



Hamburg Township Public Safety Department

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RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY



TO: Hamburg Township Board
FROM: Chief Richard Duffany
DATE: December 14, 2023
RE: Agenda Item Topic: **Pubic Safety SOP**
General Ledger #: N/A
Number of Supporting Documents: 1
NEW/OLD BUSINESS: **XXX** New Business

Requested Action

- Motion to approve Hamburg Township Public Safety SOP #100-20: *Awards & Citations*.

Background

New Hamburg Township Public Safety SOP #100-20: *Awards & Citations* establishes a department-wide standard for recognizing public safety personnel for exceptional work.

Respectfully,

A handwritten signature in cursive script, appearing to read "Richard Duffany".

Chief Richard Duffany
Director of Public Safety

HAMBURG TOWNSHIP PUBLIC SAFETY DEPARTMENT			
STANDARD OPERATING PROCEDURE			
Title: Awards and Citations			No. 100-20
Distribution: All Personnel	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended	Rescinds: 300-67	MLEAC Standard(s): N/A
Effective Date: DRAFT			

I. PURPOSE

The purpose of this procedure is to establish written criteria, descriptions of awards, and procedures for the recognition of commendable acts by Hamburg Township Public Safety employees as well as to provide for the recognition of outstanding aid and assistance to the department or community by citizens and public safety personnel from outside agencies. Descriptions of awards presented and criteria for the wearing of award ribbons while in uniform are also delineated herein.

II. POLICY

It is the policy of the department that recognition be given at a Township Board meeting in December of each year. The annual awards are presented for actions deserving of recognition which occurred during the previous calendar

III. INITIATION OF RECOMMENDATIONS

- A. Recommendation for awards may be initiated by anyone who has direct knowledge of the facts of a particular incident in which outstanding acts had been performed.
- B. Supervisors should be particularly cognizant of actions of employees that should be commended and will consider it an obligation to submit award recommendations.

IV. FORMAL AWARDS

- A. **Medal of Honor** – Shall be the highest award attainable by any member of the department. It shall be awarded only in exceptional cases where an extraordinary hazardous duty or act of heroism is performed by an employee who risks his/her life in doing so. The act must be of such nature that the peril confronting the employee was above and beyond the normal call of duty.
 - 1. Sworn officers and firefighters will receive a medal, certificate, and ribbon. Ribbon: Blue/white/red/white/blue

2. Civilian personnel receive a medal and certificate.
3. It may be awarded posthumously.

B. Purple Heart Award – Is awarded to department employees who sustained serious injury in the line of duty. Employees must have been actively engaging in a public safety activity at the time of the injury and it must be of sufficient gravity to require professional medical treatment. This award is primarily intended to recognize employees who are injured as a result of felonious assaults or injuries resulting from fires, explosions, etc. The department will not consider injuries sustained from falls on ice, motor vehicle accidents, etc., except in cases where evidence clearly indicates that employees exercised all responsible safety precautions and had no reasonable control over the circumstances. The department will not consider any injury sustained as a result of, or concurrent with, any conduct by the injured employee which is less than fully acceptable by all standards.

1. Sworn officers and firefighters will receive a certificate and ribbon.
Ribbon: white/purple/white/purple/white.
2. Civilian employees will receive a certificate.

C. Departmental Citation – Is awarded to department employees for outstanding performance of a difficult task involving personal risk to the employee's safety when, or because of the employee's actions, a serious crime is prevented or the perpetrator is apprehended, or a life-threatening situation is successfully resolved, or for outstanding contributions to public safety through the success of difficult programs, projects, or situations; such contributions being made at a high degree of professional excellence, or other outstanding actions of a nature which bring credit to the department and its employees.

1. Sworn officers and firefighters will receive a certificate and ribbon.
Ribbon: blue/white/blue.
2. Civilian employees will receive a certificate.

D. Unit Citation – Is awarded to two or more department employees of a specialized unit, duty crew, or other collaborative group where their combined efforts lead to outstanding performance of a difficult task involving personal risk to the employee's safety when, or because of the employee's actions, a serious crime is prevented or the perpetrator is apprehended, or a life-threatening situation is successfully resolved, or for outstanding contributions to public safety through the success of difficult programs, projects, or situations; such contributions being

made at a high degree of professional excellence, or other outstanding actions of a nature which bring credit to the department and its employees.

1. Sworn officers and firefighters will receive a certificate and ribbon.
Ribbon: red/blue.
2. Civilian employees will receive a certificate.

E. **Lifesaving Award** – Is awarded to department employees for the saving of a human life. This award is intended for all employees directly responsible for saving a human life. If the employee’s actions led to the prolonging of life to the extent that the victim was released to the care of medical authorities, they are eligible to receive this award even though the victim may expire at a later time. (It may be awarded in addition to other awards).

1. Sworn officers and firefighters will receive a certificate and ribbon.
Ribbon: Red/narrow white/red.
2. Civilian employees will receive a certificate.

F. **Certificate of Merit** – To be awarded to an employee for outstanding performance of duty under unusual or difficult conditions. The action need not involve the protection of life or property and must involve unusual thoroughness, conscientiousness, determination, and initiative. This award may be given to a member of an outside police/fire agency for actions taken while aiding, assisting, or working in conjunction with an employee of this department. The Certificate of Merit shall not be awarded in conjunction with any other award for the same service or deed.

1. Sworn officers and firefighters will receive a certificate and ribbon.
Ribbon: blue
2. Personnel from another police/fire agency will receive a certificate.

G. **Excellence in Community Service** – Is awarded to those members of the department whose actions demonstrate exemplary dedication to the ideals of community service and/or the principles of community policing by going well above and beyond in the amount of time, effort, commitment or empathy in the handling of a call for service or in the involvement in a community-based initiative or program.

1. This award may be awarded to any member of the department including civilians and volunteers.
2. Sworn officers and firefighters will receive a certificate and ribbon.
Ribbon: White/Blue/Green/Blue/White

V. RIBBON PLACEMENT

- A. When displayed, ribbons will be displayed on the employee's right side of their uniform shirt or dress coat, centered above the shirt/coat pocket above an employee's name tag. A maximum of three (3) ribbons shall be worn in each row in the following order inside to outside: Medal of Valor, the Purple Heart Award, Departmental Citation, Life Saving Award, Certificate of Merit and Excellence in Community Service Award.
- B. Multiple/identical awards will be signified by a gold star on the award ribbon with a maximum of four stars. Stars will be centered on the ribbon with the single ray up.
- C. Multiple Lifesaving awards will be designated by additional white stripes or stars for a maximum of 5 stripes/stars.

VI. CITIZEN AWARDS

- A. **Citizen Medal of Valor** – Is awarded to private citizens who voluntarily come to the aid of a police officer, firefighter or another citizen at great personal risk of their own lives in situations arising out of criminal activity, fire, or other emergency situation wherein the citizen involved has no personal motive or stake in the outcome. The citizen will receive a plaque.
- B. **Life Saving Award** – Is awarded to citizens who are directly responsible for saving a human life. If the citizen's actions led to the prolonging of life to the extent that the victim was released to the care of medical authorities, they are eligible to receive this award; even though the victim may expire at a later time. The Life Saving Award may be awarded in addition to other awards. Citizens will receive a plaque.
- C. **Civilian Citation** – Is awarded to citizens whose actions result in the prevention or solution of a serious crime, the apprehension of a dangerous criminal, the prevention of a life-threatening event, or other meritorious action/assistance where such assistance to the department is done with disregard for the recipient's personal safety. The citizen will receive a certificate.

- D. **Certificate of Appreciation** – Upon the recommendation of any supervisor, the Director of Public Safety may issue a Certificate of Appreciation to any deserving individual for a deed which is worthy of recognition but which does not fall within other award guidelines. The Certificate of Appreciation will be mailed via the U.S. Postal Service to the citizen or it will be delivered by a representative of the department after the annual awards ceremony.

Issued by:



Richard Duffany
Director of Public Safety

Approved by the Hamburg Township Board of Trustees: DRAFT.