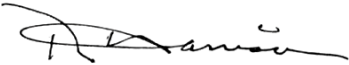


TEXARKANA ARKANSAS POLICE DEPARTMENT POLICIES AND PROCEDURES

SUBJECT	Departmental Awards Program		
NUMBER	1104.02	EFFECTIVE DATE	November 15, 2008
SCHEDULED REVIEW	April 01, 2016	ISSUE DATE	November 15, 2008
DATE REVIEWED	March 17, 2014	REVISION DATE	March 28, 2012
APPROVED BY		<i>Reserved for Expansion</i>	

I. Purpose and Scope

- A. The purpose of the Departmental Awards Program is to recognize employees or civilians who demonstrate heroic or meritorious acts while serving as a member of the Texarkana Arkansas Police Department.
- B. All members of the Texarkana Arkansas Police Department are eligible for consideration for the awards described in this policy.
- C. This policy establishes criteria required for the various awards described in this policy.

II. Policy

- A. It is the policy of the Texarkana Arkansas Police Department to offer awards to its officers and civilians in recognition of their performance involving acts of valor, for bravery, exceptional service, life saving acts or attempts, superior achievements and other achievements as described below.

III. Recommendation for Award

- A. Recommendations for awards may be initiated by any employee and shall be in writing. The memorandum shall describe the specific circumstances of the event that causes the employee to believe an award is appropriate. The nominator shall also specify the type of award that he or she believes should be conferred.
- B. The memorandum containing the nomination should be directed to the attention of the Chief of Police.

III. RESPONSIBILITY OF THE AWARDS COMMITTEE

- A. The Awards Committee will investigate the merits of a request for a service bar or qualification for a specific award and make recommendations regarding the approval or denial of a service bar or specific award to the Chief of Police. The Chief of Police or his designee will make the final decision on the issuance of the service bar or certificate. The Meritorious Conduct Awards Committee reviews and makes recommendation for selection of the Officer of the Quarter and the Officer of the Year recipient.

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- B. The Awards Committee is made up of officers from each of the police department divisions:
- A police supervisor holding the rank of sergeant or lieutenant serves as chairman.
 - Two officers from the Patrol Division.
 - One officer from Services Division.
 - One officer from the Criminal Investigation Division.
- C. The Public Information Officer will be notified and attend all meetings of the Meritorious Awards Committee.

IV. TYPES OF SERVICE BARS & CERTIFICATES

- A. The following service bars and certificates will be issued by the Department for meritorious conduct in the line of duty. The awards are as follows:

1. **POLICE MEDAL OF HONOR** 

- (a) Order of Precedence: The highest award of the Department.
- (b) Award Criteria: To be awarded to a police officer who voluntarily distinguishes himself conspicuously by gallantry and extraordinary heroism. The act must be in excess of normal demands and of such a nature that the officer was fully aware of the imminent threat to his personal safety, and acted above and beyond the call of duty at the risk of his life.
- (c) The term "above and beyond the call of duty" in the qualifications for this medal disqualifies all acts of courage, no matter how great, performed in the course of carrying out verbal or written orders.

2. **POLICE CROSS**

- (a) Order of Precedence: Ranked next in prominence to the Medal of Honor.
- (b) Award Criteria: To be awarded where an officer lost his life in performance of duty under honorable circumstances. The Police Cross may be awarded in addition to any other award the officer may be entitled to in making the supreme sacrifice.

3. **POLICE MEDAL OF VALOR** 

- (a) Order of Precedence: Ranked next in prominence to the Police Cross.
- (b) Award Criteria: To be awarded for exceptional bravery at imminent risk of serious bodily injury, the recipient demonstrating exceptional courage by performing a voluntary course of action in an extremely dangerous situation.
- (c) The term "voluntary course of action" in the qualifications for this medal disqualifies all acts of courage, no matter how great, performed in the course of carrying out verbal or written orders.

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4. **DISTINGUISHED SERVICE MEDAL** 

- (a) Order of Precedence: Ranked next in prominence to the Police Medal of Valor Bar.
- (b) Award Criteria: To be awarded for exceptional law enforcement career service involving exemplary performance of duty while in police service or for being disabled in the line of duty. The Chief of Police determines if this conduct decoration will be awarded. For the award of this conduct decoration for police service, a 3/16" gold star representing each 5 years of service will be mounted on the ribbon bar and medal ribbon to signify the number of honorable years of service. If space is a determining/limiting factor on the ribbon bar or medal ribbon, a 3/16" Silver Star will be utilized to signify 20 years of honorable service.
- (c) May be awarded to an officer for distinguished law enforcement service and/or at a duty of greater responsibility, the duty reflecting excellence in such performance and advancing the goals of the Texarkana Arkansas Police Department, distinguishing himself and the Department in carrying out such performance. May be awarded to an officer who is injured and disabled and is therefore required to retire due to such injury

5. **MERITORIOUS CONDUCT BAR** 

- (a) Order of Precedence: Ranked next in prominence to the Police Medal of Valor and the Distinguished Service Medal
- (b) Award Criteria: To be awarded for a heroic deed or exceptional meritorious conduct involving exemplary courage, risk, and danger to personal safety.
- (c) May be awarded to an officer for meritorious service in a duty of greater responsibility, the duty reflecting excellence in such performance, distinguishing himself and the Department in carrying out such performance.

6. **POLICE COMMENDATION BAR** 

- (a) Order of Precedence: Ranked next in prominence to the Meritorious Conduct Bar.
- (b) Award Criteria: To be awarded to an officer for outstanding performance involving great risk to his personal safety while performing his duty or; May be awarded to any police officer for outstanding contributions to law enforcement through the success of difficult police projects, programs or situations, with such contributions being made in a higher professional degree of accomplishment.
- (c) The Police Commendation Bar may be awarded to any officer upon recommendation of his supervisor and approval of the Chief of Police.

7. **LIFE SAVING BAR** 

- (a) Order of Precedence: Ranked next in prominence to the Police Commendation Bar.
- (b) Award Criteria: To be awarded to any officer for the saving of a human life. This award is intended for all officers directly responsible for the saving of a human life. Documentation and supporting evidence must be included to substantiate the award, such as statements from witnesses, physicians, or supervisors.

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- (c) The award may also be made where evidence indicates that actions by the officer(s) prolonged a human life to the extent of the victim being released to the care of medical authorities, even though the victim might expire at a later date.
- (d) May be awarded in addition to the awarding of a higher medal where the facts show the recipient is entitled to such award.

8. **POLICE SHIELD** 

- (a) Order of Precedence: Ranked next in prominence to the Life Saving Bar.
- (b) Award Criteria: To be awarded to any police officer, or other employee of this Department, who is seriously injured in the line of duty due to assault.
- (c) May be awarded to any police officer, or other employee of the Department, who is seriously injured in the line of duty as a result of fire, explosion, etc.
- (d) May be awarded in addition to the awarding of a higher award where the facts show the recipient is entitled to such award.
- (e) The injury must not be the result of, or concurrent with, any conduct of the recipient that is less than acceptable by all standards.
- (f) Falls on ice, motor vehicle accidents and the like, will not be considered unless the evidence clearly indicates the employee had exhausted all reasonable safety precautions and had no control over the circumstances.

9. **CERTIFICATE OF MERIT** 

- (a) Order of Precedence: Ranked next in prominence to the Police Shield Bar.
- (b) Award Criteria: For excellence in police work. To be awarded to police officers of any rank for outstanding performance of duties under unusual, complicated, or hazardous conditions over any period of time.
- (c) May be awarded to civilian police personnel, as well as officers, for outstanding or superior performance of any assignment over a prolonged period of time, but such performance to be clearly defined as exceptional, placing them well above other officers or civilians of equal rank or grade. When awarded to civilians, it is done in the form of a certificate.
- (d) May be awarded (without bar) to any police officer from another law enforcement agency qualifying under the above mentioned conditions if earned while aiding, assisting, or working with any officer of the Texarkana, Arkansas Police Department as a certificate.
- (e) Under no circumstances will the Certificate of Merit be awarded in conjunction with another award for the same service or deed.

10. **COMMUNITY SERVICE BAR** 

- (a) Order of Precedence: Ranked next in prominence to the Certificate of Merit Bar.
- (b) Award Criteria: To be presented to members of the Department, civilian and sworn, who bring favorable recognition to the Department through their involvement in civic affairs

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while acting in the capacity as a member and representative of the Texarkana, Arkansas Police Department.

11. **OFFICER OF YEAR AWARD** 

- (a) Order of Precedence: Ranked next in prominence to the Community Achievement Bar.
- (b) Award Criteria: The Officer of the Year will be selected from the previous four Officer of the Quarter recipients.
- (c) The Meritorious Conduct Awards Committee will make the selection by majority vote.
- (d) This selection will be made prior to the annual luncheon sponsored by a local service club.

12. **OFFICER OF THE QUARTER** 

- (a) Order of Precedence: Ranked next in prominence to the Officer of the Year Bar.
- (b) Award Criteria: Officers who perform an outstanding feat or dedication to duty and service may also be considered.
- (c) The Officer of the Quarter will be selected by a majority vote of the Meritorious Conduct Awards Committee. Recommendations for this award will be submitted through the chain of command to the Chief of Police. Officers are permitted to recommend an officer of equal or higher rank through their chain of command.
- (d) Supervisors are expected to recognize those subordinates, who are performing their duties in an above average manner by recommending them for this award.
- (e) The recipient of the Officer of the Quarter Award will be presented with a certificate, a plaque and a miniature tie tack badge by the Chief of Police.

13. **EDUCATIONAL ACHIEVEMENT** 

- (a) Order of Precedence: Ranked next in prominence to the Officer of the Quarter Bar.
- (b) Award Criteria: Officers must hold a Bachelor of Arts/Science Degree.

14. **SENIOR CERTIFICATION** 

- (a) Order of Precedence: Ranked next in prominence to the Educational Achievement Bar.
- (b) Award Criteria: Officers must hold Senior Certification from the Commission on Law Enforcement Standards & Training.

15. **FBI/NA ACHIEVEMENT** 

- (a) Order of Precedence: Ranked next in prominence to the Senior Certification Bar.
- (b) Award Criteria: Successful completion of the Federal Bureau of Investigation's National Academy.

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16. **SWAT TEAM MEMBER** 

- (a) Order of Precedence: Ranked next in prominence to the FBI/NA Achievement Bar.
- (b) Award Criteria: Assignment to Metro SWAT Team.
- (c) The SWAT Team Service Bar is retained after a member has completed a tour of duty in this specialized assignment of at least one year.

17. **FIELD TRAINING SERGEANT** 

- (a) Order of Precedence: Ranked next in prominence to the SWAT Team Bar.
- (b) Award Criteria: Assignment as Field Training Officer Supervisor.
- (c) The Sergeant FTO Service Bar is retained after the supervisor has completed this specialized assignment.

18. **FIELD TRAINING OFFICER**  

- (a) Order of Precedence: Ranked next in prominence to the SWAT Team Bar. If the officer has been trained as an FTO and then promoted to Sergeant, it is ranked next in prominence to the Sergeant FTO Service Bar.
- (b) Award Criteria: Completion of 32 hour CLEST approved certified field training officer course and assignment as a field training officer.
- (c) The FTO Service Bar is retained after a member has been assigned as a field training officer and transferred or promoted to the next higher rank.

19. **ACHIEVEMENT OF EXCELLENCE**

- (a) To be awarded to an officer or a civilian employee for his/her duty performance of a law enforcement function reflecting a true sense of excellence. The officer/employee's performance must advance the Department's law enforcement mission and positively affect the Department's professional standing among our community. This award is not issued with a service bar. This certificate will not be awarded in conjunction with another award for the same performance or deed.

20. **PHYSICAL FITNESS ACHIEVEMENT AWARD** 

- (a) Order of Precedence: Ranked next in prominence to the Field Training Officer Bar.
- (b) Award Criteria—Will be accompanied with a certificate that documents this individual achievement.
 - (1) The Physical Fitness service bar without the stars is awarded to those officers who score within the seventy-fifth (75%) percentile or higher on all of the events during both physical fitness assessments given yearly.
 - (2) The Physical Fitness service bar containing the stars is awarded to the officer who receives the Top Cop award. For more information regarding the Top Cop competition, refer to [General Order 1104.04---Physical Fitness and Wellness Program](#).

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21. **HONOR GUARD** 







- (a) Order of Precedence: Ranked next in prominence to the Physical Fitness Achievement Award.
- (b) Award Criteria: Assignment to the Texarkana Police Honor Guard.
- (c) The Honor Guard Service Bar is retained after a member has been assigned to this specialized unit.

21. **SAFE DRIVING AWARD** 

- (a) Order of Precedence: Ranked next in prominence to the Honor Guard Service Bar.
- (b) Award Criteria: All members of the Department who are currently, or have been, assigned to a position which required driving department vehicles as part of the daily function of the position, are eligible for this award. An employee may be assigned a position wherein he does not actually drive a department vehicle each day, yet his responsibilities will require frequent use of a department vehicle during the period of assignment as directed by his supervisor or commanding officer. In such instances, the assignment will not render the employee ineligible to accumulate time toward this award.
- (c) This award is based upon a five year increment. No previously issued Safe Driving Award Service Bar will be returned. When an employee has been charged with an accident, the day following the accident a new increment begins.
- (d) Records of each employee's driving record will be maintained by the Services Division. When an employee becomes eligible for a Safe Driving Award, the award will be forwarded to the Chief of Police for presentation.

22. **YEARS OF SERVICE AWARDS**

- (a) Order of Precedence: Ranked next in prominence to the Safe Driving Award Service Bar.
- (b) Award Criteria: The police department issues a service bar in the following increments:

- (1) Five years of service 
- (2) Ten years of service 
- (3) Fifteen years of service 
- (4) Twenty years of service 
- (5) Twenty-five years of service 
- (6) Thirty years of service 

- (c) Officers will wear the most current service bar issued to them on each five year anniversary date. The old bar is surrendered when the new service bar is issued.

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23. PERFECT ATTENDANCE AWARD

- (a) Award Criteria: The Perfect Attendance Award will be awarded to all sworn and civilian employees of the Police Department who distinguish themselves by perfect attendance each year. The calendar year for attendance is January 1 through December 31 of each year.
- (b) This award is based on one year increments. For multiple year awards, the years are to be consecutive. To receive a one year award, an employee must complete one year without taking any sick leave. To receive a two year award, an employee must have two consecutive years without taking any sick leave, etc. No previously issued award will be canceled.
- (c) Any break in service or leave without pay will require the employee to begin a new increment.
- (d) Records of each sworn employee's sick leave will be maintained by the payroll clerk. Each year, in February, the sworn employee's previous time cards will be reviewed for eligibility. A sworn employee meeting the qualifications at any point during the preceding year will be eligible. When a sworn employee becomes eligible for a Perfect Attendance Award, the award will be forwarded to the Chief of Police for presentation. This same procedure will be performed for civilian employees.

24. CITIZEN'S CERTIFICATE OF MERIT

- (a) Award Criteria: All persons are eligible for this award whose actions exemplify excellence in performance of civic responsibilities, show unselfish devotion to their fellow man and the community in which they live, or whose actions bring honor to the City.
- (b) Any officer, who has knowledge of an incident involving a meritorious act by a citizen will submit, through channels to his Division Commander, a recommendation that the Citizen's Certificate of Merit be awarded. The Division Commander will then forward the report to the Meritorious Awards Committee for a review and determination if such award is to be made.
- (c) The Public Information Officer will, at the direction of the Chief of Police:
 - (1) Determine whether the citizen is willing to accept the award.
 - (2) Determine if the citizen prefers to accept it publicly or privately.
 - (3) Arrange with the Chief of Police and the recipient a suitable time for the presentation ceremony. This will usually be done in conjunction with regular quarterly award ceremonies.

25. QUALIFICATION LEVELS FOR FIREARMS TRAINING

- (a) Proficiency in firearms in law enforcement is a requirement. Excellence in the marksmanship is an area all officers should strive for to further enhance their ability to protect and serve the public. Officers are required to maintain a proficiency level of 80% to carry a firearm. Officers in SWAT are required to qualify at a proficiency level of 90% on weapons assigned to them.
- (b) The following qualification levels are recognized by the department when an officer has met the marksmanship standards. Firearms scores are maintained in the officer's training file.

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➤ **EXPERT MARKSMANSHIP**

The recognition award will be noted in the training files of any officer who distinguish themselves as outstanding marksmen by obtaining a firearms proficiency score of 90% during their scheduled firearms training and proficiency qualifications. The qualification course must be a CLEST recognized law enforcement firearms qualification course.

➤ **DISTINGUISHED EXPERT**

The recognition award will be noted in the training files of any officer who distinguish themselves as superior marksmen by obtaining a firearms proficiency score of 98% during their scheduled firearms training and proficiency qualifications. The qualification course must be a CLEST recognized law enforcement firearms qualification course.

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