

**TITLE: AWARDS AND RECOGNITION**

**CODIFIED:** 95.1  
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**PURPOSE**

The purpose of this directive is to establish and maintain a system for the recognition of individual acts of heroism, meritorious service and continued excellence in the performance of duty.

**DISCUSSION**

Acknowledgment of individual acts of heroism, meritorious service, excellence in the performance of duty and those wounded in the performance of their duty has been established to ensure recognition of deserving individuals from every classification within the Department.

**POLICY**

It shall be the policy of the Department to recognize and award those individuals who have displayed heroism, meritorious service, excellence in the performance of duty and those who have been who have been wounded in the performance of their duty.

**PROCEDURE**

**TYPES OF AWARDS**

**MEDAL OF HONOR**

**95.1.01** The Medal of Honor is the highest award presented to an individual employed by the Department. It is presented only in exceptional cases where an employee risks life in the performance of duty.

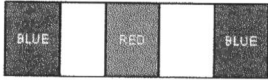
**95.1.02** The Medal of Honor will be awarded based on extraordinary actions that expose the employee to self-peril above and beyond the call of duty who, knowing the consequences of the act and disregarding his/her own safety, acted in the best interest of the community.

**95.1.03** This award shall be issued in numerical sequence.

**95.1.04** An award certificate will be presented with this medal.

**95.1.05** A citation letter relating the circumstances leading to the award will accompany the medal; a copy of which will be placed in the employee's personnel file.

**95.1.06** The ribbon and award bar are decorated with equally sized bands of color in left to right order of blue, white, red, white, blue.



**MEDAL OF VALOR**

**95.1.07** The Medal of Valor is the second highest award which can be presented to an individual by the Department.

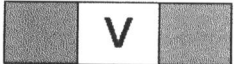
**95.1.08** The basis for the presentation of this award is service entailing exceptional courage or bravery while:

- Saving a life, or;
- Preventing a serious crime, or;
- Apprehending a suspect who has committed a serious crime impacting the community.

**95.1.09** An award certificate will be presented with this medal.

**95.1.10** This award shall also be accompanied by a citation letter relating the circumstances leading to the award; a copy of which will be placed in the employee's personnel file.

**95.1.11** The ribbon and award bar are decorated with equally sized bands of color in left to right order of red, white, blue. A "V" device shall be centered on the ribbon.



**MEDAL OF MERIT**

**95.1.12** The Medal of Merit is the third highest award which can be presented to an employee by the Department.

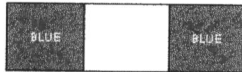
**95.1.13** The basis for the presentation of this medal shall be:

- For displaying unusual thoroughness and initiative while carrying out his/her duties and responsibilities, or;
- For efforts or diligence beyond that normally required for the efficient accomplishment of the assignment, or;
- Retirement with 20 or more years of sworn service in the Santa Fe Police Department.

**95.1.14** An award certificate will be presented with this medal.

**95.1.15** This award shall be accompanied by a citation letter relating the circumstances leading to the award; a copy of which will be placed in the employee's personnel file.

**95.1.16** The ribbon and award bar are decorated with equally sized bands of color in left to right order of blue, white, blue.



**PURPLE HEART**

**95.1.17** This medal shall be awarded to those individuals who receive injuries actually inflicted, or as a direct result of a suspect's offensive actions while in the performance of official duties.

**95.1.18** Normally the criteria for this award shall be that the employee received medical attention for the injury and the suspect was charged or could have been charged with battery on a law enforcement officer. (This in no way implies that the suspect need be identified or in custody.)

**95.1.19** An award certificate will be presented with this medal.

**95.1.20** This award shall be accompanied by a citation letter relating the circumstances leading to the award; a copy of which will be placed in the employee's personnel file.

**95.1.21** The ribbon and award bar are purple.



**POLICE CHIEF'S COMMENDATION**

**95.1.22** The basis of presentation shall be meritorious achievement in the performance of duty. Examples include, but are not limited to:

- Singular acts relating to the preservation of public safety, or;
- Exceptional achievement in administrative duties, or;
- Acts leading to the arrest of subjects involved in complicated, serious or in progress crimes, or;
- Any act or acts deserving special recognition.

**95.1.23** This award will be accompanied by citation letter relating the circumstances leading to the award; a copy of which will be placed in the employee's personnel file.

**95.1.24** The award is a ribbon bar ONLY decorated with equally sized bands of color in left to right order of white, blue, white.



**SUPERVISOR/OFFICER/CIVILIAN OF THE QUARTER**

**95.1.25** The Supervisor/Officer/Civilian of the Quarter shall be selected for outstanding achievement over and above the normal call of duty during the quarter in the position assigned.

**95.1.26** Memorandums nominating Department personnel will be forwarded to the Office of the Chief of Police, who then submits the recommendations to the Awards Review Committee. Memorandums should contain enough detail to illustrate the incident or reasons to justify the award.

**95.1.27** A plaque will be presented with this award.

**95.1.28** This award shall be presented with the citation memorandum leading to the award; a copy of which will be placed in the employee's personnel file.

**SUPERVISOR/OFFICER/CIVILIAN OF THE YEAR**

**95.1.29** A Supervisor, Officer and Civilian shall be selected by the Chief’s staff each year from among the recipients of the quarterly awards to be the Supervisor, Officer and Civilian of the Year.

**95.1.30** Recipients of this award will receive a personal plaque and a certificate.

**95.1.30** A certificate will be presented with this award.

**95.1.31** This award shall be presented with a citation letter relating the circumstances leading to the award; a copy of which will be placed in the employee’s personnel file.

**RECOGNITION FOR CONTINUOUS SERVICE**

**95.1.32** As part of a City of Santa Fe recognition program, all employees will receive recognition certificates for continuous years of service at five, ten, fifteen, twenty and twenty-five or more years.

**95.1.33** Copies of the certificates will be placed in the employee’s personnel file.

**SAFE DRIVER AWARD**

**95.1.34** All commissioned/enforcement Police Department personnel issued a City vehicle and maintaining a valid New Mexico driver’s license and City driving permit are eligible for the Safe Driver Award.

**95.1.35** The criteria to earn this award consists of an eligible employee remaining accident free or with no chargeable collisions in a City vehicle within the previous full calendar year. The employee will be awarded one paid day off. The day off will be listed as administrative leave.

**95.1.36** The evaluated driving period will commence on January 1 and end December 31st. Employees who do not become eligible for the award until after June 30 will not be considered for that year.

**95.1.37** Awarded Safe Driver days cannot be carried over and will be lost if not used prior to December 31st of the award year.

**95.1.38** All employees maintaining a continuous safe driving record will receive an additional day off

for every fifth year of safe driving, not to exceed five (5) days in any one year.

**95.1.39** Any of the following actions or incidents that occur during the previous calendar year will be grounds for disqualification for that year:

- Any leave of absence greater than 60 days;
- Revocation, suspension, or lapse of State Driver’s License or City of Santa Fe driving permit;
- Any collision in any City vehicle that can be charged to the employee or is in violation of City driving or Safety Division regulations, whether on or off-duty.

**NOMINATIONS**

**95.1.40** Nominations for awards or commendations may be initiated by any citizen or Department employee.

**95.1.41** Nominations shall be forwarded in writing to the Chief of Police.

**95.1.42** Eligible nominees for awards shall include:

- Officer of the quarter shall be restricted to officers up to and including the rank of Detective II and Police Officer IV.
- Supervisor of the Quarter shall be open to all supervisory personnel, sworn and non-sworn, of the Department.
- Any person under the direct supervision of the Chief of Police.
- Any person nominated by the Chief of Police.

**AWARDS TO OTHER INDIVIDUALS**

**95.1.43** The Chief of Police may, at his/her discretion, present Department medals, awards, or citations to individuals who are not members of the Police Department.

**95.1.44** These individuals may be private citizens, employees of local government or members of area law enforcement agencies which the Chief desires to recognize for their contribution to public safety.

## AWARDS COMMITTEE

**95.1.45** The Awards Committee shall be established by the Chief of police. This committee will be responsible for the preparation and issuance of certificates of recognition, commendations, and awards. The members of the committee shall be appointed for one year and shall consist of the following as a minimum:

- A Lieutenant;
- A Sergeant;
- A Detective;
- A non-supervisory uniformed Officer;
- A Civilian employee.

**95.1.46** The Awards Committee members shall serve for one (1) calendar year. The members of the Committee shall elect a chairperson who will serve in that capacity for the entire year.

**95.1.47** The Awards Committee shall meet on a quarterly basis, or whenever requested to do so by the Chief of Police.

**95.1.48** The committee must have at least four members present to have a quorum and will rule on each commendation by a majority vote.

**95.1.49** The committee may request anyone to appear as a witness and may examine reports and evidence as deemed necessary, with approval from the Chief of Police.

**95.1.50** The committee will make recommendations on each nomination forwarded to the Chief of Police.

**95.1.51** Each January, the committee will prepare and submit an annual report of the committee's activities to the Chief of Police. The report shall contain the following:

- The total number of awards presented for the previous year;
- The total number of awards presented for each category;
- The total number of recommendations for awards received.

**95.1.52** The Chief of Police shall make the final decision on the type of award, if any. The Chief shall direct that the Deputy Chief of Police, or other designee, make arrangements to obtain the award and will decide when to honor the employee chosen.

## AWARD CEREMONY

**95.1.53** The Chief of Police, or in his/her absence, the senior ranking Department official, shall personally present all medals to the recipient.

**95.1.54** Efforts should be made to present the awarded medal to the employee in the presence of his co-workers.

**95.1.55** The Chief of Police or, in his/her absence, the senior ranking Department official, shall personally present the certificate of commendation to the recipient.

**95.1.56** Other awards or letters of appreciation shall be presented as directed by the Chief of Police.

## WEARING OF AWARDS

**95.1.57** Medals shall not be worn on the duty uniform other than at the time of presentation, except at the direction of the Chief of Police.

**95.1.58** Award bars will be worn one quarter inch above the name tag. The top award or row is to be centered on the pocket seam. The wear of the award bars are not mandatory, but when worn, all awards that have been presented to an individual must be displayed.

**95.1.59** Award bars shall be worn according to precedent, the highest award being worn to the right of the wearer. No more than three bars shall be worn on one line.

**95.1.60** The order of precedence shall be:

- 1) Medal of Honor
- 2) Medal of Valor
- 3) Medal of Merit
- 4) Purple Heart
- 5) Awards from other Departments with the Chief's approval.

95.1.61 Only when approved by the Chief of Police, members of the Department may wear award bars received from other Departments and/or Agencies. The following award bars are pre-approved by the Chief of Police:

- Staff and Command Award
- New Mexico State Awards

**MULTIPLE AWARDS**

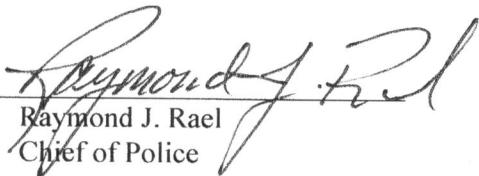
95.1.61 Multiple awards of the same medal will result in additional presentations to the recipient. However, only one bar for each type of award will be worn on the uniform. Multiple presentations of the same award will be represented by the presence of a bronze five pointed star symmetrically affixed to the award bar for each additional award.



A silver five-pointed star will represent five bronze stars.



DRAFTED(ild)/10/11

APPROVED:   
Raymond J. Rael  
Chief of Police

Date: