



## NORTH MIAMI POLICE DEPARTMENT

### STANDARD OPERATING PROCEDURES



#### AWARDS PROGRAM 200.07

EFFECTIVE DATE: 07-06-22

APPROVED:

  
Chief of Police

SUPERSEDES: 12-19-19

CFA: N/A

#### I. PURPOSE

To provide guidelines to give formal recognition to employees for outstanding individual or unit achievement.

#### II. POLICY

To provide formal recognition to both sworn and civilian employees for acts of distinguished service or outstanding achievement that make a "Positive Impact." Awards Committees will be established for the selection of personnel to receive these awards.

#### III. SCOPE

This policy applies to all members of the Department.

#### IV. RECOGNITIONS

##### A. Individual Awards:

1. Exceptional Service Award: This award is open to any member, sworn or non-sworn, who performs an act or a series of acts meeting the following criteria. The act must:
  - a. Constitute outstanding achievement of Departmental goals and objectives.
  - b. Exemplify exceptional devotion to duty in the furtherance of

the law enforcement profession.

- c. Be motivated by the desire to serve the community in the spirit of the Law Enforcement Code of Ethics and the Department's Mission and Values.
  - d. Be above and beyond the ordinary call of duty.
2. Employee Excellence Award: This award is open to any member, sworn or non-sworn, who performs an act or a series of acts meeting the listed criteria. The act must:
- a. Further the cause of law enforcement by exemplifying diligence, innovativeness, or devotion to duty.
  - b. Be motivated by the desire to serve the community in the spirit of the Law Enforcement Code of Ethics and the Department's Mission and Values.
  - c. Be above and beyond the ordinary call of duty.

B. Civilian Awards:

- 1. Letter of Commendation: Recommended by any member of the Department through their chain of command. The recommendation should reflect performance in an exceptional manner regarding an assignment or activity.
- 2. Civilian Employee of the Quarter: Nominations may be submitted by any Departmental employee through their supervisor. The nominated employee should exhibit qualities such as initiative, exceeding job expectations (quantity and/or quality) during the period, and reflect a positive attitude.
- 3. Community Service Award: Nominations will be accepted from citizens, Department employee or supervisors. The nominated employee should be one who goes above their normal job expectations in their helpfulness and courtesy towards the public. They should be dependable, responsible and have a positive disposition toward helping the community.

C. Police Officers:

1. Letter of Commendation: Recommended by any supervisor or officer in the Department, the recommendation should reflect performance in an exceptional manner regarding an assignment or activity. A copy of the Commendation will be placed in the employee's personnel folder.
2. Community Service Award: Nominations will be accepted from citizens or supervisors. The nominated employee should be one who goes above their normal job expectations in their helpfulness and courtesy towards the public. They should be dependable, responsible and have a positive disposition toward helping the community.
3. Officer of the Month: A supervisor shall nominate an officer based on excellence and outstanding performance, above and beyond routine duties.
4. Unit Citation: Nominated by their supervisors, a Unit may be awarded a Unit Citation for a particularly notable accomplishment. The accomplishment should show initiative that brings credit not only to the individuals, but to the Department as well.
5. Officer of the Quarter: The selection for this award will be made from Officer of the Month selections from the prior three months.
6. Officer of the Year: The selection for this award will be made from Officer of the Month selections from the year the award is to be given.
  - Consideration will also be given to recommendations made of officers who may not have been selected as Officer of the Month, but whose accomplishments in any particular area warrant such recommendation. The final decision shall be approved by the Chief of Police. The deadline for submissions is January 5<sup>th</sup> of each year.
7. Miami-Dade County Association of Chiefs of Police Officer of the Month/Year: The North Miami Officer of the Month may be submitted for consideration for the Miami-Dade County Association of Chiefs of Police Officer of the Month/Year.

The Miami-Dade County Association of Chiefs of Police Officer of the Year is chosen from the recipients of the Miami-Dade County Officer of the Month awards for the year.

## **V. NOMINATION PROCEDURES**

- A. Officer of the Month: Nominations must be submitted to the Chief of Police by the 25<sup>th</sup> day of the month. Nominations received after the 25<sup>th</sup> will be carried over to the following month.
- B. Miami-Dade County Association of Chiefs of Police's Officer of the Month: The letter of recommendation will be submitted by the Chief of Police to the Miami-Dade County Association of Chiefs of Police for consideration as the Miami-Dade County Officer of the Month.
- C. All nominations are to be submitted on the commendation form and will detail the particulars of each nomination.
- D. Selected employees will be notified via memorandum from the Chief of Police's Office. The commendations and plaques will be presented to the employee at semi-annual award ceremonies.

## **VI. AWARDS COMMITTEE**

The Committee consists of one Commander, one Sergeant and one union representative on a rotation basis. Panel members will rotate on a monthly basis, except for December when the Officer of the Year will be chosen by the Assistant Chiefs. All nominations for these awards will be submitted to the Awards Committee via a copy of the Departmental Employee Commendation Form. This committee will then make a recommendation to the Chief of Police who will select the recipient of the award.

- A. Awards:
  - 1. Officer of the Month: Officers selected for Officer of the Month will be honored at a luncheon sponsored by the North Miami Chamber of Commerce, where they will receive a plaque.
  - 2. Unit Citation: A Unit selected for this award will receive a letter of commendation and a unit plaque.

3. Officer of the Year: An officer chosen for this award will receive recognition at the Chamber of Commerce luncheon, a letter of commendation and a plaque.
  4. Fitness Award: Awarded by the Chief of Police to those sworn personnel who have distinguished themselves through their exceptional fitness performance. The recipient of this award must successfully complete the Department's Fitness Challenge for three (3) consecutive years.
  5. Meritorious Service Award: Awarded by the Chief of Police to those officers who distinguished themselves through an exceptional act that goes above and beyond the normal call of duty.
  6. Life-Saving Award: Awarded by the Chief to any employee who rescues, or endeavors to rescue, any person from medical emergency, trauma, or other peril.
  7. Purple Heart: This special/prestigious recognition is awarded by the Chief of Police to those members of the Police Department who, while in the performance of their sworn duties, received a serious wound.
  8. Medal of Valor: Is awarded by the Chief of Police to those officers upon performing an act of bravery in which the officer, while in the performance of his/her duty, distinguishes him/herself in the apprehension of a dangerous criminal(s), or in the protection of life and or property while in the face of great personal danger.
  9. The Medal of Honor: Is the highest Departmental award that is awarded entirely by the Chief of Police in the name of the citizens of North Miami, Florida. This award/recognition is bestowed upon those sworn officers who distinguish him/herself conspicuously by gallantry and courage at the risk of his/her own life, above and beyond the call of duty while engaged in armed combat displaying heroism and courage in the face of extreme danger.
- B. Enamel ribbons: Officers receiving awards will also receive an enamel ribbon to be worn on their uniform. These ribbons will be worn on Class A dress uniforms and may be worn on Class B. The description of each ribbon is listed below, in order of precedence:

1. Medal of Honor- A gold enamel ribbon with two gold stars.
  2. Medal of Valor- A purple enamel ribbon with a gold letter "V".
  3. Purple Heart- A white enamel ribbon with a purple heart.
  4. Life-Saving- A red and blue enamel ribbon with gold "Life Saving".
  5. Meritorious Service- A red enamel ribbon with 12 stars.
  6. Officer of the Year- A dark blue and gray enamel ribbon with a gold star.
  7. Officer of the Month- A red and dark blue enamel ribbon with the number of times an officer has been awarded officer of the month.
  8. Unit Citation- A yellow, white and dark blue stripe enamel ribbon.
  9. Fitness Award- A light blue enamel ribbon with a vertical white stripe down the center and a yellow star. In addition, "FITNESS AWARD" will be on the ribbon.
  10. Distinguished Service Award- A red enamel ribbon with four evenly spaced vertical green stripes.
- C. Ribbon Slide Bars: All ribbons and pins will be worn in rows of three (3) on a ribbon slide bar. The ribbons on the bar will be worn in order of precedence, starting from the wearer's right to left. If an officer has more than one ribbon bar, the ribbons with the highest precedence are worn on the uppermost ribbon bar. Ribbon bars will be worn on the right side of the uniform, above the pocket. No duplication of ribbons will be worn on the uniform. Only Department authorized ribbons are acceptable.

American Flag  
Medal of Honor  
Medal of Valor  
Purple Heart  
Life-Saving Award  
Meritorious Service  
Officer of the Year

Officer of the Month  
Unit Citation  
Fitness Award  
Distinguished Service Award

- D. Specialized Unit Ribbons: Officers who have received training in a specialty and currently serve in that unit as their primary function, or served at least one (1) year of continuous service within the unit or assignment, are authorized to wear ribbons on their uniform.

The authorized ribbons below, when applicable, shall be placed under the award ribbons.

United States Armed Forces Service Ribbon

F.B.I.N.A.

S.P.I.

S.W.A.T.

F.T.O.

Firearms Instructor

Crisis Negotiator

Honor Guard

K-9

Traffic Unit

Traffic Homicide Investigator

Marine Patrol

Investigations Unit

Professional Compliance

Accreditation

Training Unit

Defensive Tactics Instructor

Homicide Investigator

C.O.P.S.

A United States Armed Forces Service Ribbon may be worn by any member of the Police Department who has served in one of the United States military services and has received an Honorable Discharge.

The American Flag ribbon shall be worn on the ribbon slide bar and will be placed on the top row. This ribbon may have "9-11-01" on it.

