordinator

1. Maintain and update the master list of FTOs and the probationary officers they have coached.
2. Forward a list of FTOs who are eligible for an award to the Awards Committee Coordinator after the completion of the final coaching phase of the current probationary officers.

- D. **Internal Wellness Center Sergeant**

1. **Determine the eligibility of any personnel returning to the Division from deployment for the Military Deployment Recognition.**
2. **Forward the names of personnel eligible for the Military Deployment Recognition to the Awards Committee Coordinator for inclusion in the annual recognition dinner and program.**

- E. Police Awards Committee Members

1. Review the nominations and either:
 - a. Make an award determination for each individual nominated based on the information provided, or

- b. Recommend tabling and returning the nomination to the originator for additional information.

F. Awards Committee Coordinator

1. Awards listed in Sections I,A through I, L (excluding C)
 - a. Record Awards Committee votes and forward nominations for the Medal of Valor and Silver Cross to the Police Awards Committee Chairperson.
 - b. Notify nominators of the Awards Committee's vote via a copy of the routing sheet.
 - c. Notify award nominees of the Awards Committee's decision via a letter/ email, certificate, or copy of the routing sheet.
 - d. Compose narratives for the certificates.
 - e. Schedule and make all necessary preparations for an awards ceremony.
 - f. Assist with the annual recognition dinner.

2. Physical Fitness Award

Receive award recipient information from the contracted testing facility.

3. Officer of the **Quarter** and Civilian of the Quarter Awards

- a. Receive and compile the nomination letters into a three-ring binder by award type.
- b. Forward the binder with the current nomination letters to the deputy chiefs for voting each **quarter**, and advise them to select both an Officer of the **Quarter** and Civilian of the Quarter Award recipient.
- c. Tally the results of the voting and notify the winning nominator.
- d. Routinely check the current nomination letters and remove those that are more than 12 months old.
- e. Forward the letter of the employee selected each quarter and those letters purged due to age to Human Resources for inclusion in the employee's master file.

4. All Awards

- a. Record the award information for each employee.
- b. Assemble ribbon bars and distribute as appropriate.
- c. Forward the original Award Recommendation form and a copy of the issued certificate to Human Resources for inclusion in the employee's Master Personnel File as applicable.
- d. Distribute original certificates as appropriate.

G. Police Awards Committee Chairperson

1. Present nominations for the Medal of Valor and Silver Cross to the Chief of Police.
2. Review written appeals on behalf of the Awards Committee with the Chief of Police.
3. Ensure all nominees are notified of the Awards Committee's or Chief's decision.

H. Chief of Police

1. Award the Badge of Honor Medal.
2. Approve or disapprove nominations for the Medal of Valor and Silver Cross, and award a lower award as appropriate.
3. Review appeals and consult with the Police Awards Committee Chairperson regarding the relevancy of new information.
4. Forward nominations and appeal decisions to the Awards Committee Coordinator for notification purposes.