

DALTON POLICE DEPARTMENT

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<i>Subject</i> Commendation / Achievement and Recognition Program		
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I. **Policy**

It is the policy of the Dalton Police Department to acknowledge outstanding performance, achievements, and acts of service by its members.

II. **Initiating Recommendations for Commendation**

- A. Any Department member may recommend another member of the Department for consideration of a commendation.
- B. The recommendation shall be entered into the Guardian Tracking program. A detailed description and any supporting documents shall be entered and attached before submission.
- C. All recommendations shall be submitted to the Chief of Police via the chain of command. The Chief of Police shall review all recommendations and publish the disposition for each case in the Guardian Tracking program.

III. **Commendation Review**

The Command Staff is designated as the medium by which all commendations for Department personnel are reviewed.

IV. **Types of Commendation**

- A. Medal of Honor
 - 1. This commendation is awarded posthumously when a member meets his / her death in the performance of duty as a result of an injury or injuries received from direct combat, weapons, or other hazardous means.

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2. The commendation consists of a cased Dalton Police Department Medal of Honor and citation to be presented to the next-of-kin of the deceased employee by the Chief of Police.
- B. Department Award of Valor
1. This commendation is awarded to a member of the Department who, conscious of danger and at great risk of imminent personal hazard to life, distinguishes himself / herself by intelligently performing an act of extraordinary heroism or valor above and beyond the call of duty.
 2. This award consists of a Dalton Police Department Award of Valor medal on a red, white, and blue ribbon and a citation. An additional ribbon bar for the Class A and Class B uniforms shall be provided for sworn members.
 3. The additional ribbon bar may be worn at the same time as any other Awards of Valor presented in the past.
 4. The Chief of Police may also award a day off with pay in conjunction with this commendation.
 5. The commendation shall be presented to the employee by the Chief of Police or his / her designee at a function or gathering suitable for this award.
- C. Department Award of Merit
1. This commendation is awarded to a member of the Department who distinguishes himself / herself by bringing extraordinary credit, honor, and / or recognition to the Department. Such acts include, but are not limited to, performing a selfless act worthy of special recognition for achieving, where others would likely fail; defending others from harm while sacrificing personal safety, where immediate action was necessary; proactively performing duties exceedingly beyond expectations; and / or excelling under fire / stress during a critical incident.
 2. This commendation shall consist of a written citation and a ribbon bar bearing the word "MERIT".
 3. The commendation shall be presented to the recipient by the Chief of Police or his / her designee at a function or gathering suitable for this award.
- D. Life Saving Award
1. This commendation is awarded to any employee for acts that directly contribute to the preservation of human life.
 2. A sworn recipient of this commendation shall receive a framed citation and a ribbon bar.
 3. A non-sworn recipient shall receive a framed citation.

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4. The commendation shall be presented to the recipient by the Chief of Police or his / her designee at a function or gathering suitable for this award.
- E. Letter of Commendation
1. A letter of commendation may be presented to members under circumstances which do not merit the aforementioned commendations but where some form of recognition is deemed appropriate.
 2. A letter of commendation, in the form of a written citation, is presented to the recipient by the Chief of Police or his / her designee.
- F. Department Service Award
1. This award is determined by the City of Dalton Human Resources Department, is presented after the first five (5) years of employment, and is awarded every five (5) years thereafter.
 2. This award consists of a pin to be worn on the Class A and Class B uniform and / or a selected gift.
 3. This award shall be presented by the Chief of Police or his / her designee to the recipient at a time deemed appropriate.
- G. Employee of the Month
1. This commendation may be presented on a monthly basis to an employee who has been selected for an outstanding achievement(s) in the performance of his / her job during that month. Outstanding achievement connotes exceptional performance, which is considered beyond the normal duties required of the job and considered commendable.
 2. This commendation shall consist of a written citation and a day off from work with pay.
 3. The commendation shall be presented to the recipient by the Chief of Police or his / her designee at a function or gathering suitable for this award.
 4. Selection process
 - a. All nominations for Employee of the Month shall be submitted through the Guardian Tracking program.
 - b. Nominations shall be reviewed during Command Staff meetings each month.
 - c. The Chief of Police and Command Staff shall select the recipients of this commendation.

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- d. There may be situations in which more than one employee, involved in the same incident, is selected for this commendation for the same month.
- e. In the event that no nominations are received or no job performance is deemed worthy of commendation during a particular month, no award shall be presented for that time period.

H. Employee of the Year

1. This commendation shall be presented on an annual basis to a sworn and a non-sworn employee who have been selected for an outstanding achievement(s) in the performance of his / her job during that year. Outstanding achievement connotes exceptional performance, which is considered beyond the normal duties required of the job and considered commendable.
2. This commendation shall consist of an engraved plaque and a day off from work with pay.
3. The commendation shall be presented to the recipient by the Chief of Police or his / her designee at a function or gathering suitable for this award.
4. Selection Process
 - a. Each employee shall be asked to make a nomination from two groups, one sworn and one non-sworn, for employee of the year.
 - b. The names of the nominees, along with all of the names of the employees of the month for the past year, shall be compiled into a list.
 - c. The list of nominees and employees of the month for the past year shall be reviewed during Command Staff meetings.
 - d. The Chief of Police and Command Staff shall select the recipients of this award.

I. Other Recognitions

The following recognitions may be awarded as nominations are received or as deemed appropriate by the Chief of Police:

1. Commander's Award
 - a. A Division Commander may select an employee of his / her division who has significantly contributed toward reaching the division's goals, consistently shown initiative in achieving the Department's mission, and displayed a very high degree of professionalism for this commendation.

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- b. This commendation consists of a written citation and / or an engraved plaque.
- c. The commendation shall be presented to the recipient by the nominating Division Commander at a function or gathering suitable for this award.

2. Innovation in Police Service Award

- a. This commendation may be presented to the individual or small group that creates or uses the most innovative strategies, tactics, or methods in delivering or contributing to the delivery of police services.
- b. This award may cover short or long-term projects but must have achieved measurable outcomes that have resulted in one or more of the following: increased efficiency, reduced costs of operation, new use of existing technology, data, or information, or will result in long-lasting improvement in Department operations.
- c. This commendation consists of a written citation and / or an engraved plaque.
- d. The commendation shall be presented to the recipient by the Chief of Police or his / her designee at a function or gathering suitable for this award.

3. Leadership Excellence Award

- a. This commendation may be presented to a Supervisor who constantly displays an excellent ability to manage people and resources toward achieving goals, has technical proficiency in all areas, and displays the highest quality of human relations skills in working with team members and members of the public.
- b. This commendation consists of a written citation and / or an engraved plaque.
- c. The commendation shall be presented to the recipient by the Chief of Police or his / her designee at a function or gathering suitable for this award.

V. **Wearing of Awards**

- A. Medals may be worn only on Class A uniforms during ceremonial and / or official occasions or when stipulated by the Chief of Police. Medals may be worn on the flap of the right breast pocket, centered one-half (1/2) inch below the top seam.

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- B. Bar ribbons may be worn on the right pocket above the nameplate on the Class A or Class B uniform.
- C. An Officer receiving any ribbon or medal awards from any other law enforcement agency may wear them above the nameplate area above the right breast pocket with the approval of the Chief of Police.

VI. **Commendations Received from Citizens**

Letters of commendation received from outside the Department shall be handled as follows:

- A. A letter of acknowledgment and appreciation shall be sent to the correspondent from the Chief of Police.
- B. The Chief of Police shall forward a copy to the Public Safety Commission (if appropriate), the employee's personnel file, and the Command Staff for consideration.

VII. **Commendations to Non-members**

- A. Department personnel who wish to officially commend someone who is not a member of this Department for his / her actions shall initiate a recommendation for commendation by submitting a memorandum and any supporting documentation to the Chief of Police.
- B. The Command Staff is authorized to present appreciation awards, such as plaques, to non-members who assisted in the apprehension of a criminal or placed themselves in danger to provide aid to someone in need.
- C. A Department letter of commendation may be given to non-members under circumstances which do not merit the aforementioned awards but where some form of recognition is deemed appropriate.

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

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