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|           | KANSAS CITY, MO. POLICE DEPARTMENT | DATE OF ISSUE           | EFFECTIVE DATE | NO.    |
|  | <b>PERSONNEL POLICY</b>            | 9/16/2021               | 9/16/2021      | 610-11 |
| SUBJECT  |                                    |                         | AMENDS         |        |
| Policy Series 600: Awards and Assistance to Members<br>610 – Commendation and Honor Awards |                                    |                         |                |        |
| REFERENCE  |                                    | RESCINDS                |                |        |
| P.I. – Uniform and Personal Appearance Regulations   |                                    | PPBM 610-10<br>DM 03-19 |                |        |

## I. INTRODUCTION

- A. The Department recognizes personnel for commendable and honorable deeds or acts performed in the line of duty through awards.
- \*B. The Awards Committee, appointed by the Chief of Police, reviews the recommendations for these awards.
- \*C. The awards described in this policy do not restrict or limit awards presented to members by civic organizations or other agencies, e.g., Veterans of Foreign Wars National Law Enforcement Public Servant Citation, Metropolitan Chiefs and Sheriffs Association’s Award for Valor, or the Missouri Peace Officers Association Award, etc.
- D. Members are authorized to wear any ribbons conferred by the Department that are awarded to them on their uniform throughout their tenure on the Department. Other awards may be displayed with the approval of the Chief of Police or their designee.

## II. POLICY

- A. Any member may recommend another member or element for the Medal of Valor, Distinguished Service Medal, Purple Heart, Certificate of Commendation, Meritorious Service Award, Special Unit Citation Award, and Lifesaving Award.
- B. Requests from outside organizations to recognize a specific member or element will be handled by the appropriate division. Documentation will be forwarded through the chain of command to the Media Unit with the appropriate information.
- C. Any requests for information from outside organizations who wish to consider an unspecified member or element for awards will be directed to the Media Unit.

### III. DESCRIPTION OF AWARDS

#### A. Medal of Valor

This is the highest award the Department may bestow upon a member who performs an exceptionally valorous act far above that which is normally expected, while aware of the imminent threat of personal danger. The recipient will receive a medal, a certificate, and a ribbon.

#### B. Distinguished Service Medal

This is the second highest award the Department may bestow upon a member who performs above and beyond the duty required. It is presented to a member who performs a dangerous and distinguished act that conspicuously exceeds the performance which is normally expected. The recipient will receive a medal, a certificate, and a ribbon.

#### C. Purple Heart Award

1. The Purple Heart will be awarded to Department members who receive a wound or injury to a degree necessitating hospitalization or the immediate care of a physician. This injury must be of a serious nature capable of causing death or extended disability.
2. To qualify for this award, the wound or injury must appear to have been caused:
  - a. By the deliberate actions of another in an attempt to cause injury to the member or some other person, thing, or property; or
  - b. In the attempted apprehension of a person; or
  - c. In an attempt to save a human life placing oneself in immediate peril.
3. The injury may also be related to any action in which the member receives favorable consideration of the Medal of Valor, Distinguished Service Medal, or the Certificate of Commendation.
4. Generally, an accident will not be considered for this award.
5. For a line-of-duty death, the decision to award the Purple Heart will be made by the Chief of Police. The recipient will receive a medal, a certificate, and a ribbon. A medal, a certificate, and a ribbon will be presented to the member's surviving family or next of kin.

D. Certificate of Commendation

This may be awarded for an exceptional police act which brings credit to the Department and the member, and is highly recognized by fellow officers and citizens as an outstanding accomplishment of police duty. The recipient will receive a certificate and a ribbon.

E. Meritorious Service Award

The recipient will receive a certificate and a ribbon. This may be awarded:

1. To a member for the successful development or accomplishment of an administrative task or project in which the member displayed exceptional initiative, tenacity, and expertise.
2. When a member's submission of an idea, device, or method has been adopted by the Department and has increased the administrative or operational efficiency of the Department.
3. As a means of rewarding exemplary, continuous, long-term professionalism by a member.
4. To acknowledge any member for significant actions, ideas, and/or progressive leadership which contribute to the accomplishment of Department goals.
5. When superior problem-solving skills have been utilized to achieve a long-term significant impact on an external problem e.g., drug house, neighborhood problem, etc.

F. Special Unit Citation Award

This may be awarded to a unit, element, section, or personnel who, as a group, performed in a manner which, if performed by an individual, would merit recognition in the form of the Certificate of Commendation or the Meritorious Service Award. The plaque awarded will be retained in the element being recognized.

1. Recommendations should include the names of members who took part in the action being recognized (may include members who have since transferred in or out of the element but were involved in the action).
2. Bureaus, divisions, or watches, as a whole, would normally be excluded; however, under certain circumstances, they may be considered.

3. The element recommended must have further exhibited superior or outstanding performance over a period of time which:
  - a. Is above and beyond that required by Department policies.
  - b. Occurred as a result of a coordinated and cumulative effort of all assigned members performing as a team.
4. This award does not preclude awards to individual members for accomplishment during the element's activities.

G. Lifesaving Award

This may be awarded for commendable life-sustaining actions in a life or death situation. The recipient will be awarded a certificate and a ribbon.

H. Military Service Ribbon

Any member of the Department, sworn and non-sworn, who has been honorably discharged from any branch of the United States Armed Forces, or who is currently serving on active-duty or in a reserve capacity for any branch of the United States Armed Forces is eligible.

I. Firearm Proficiency Ribbon

Members who demonstrate proficiency with a Department-approved firearm carried during the normal tour of duty are eligible to receive the Firearm Proficiency Ribbon.

To receive the ribbon, the member must achieve a score of 100 percent firing the current Firearms Qualification Course as approved by the Department and administered by the Training Division.

Thereafter, a silver star will be awarded annually for a 100 percent score. Upon achieving a perfect score annually for five (5) years, a gold star will be awarded.

J. Trainers Ribbon

This ribbon is awarded to members assigned to designated training positions which have been approved by the Chief of Police as eligible to receive the ribbon. Approved eligibility memorandums will be retained by the Media Unit. A silver star will be awarded for every five (5) primary members trained.

Academic Section Instructors will receive the ribbon upon completion of training one full six (6) month entrant officer class; they will not receive silver stars.

K. Safe Driving Ribbon

To recognize the safe driving habits of all members, the Safe Driving Ribbon will be presented to members who complete five (5) consecutive years of service without a preventable vehicular accident as defined in the current written directive entitled, "Police Vehicular Reporting."

A silver star will be awarded for each additional five (5) consecutive years of safe driving thereafter.

L. Good Conduct Ribbon

Members who continuously demonstrate conscientious adherence to all Departmental rules, regulations, guidelines, and policies are to be recognized for such dedication. The award will be based on cumulative time as a non-sworn and sworn member.

Members who have not received any suspension days and no more than two (2) letters of reprimand (including vehiculars) within a consecutive five (5) year period are eligible for the ribbon. A silver star will be awarded for every five (5) consecutive years of good conduct thereafter.

M. Tenure Service Ribbon

Members will be recognized for every five (5) years of consecutive service. The award will be based on cumulative time as a non-sworn and sworn member. A silver star will be awarded for every five (5) years of consecutive service.

N. Police Cross

The Department may bestow this award upon members who lose their lives during honorable, duty-related police service. The award is presented to the member's surviving family or next of kin. The Media Unit will prepare the award and make notifications of the presentation ceremony.

\*O. Awards to Community Members

1. Certificate of Appreciation

The Certificate of Appreciation is a framed certificate and may be presented to any individual, business, organization, or member of another law enforcement agency who has provided outstanding assistance to the Department. This award is generally presented at a formal ceremony or a Board of Police Commissioners meeting by the Chief of Police and Board members.

2. Letter of Commendation

The appropriate unit/division commander, a Deputy Chief, or the Chief of Police may sign this form of recognition. This is generally mailed to the individual and does not require formal presentation.

3. Ceremonial Baton

This form of recognition is generally reserved for those unique circumstances when another form of recognition would not be appropriate. This award is generally presented by the Chief of Police at a formal or informal ceremony, or a Board of Police Commissioners meeting.

**IV. AWARDS COMMITTEE**

- A. The Awards Committee will evaluate and make recommendations on the circumstances of exceptional acts for which recognition has been recommended. Committee recommendations are made on the following awards:

Medal of Valor  
Distinguished Service Medal  
Purple Heart Award  
Lifesaving Award  
Certificate of Commendation  
Meritorious Service Award  
Special Unit Citation Award  
Certificate of Appreciation

- B. All members and alternates are appointed by the Chief of Police from a pool of volunteers and will serve for two (2) years. The chairperson will be appointed by the Chief to serve for a period of two (2) years. A non-voting member from the Media Unit will be a standing member appointed by the Media Unit Commander.

1. Chairperson – major.
  2. Voting members (6) – one (1) captain, one (1) sergeant, three (3) police officers or detectives, and one (1) civilian.
  3. Alternate members – four (4) selected.
  - \*4. Non-voting members of the Fraternal Order of Police (3) – One (1) from each bargaining unit.
  5. A non-voting member from the Media Unit – This member will ensure consistency by advising rotating appointed members which types of deeds and actions have previously merited awards.
- C. Volunteers will be solicited in September prior to the January appointment time. The standing Media Unit member of the Awards Committee will record and maintain the list of volunteers and provide that list to the Chief of Police on the first of November preceding January appointments. The Media Unit will be responsible for creating a special order to solicit volunteers.
- D. The chairperson will be a non-voting member. In the event the committee is composed of an even number of voting members and a majority decision cannot be reached, the chairperson will be empowered to cast a vote to form a majority decision. The chairperson will:
1. Notify an alternate to replace a regular member who is unable to attend a scheduled meeting.
  2. Direct the Media Unit to perform any necessary duties.
  3. Ensure any original investigative case file is returned to the Internal Affairs Unit and that information relevant to the outcome of all committee recommendations also is forwarded for inclusion in the file.
  4. Receive requests from outside organizations for awards to unspecified members or elements and forward to the Media Unit.
  - \*5. Ensure the awards committee members meet bi-monthly, or at the discretion of the committee chair, to review submitted award nominations.

**\*V. AWARDS TO COMMUNITY MEMBERS**

- A. When a Department member becomes aware of a situation that warrants official recognition of an individual, group or business for assistance to the Department, a written recommendation will be prepared and forwarded through the member's chain of command. The recommendation should be as comprehensive as possible, to include:
  - 1. A thorough description of the circumstances surrounding the incident and of the actions of the person or group. Consideration should be given to what the probable outcome may have been had the person or group not become involved.
  - 2. A recommendation as to what award, Letter of Commendation or a Ceremonial Baton, should be considered.
- B. When a Department member wishes to nominate an individual, group or business for the Certificate of Appreciation, the member will follow the procedures outlined in Section VI of this written directive.
- C. Final approval of any award rests with the Chief of Police. If approved, the information with regard to the award will be forwarded to the Media Unit for processing and scheduling of any presentation.

**VI. PROCEDURES**

- A. Medal of Valor, Distinguished Service Medal, Purple Heart Award, Lifesaving Award, Certificate of Commendation, Meritorious Service Award, and Special Unit Citation Award:
  - 1. Any member may nominate another member by accessing the Award Tracking Database via the link on the Intranet page. The directions for completing the nomination are located in the user guide on the intranet.
  - 2. The member will then forward the nomination to a supervisor. The database will notify the supervisor by Department email that they need to review the nomination. The nomination will continue through the chain of command. Every Department member will be able to view the database, but only commanders and supervisors in that specific chain of command will be able to make a recommendation regarding the nomination. The Awards Committee will be responsible for maintaining the database.
  - 3. Members of the chain of command can approve, disapprove, or reclassify the recommendation. The supervisors will detail their



reasoning in the endorsement section. The database will notify the Awards Committee by Department email that they need to review a nomination once the Bureau Commander has made a recommendation.

4. The Awards Committee will review the recommendation then evaluate all reports and witnesses' testimony. The Committee will provide one of the following recommendations to the Chief of Police:
  - a. The circumstances surrounding the exceptional act have met the prerequisites for the award and should be awarded to the member.
  - b. The justification for recognition is present, but the recommendation should be reclassified.
  - c. The facts, as presented, warrant no further action. The recommendation is disapproved.
  - d. If additional inquiries are required, the Awards Committee Chair will use whatever investigative tools are necessary to make the recommendation, including the Internal Affairs Unit, originating member or other division resources. The committee will also identify, in writing, to the Chief of Police any other facts contained in the case file considered to be pertinent.
5. The Chief of Police will review the Awards Committee's decisions for final disposition.
6. The Awards Committee will use the database to generate a Department email that will be sent to the Department member who originally wrote the nomination of the final disposition.
7. The Media Unit will schedule the presentation of the award if approved.

B. Safe Driving Ribbon, Good Conduct Ribbon, and Tenure Service Ribbon

1. Supervisors/Commanders will annually review subordinate members:
  - a. Driving records to determine eligibility for the Safe Driving Ribbon after five (5) consecutive years of safe driving and every five (5) consecutive years thereafter.
  - b. Demeanor records to determine eligibility for the Good Conduct Ribbon after five (5) consecutive years of good conduct and every five (5) consecutive years thereafter.
  - c. Years of service to determine eligibility for the Tenure Service Ribbon after five (5) years of service and every five (5) years thereafter.
2. Supervisors/Commanders will submit recommendations for these ribbons through the chain of command to the bureau commander for final approval and forwarding to the Media Unit.
3. The Media Unit will forward original recommendations to the Personnel Records Section. Copies of the recommendations and the award ribbons will be forwarded to element commanders for issuance.

C. Trainers Ribbon

1. Supervisors/Commanders will submit recommendations to the Bureau Commander on the selection/qualification of members to be designated as trainers. They will also submit notification each time a trainer has completed training of five primary members (except Academic Section Instructors).
2. Upon approval, Bureau Commanders will forward recommendations and notifications to the Media Unit.
3. Media Unit personnel will verify the element has a designated trainer position approved by the Chief of Police. If a trainer position is not approved, the recommendation will be returned to the Bureau Commander.
4. The Media Unit will forward original recommendations to Personnel Records Section. Copies of the recommendations and the award ribbons will be forwarded to element commanders for issuance.

D. Firearms Proficiency Ribbon

Training Division will forward the names of members who have successfully fulfilled the requirements of the Firearms Proficiency Ribbon to the Media Unit for issuance.

E. Military Service Ribbon

Department members who are eligible for this award must present a photocopy of their Military Service Record (DD-214 Form) or active/reserve identification card (front and back) to their supervisor who will then submit a memorandum through the chain. The ribbon will be distributed when the Media Unit receives the approved memorandum.

F. The Media Unit will:

1. Issue a special order in September soliciting volunteers for the Awards Committee.
2. Maintain the list of volunteers.
3. Maintain a computerized database of all award recommendations.
4. Forward a copy of the Chief's Order explaining the award to the Personnel Records Section for inclusion in the member's personnel jacket, and to the member for inclusion in the member's unit jacket.
5. Recommend members to organizations for non-Departmental awards upon request by the organization.



Richard C. Smith  
Chief of Police

Adopted by the Board of Police Commissioners this 31st day of August, 2021.



Mark C. Tolbert  
Board President

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