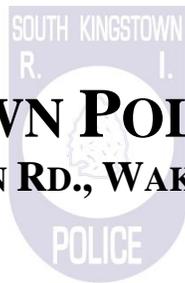


SOUTH KINGSTOWN POLICE DEPARTMENT

1790 KINGSTOWN RD., WAKEFIELD, RI 02879



POLICY NUMBER	ORDER TYPE	ORIGINAL ISSUE DATE	EFFECTIVE DATE
220.03	OPERATIONAL POLICY	9/18/03	3/14/19
CHAPTER : SUBSECTION		TITLE	
HUMAN RESOURCES : PERSONNEL MANAGEMENT		COMMENDATIONS	
REVIEW DATES		REVISION DATES	
5/14/10, 1/16/19		5/14/10, 3/14/19	
DISTRIBUTION	REFERENCE		PAGES
ALL PERSONNEL	RIPAC 5.3D		3

I. PURPOSE

This policy defines the criteria for, the process of submitting for and the approval process for departmental commendations.

II. POLICY

It is the policy of the South Kingstown Police Department to recognize the exceptional achievements of its employees, as well as members of the public, through different levels of commendations.

III. PROCEDURE

A. Recommendations and approvals of commendations

1. A recommendation for commendation must be in writing and submitted to the OIC of the employee being considered for the commendation.
2. Any department member may recommend another employee for a commendation. Such recommendations will be in writing directed to the recommended employee's OIC with adherence to the department's chain of command. An OIC is not required to forward all requests for commendations to the Chief of Police.
3. It is the responsibility of the submitting officer to forward all related reports upon which the recommendation is based. This will include, but not be limited to, crime reports, statements, and narratives.
4. The completed recommendation will be forwarded to the Chief of Police. Incomplete packages will be sent back to the OIC submitting the request.

5. The Chief of Police will discuss the recommendations with members of the Command Staff and a decision will be made about the commendation.
6. The Chief of Police is responsible for providing all certificates and ribbons.

C. Criteria for presentation of commendations and awards.

All commendations and awards will only be issued when the employee's performance is within the policies and guidelines of the South Kingstown Police Department.

MEDAL OF VALOR: Granted to a South Kingstown officer who has been seriously, critically, or fatally injured, while in the performance of police duty, which is above and beyond the normal demands of police service while displaying extreme courage consciously facing imminent peril. The medal will only be awarded upon the unanimous vote.

Awards: Ribbon and formal commendation placed in officer's file. The review committee may recommend up to three days off with pay.

MEDAL OF BRAVERY: Granted to a South Kingstown officer for a distinguished act of outstanding bravery or heroism when the officer is placed in a life-threatening situation, has demonstrated in great degree the characteristics of selflessness, personal courage, and devotion to duty. The medal will only be awarded upon the unanimous vote.

Awards: Ribbon and formal commendation placed in officer's file. The review committee may recommend up to three days off with pay.

LIFE SAVING AWARD: Granted to a South Kingstown employee, or a citizen, for a successful effort in saving a human life which involved exceptional courage or performance. The medal will only be awarded upon the unanimous vote.

Awards: Ribbon and formal commendation placed in employee's file/given to the citizen. The review committee may recommend up to two days off with pay for employees.

COMMENDATION 1ST CLASS: Granted to a South Kingstown officer whose life was in jeopardy while performing outstanding acts characterized by exceptional professional skill above and beyond the normal demands of police service. This commendation will only be awarded upon the unanimous vote.

Awards: Ribbon and formal commendation placed in officer's file. The review committee may recommend one day off with pay.

COMMENDATION 2ND CLASS: Granted to a South Kingstown employee for an outstanding act or achievement which brings great credit to the department and involves performance above and beyond that required by the member's basic assignment. This commendation will only be awarded upon the majority vote.

Awards: Formal commendation placed in the employee's file. The review committee may recommend one day off with pay.

COMMENDATION 3RD CLASS: Granted to a South Kingstown employee for exceptional performance of the member's basic assignment, which is deserving of recognition. This commendation will only be awarded upon the majority vote.

Award: Formal commendation placed in the employee's file.

RECOGNITION AWARD: Granted to a South Kingstown employee to acknowledge the performance of a job duty recognized by a civilian, civic group, or a law enforcement agency other than this department. This commendation will only be awarded upon the majority vote.

Award: Award letter placed in employee's file.

UNIT PERFORMANCE AWARD: Granted to members of a unit from the South Kingstown Police Department who exhibited exceptional/professional skill and conduct during a coordinated action. This commendation will only be awarded upon the majority vote.

Award: Award letter placed in officers' files.

ADMINISTRATIVE MERIT AWARD: Granted to a South Kingstown Police employee for an outstanding accomplishment, which has resulted in improved administration or operation, or has made a significant impact on public safety or crime prevention. Wherein the member has exceeded the requirements of their normal assignment to contribute to a more effective police service or for outstanding work, which has brought great credit to the department in a case of unusual public interest. This commendation will only be awarded upon the majority vote.

Award: Merit award letter placed in officer's file.

CITIZEN SERVICE AWARD: Granted to a member of the public who whose assistance to this department was given without regard to personal welfare and had a positive bearing on the outcome of an incident/case and contributed to the furtherance of law enforcement in the community.

Award: Service award letter given.

By Order of:



Joseph P. Geaber, Jr.
Chief of Police