

WEBER COUNTY CORRECTIONAL FACILITY

Volume

ADMINISTRATION

Chapter

JB 11 - COMMENDATIONS AND AWARDS PROGRAM

Effective Date:

07-01-97

Review Date:

06-15-05

Pages

13

Approved

JB 11/01.00 GENERAL

JB 11/01.01 Purpose

JB 11/01.02 Cross Reference

JB 11/01.03 Definitions

JB 11/02.00 SHERIFF'S OFFICE AWARDS

JB 11/02.01 Policy

JB 11/02.02 Rationale

JB 11/02.03 Procedure: Medal of Honor

JB 11/02.04 Procedure: Medal of Valor

JB 11/02.05 Procedure: Sheriff's Office Career Achievement Award

JB 11/02.06 Procedure: Weber County Sheriff's Medal

JB 11/02.07 Procedure: Medal of Merit

JB 11/02.08 Procedure: Purple Heart

JB 11/02.09 Procedure: Certificate of Commendation

JB 11/02.10 Procedure: Public Service Award

JB 11/02.11 Procedure: Citizen's Certificate of Appreciation

JB 11/02.12 Procedure: Members of Other Agencies

JB 11/02.13 Procedure: Lapel Ribbons

JB 11/02.14 Procedure: Honorary Sheriff Award

JB 11/02.15 Procedure: Other Awards

JB 11/03.00 NOMINATION AND SELECTION OF AWARD RECIPIENTS

JB 11/03.01 Policy

JB 11/03.02 Rationale

JB 11/03.03 Procedure: Nominations

JB 11/03.04 Procedure: Duty to Report

JB 11/03.05 Procedure: Commendation Review Board

JB 11/03.06 Procedure: Presentation of Awards

JB 11/03.07 Procedure: Wearing of Medals
JB 11/03.08 Procedure: Letter from Citizens
JB 11/03.09 Nomination Form

JB 11/04.00 RECOGNITION FOR YEARS OF SERVICE

JB 11/04.01 Policy
JB 11/04.02 Rationale
JB 11/04.03 Procedure: Function
JB 11/04.04 Procedure: Criteria
JB 11/04.05 Procedure: Award Process

JB 11/05.00 LEARNING OBJECTIVES

JB 11/05.01 Awards
JB 11/05.02 Nominations and Selections
JB 11/05.03 Recognition for Years of Service

FORMS AND EXHIBITS:

Nomination for Commendation or Award

JB 11/01.00 **GENERAL**

JB 11/01.01 **Purpose**

The purpose of this chapter is to provide the policy, procedures, and requirements for awarding medals, certificates, and letters of commendation to members of the Sheriff's Office.

JB 11/01.02 **Cross Reference**

JB 05 - Dress and Uniform Standards

2-9-00.00 Awards and Commendations Program

2-4-00.00 Uniforms and Appearance

JB 11/01.03 **Definitions**

Bureau

Commander for the purposes of this policy, shall be the Captain

CRB

Commendations Review Board

medal

for the purpose of this policy, award as determined by Peace Officer certification or civilian status of the member nominated

member

a full-time or part-time employee or volunteer under the direct supervision of the WCSO

service star

a lapel-type pin

WCCF

Weber County Correctional Facility

JB 11/02.00 **SHERIFF'S OFFICE AWARDS**

JB 11/02.01 **Policy**

It is the policy of the Sheriff's Office:

- A. to recognize those acts by individuals which merit special attention;
- B. that members who distinguish themselves by heroic action or meritorious service above and beyond the call of duty shall receive medals;
- C. that Certificates of Commendation or excellent work awards should be awarded for service in a specific instance or outstanding performance of general duties over an extended period of time; and
- D. that provision is made for the awarding of certificates and letters of appreciation to private citizens and others outside the Sheriff's Office who perform an outstanding service to the Sheriff's Office.

JB 11/02.02 **Rationale**

- A. The recognition of exemplary performance by members of the Sheriff's Office is a significant factor in improving morale, innovation, and increased dedication to the job.
- B. Recognition of the contributions of those outside the Sheriff's Office promotes a positive image of the Sheriff's Office, fosters good public relations, attracts needed volunteer help, and enhances the recruitment effort.

JB 11/02.03 **Procedure: Medal of Honor**

- A. The Medal of Honor is the Department's highest award and shall be awarded only in exceptional cases when a hazardous duty is performed by a member.
 - 1. The hazardous duty shall involve an obvious life-threatening situation.
 - 2. The act must be of such an extraordinary nature that it is beyond the call of duty.
- B. The criteria for awarding the Medal of Honor shall include:
 - 1. outstanding bravery above and beyond that expected in the line of duty;
 - 2. actions for which failure to take such action would not justify censure;
 - 3. actions for which the risk of life actually existed and the member had

sufficient time to evaluate it;

4. actions for which the objective is of sufficient importance to justify the risk; and
5. the member accomplishing the objective or the prevention from doing so by incurring a disabling injury or death.

JB 11/02.04 Procedure: Medal of Valor

- A. The Medal of Valor is awarded by the Sheriff's Office for outstanding service and conspicuous bravery in the line of duty.
- B. This award shall be considered when the circumstances do not fall within the provisions required for a Medal of Honor.
- C. The criteria for awarding the Medal of Valor shall include actions of which:
 1. the member manifests outstanding bravery in the performance of duty under circumstances not within the provisions required for a Medal of Honor;
 2. the member risks loss of life with knowledge of the danger involved, or where a reasonable person would assume his life or safety was in great danger;
 3. the member's objective is of a sufficient importance to justify the risk; and
 4. the member accomplishes the objective or is prevented from doing so by circumstances beyond his control.

JB 11/02.05 Procedure: Sheriff's Office Career Achievement Award

- A. The Sheriff's Office Achievement Award is provided to a member of the Sheriff's Office by the Sheriff's Administration Office—Sheriff, Chief Deputies, and Bureau Commanders—for a distinguished career of achievement in law enforcement and corrections, for those who go the extra mile.
- B. Self-motivation, dedication, persistent endurance, overcoming the adversities of the job and life in general, and strength of character are the qualities which are considered in selecting a recipient for this award.
- C. The recipient is selected by consensus of the Sheriff's Office, Sheriff, Chief Deputies, and Bureau Commanders.

JB 11/02.06 **Procedure: Weber County Sheriff's Medal**

- A. The Weber County Sheriff's medal is awarded by the Sheriff to a member or unit of Weber County Sheriff's Office:
 - 1. for acts of bravery during the performance of duties;
 - 2. for service with distinction under extraordinary circumstances during a major emergency or special operation; or
 - 3. for other exceptional service to the Sheriff's Office.
- B. The Weber County Sheriff's medal is awarded by the Sheriff to an allied agency or member of such agency for exceptional service to the department.
- C. There is no nomination process for this award.
- D. The recipient is selected by the Weber County Sheriff.

JB 11/02.07 **Procedure: Medal of Merit**

This medal is awarded to a member or unit of the Sheriff's Office:

- A. for participating in a special assignment or operation requiring thoroughness, conscientiousness, determination and initiative in the performance of a difficult assignment; or
- B. for an action which brings honor or distinction to the Sheriff's Office.

JB 11/02.08 **Procedure: Purple Heart**

This medal is awarded to a member of the Sheriff's Office who, in the line of duty:

- A. sustained wounds inflicted intentionally by an armed offender or other adversary, and which results in a severe puncture wound, laceration, fracture or contusion; or
- B. is seriously injured by an unarmed offender or other adversity.

JB 11/02.09 **Procedure: Certificate of Commendation**

This certificate is presented to a member or unit of the Sheriff's Office:

- A. for outstanding performance in a specific instance; or
- B. for outstanding performance of general duties over an extended period of time.

JB 11/02.10 **Procedure: Public Service Award**

This award is presented to:

- A. an allied federal, state or local governmental agency whose actions have substantially benefitted the Sheriff's Office; or
- B. a member of an allied agency whose meritorious actions have benefitted the Sheriff's Office or made a substantial contribution to public safety.

JB 11/02.11 **Procedure: Citizen's Certificate of Appreciation**

This certificate shall be awarded to private citizens whose actions, in cooperation with the Sheriff's Office, resulted in the apprehension of an escapee, or the providing of some other valuable service to the department.

JB 11/02.12 **Procedure: Members of Other Agencies**

Under special circumstances, the department may award medals and certificates to members of other government agencies meeting the requirements of this chapter.

JB 11/02.13 **Procedure: Lapel Ribbons**

- A. Lapel ribbons may be presented to:
 - 1. members of the department and under special circumstances;
 - 2. those outside of the department for participation in events such as emergency responses, disturbances, planning groups, extraordinary operations, and task forces; and
 - 3. those who participate in other activities as deemed appropriate by the Sheriff.
- B. At the conclusion of the event or activity, division directors involved shall forward to the Sheriff a written request asking that a lapel ribbon be designed and developed to recognize participation in the event or activity briefly described in the request.
- C. The Division Chief Deputy shall attach to the request a list of all staff and others who participated in the event and who should be considered to be included in the list of those to receive the lapel ribbon.
- D. The Division Chief Deputy should include a brief statement describing each individual's role in the event or activity.

- E. If approved by the Sheriff, the appropriate Chief Deputy shall obtain a sufficient number of ribbons for later distribution.
- F. Upon receipt of these ribbons the Division Chief Deputy shall schedule a time for he and the Sheriff to present the ribbons to those previously approved.
- G. The Division Chief Deputy shall ensure that a record of each employee receiving a ribbon for participation in a designated event is included in each employee's personnel file.

JB 11/02.14 **Procedure: Honorary Sheriff Award**

This award shall be presented to a member of the public who has:

- A. demonstrated outstanding support for the Sheriff's Office and contributed in a substantial way to the realization of its mission; or
- B. over sustained periods of Sheriff's Office time, served as a resource for the Sheriff's Office and assisted in recruiting others to lend their support to a project sponsored by the Sheriff's Office.

JB 11/02.15 **Procedure: Other Awards**

- A. Additional special awards may be considered for inclusion at the awards ceremony with approval of the Sheriff.
- B. Division-level awards may be presented at the ceremonies conducted by each division.

JB 11/03.00 **NOMINATION AND SELECTION OF AWARD RECIPIENTS**

JB 11/03.01 **Policy**

It is the policy of the Sheriff's Office to encourage maximum participation by all members in nominating qualified candidates for awards and to assure that the process is fair and results in only those who meet the highest standards being selected.

JB 11/03.02 **Rationale**

- A. An awards program must be perceived as giving all employees, regardless of their positions, an equal opportunity to be recognized for their contributions that exceed normal job expectations.
- B. The program must provide a process that results in awards going to only the most deserving individuals, so as not to dilute the effectiveness of the program in achieving its stated goals.

JB 11/03.03 **Procedure: Nominations**

- A. Except for the Sheriff's Office Career Achievement Award and Weber County Sheriff's Medal, nominations for the award of a medal or certificate to a member, agency or private citizen, may be made by any member who has knowledge of an act or service which is deserving of such recognition.
 - 1. Nomination shall be made by completing a "Sheriff's Office Nomination Form."
 - 2. The member making the nomination shall be responsible for completing the form and attaching corresponding reports or other material substantiating the nomination.
- B. The nomination shall be prepared in typewritten form and forwarded by the member to the nominee's immediate supervisor.
- C. The supervisor receiving the nomination shall review the nomination for completeness and accuracy and attach copies of all applicable reports to the form and forward the package to the Division Commander.
- D. The Division Chief Deputy shall:
 - 1. review the nomination for clarity and completeness;
 - 2. sign the form;

3. prioritize all awards submitted in each category from the division for which the Chief Deputy is responsible; and
 4. forward the nomination to the CRB chairperson.
- E. The CRB chairperson shall review the nomination with the Sheriff's Office Commendation Review Board.
1. If additional information is needed, it shall be requested.
 2. The nominating member may, if appropriate, be asked to speak.
- F. A decision shall then be made as to whether an award is appropriate, and if so, the specific award to be presented.
- G. Members of the Sheriff's Office who believe they are entitled to recognition for an act done in the performance of their duties, and for which no recommendation was made, may request consideration, in writing, up to thirty days prior to the scheduled award ceremony.
- H. Selection for Sheriff's Medal and Career Achievement Awards
1. The Sheriff shall select recipients for the Sheriff's medal. While there shall be no nominating procedure for this award, suggestions and recommendations may be considered.
 2. The Sheriff and Chief Deputies shall choose the recipient for the Career Achievement Award.

JB 11/03.04 Procedure: Duty to Report

It shall be the duty of all members to report to their Bureau Commander, via their supervisory chain, acts worthy of commendation.

JB 11/03.05 Procedure: Commendation Review Board

- A. The Commendation Review Board (CRB) shall consist of **seven** members, with a quorum of **four** members being sufficient to convene. Members shall include:
1. One Chief Deputy, who shall be designated as chairman;
 2. Two Bureau Captains appointed by the Sheriff, (one Bureau Captain shall act as chairman in the Chief Deputy's absence);
 3. Two Correctional Officers—one line officer and one supervisor; and

4. Two Deputies—one line officer and one supervisor.
- B. The CRB shall meet annually to consider award nominations and shall have the responsibility to assign an award or commendation classification to the nomination being considered or determine whether an award is appropriate.
- C. The CRB chairperson/designee shall prepare a letter for each nominee for the Sheriff's signature, stating the nature and the final disposition of the nomination. Copies of the nomination and all documents generated during the entire process shall be placed in the member's personnel file.

JB 11/03.06 **Procedure: Presentation of Awards**

- A. The presentation of all commendations and medals shall be held in an annual ceremony. Appropriate preparation shall be made for the planning phase of the awards ceremony. The planning phase shall be handled by the Chief Deputy/Designee, and shall include but not be limited to, the following elements:
 1. Type of ceremony;
 2. Time the ceremony shall be held; and
 3. Location of the ceremony.
- B. The Sheriff retains final approval of all ceremony arrangements.
- C. The next of kin is entitled to receive any award earned by a deceased recipient. The next of kin, in order of precedence, are: widow/widower, eldest son or daughter, father, mother, eldest brother or sister, eldest grandchild.
- D. When a member is awarded a medal or certificate, an appropriate document shall be placed in the individual's personnel file by the CRB chairperson/designee to document the recognition best owed.
- E. The award of a medal or certificate of commendation shall include, in addition, a lapel star and a certificate briefly describing the actions justifying the award.

JB 11/03.07 **Procedure: Wearing of Medals**

- A. Members may wear their medals on their dress uniform jacket during ceremonious occasion, as designated by the Sheriff's Office.
- B. The lapel star which is awarded along with the Medal of Honor, Medal of

Valor, the Medal of Merit and the Sheriff's Award may be worn centered above the name plate and service stars, above the right pocket of the uniform jacket or above the right pocket of the uniform shirt.

- C. For members in plain clothes, the star may be worn on the left lapel of suits, sport coats or jackets, or the left breast of blouses.

JB 11/03.08 **Procedure: Letters from Citizens**

All letters from citizens commending members shall directed to the Sheriff.

- A. A letter of acknowledgment may be sent to the citizen with the Sheriff's signature.
 - 1. The original letter shall be provided to the member with a copy of the Sheriff's acknowledgment letter.
 - 2. A copy of the citizen's letter, along with a copy of the acknowledgment letter, will be placed in the member's personnel file.
- B. If the Sheriff feels that the action described in the letter may warrant recognition from the Sheriff's Office, he shall direct the letter to the CRB with a recommendation.

JB 11/03.09 **Nomination Form**

The nomination form is included at the end of this policy.

JB 11/04.00 **RECOGNITION FOR YEARS OF SERVICE**

JB 11/04.01 **Policy**

It is the policy of the Weber County Sheriff's Office that service stars shall be awarded to recognize and reward members for continuous employment in increments of five years of service.

JB 11/04.02 **Rationale**

The recognition of Sheriff's Office employees for length of service enhances morale and contributes to the retention of highly trained and experienced staff.

JB 11/04.03 **Procedure: Function**

- A. The Weber County Sheriff's Office service star is intended to provide members with a recognition for service to the Sheriff's Office.
- B. Service stars shall be awarded to Weber County Sheriff's Office members in the increments of five years of continuous service (i.e., 5, 10, 15, 20, 25, 30).
- C. Once a year Weber County Sheriff's Office Administration staff shall compile a list that identifies members who are eligible, during a time period specified by Weber County Sheriff's Office staff, to receive service stars.
- D. The list shall be distributed to the Chief Deputies for review.
 - 1. Omissions and/or corrections shall be reported to Weber County Sheriff's Office Administration.
 - 2. Weber County Sheriff's Office Administrators shall review the input from the Chief Deputies and compile a final list of service stars.
- E. Weber County Sheriff's Office Administrators shall order and distribute service stars to the Chief Deputies.
- F. Weber County Sheriff's Office service stars may be presented annually using the function, criteria, and process described in this chapter.
 - 1. The presentation forum shall be determined by the Bureau Commander.
 - 2. The Bureau Commander shall make a determination on a case-by-case basis in replacing stars that have been lost or stolen.
 - 3. Exceptions to this policy for service stars shall be approved by the

Sheriff/designee.

JB 11/04.04 **Procedure: Criteria**

- A. Eligibility for service stars shall be calculated from confirmed dates of full-time employment with authorized agencies, as determined by the Sheriff/ designee.
- B. Time spent in the employment of other County agencies may be considered.
- C. Exceptions to this policy shall be approved by the Sheriff.

JB 11/04.05 **Procedure: Award Process**

Service stars shall be personally presented to members by the Bureau Commander.

JB 11/05.00 **LEARNING OBJECTIVES**

JB 11/05.01 **Awards**

Staff shall identify:

- A. why awards are given by the Sheriff's Office;
- B. types of awards that are available.

JB 11/05.02 **Nominations and Selections**

Staff shall demonstrate an understanding of:

- A. who can nominate a staff member to receive an award or commendation;
- B. who reviews, signs and forwards the nomination;
- C. who considers the nomination and determines whether an award is appropriate.

JB 11/05.03 **Recognition for Years of Service**

Staff shall identify the process for recognizing years of service with the WCSO.

**WEBER COUNTY SHERIFF'S OFFICE
NOMINATION FOR COMMENDATION OR AWARD**

NOMINATION FORM

- | | |
|---|--|
| <input type="checkbox"/> MEDAL OF HONOR | <input type="checkbox"/> CERTIFICATE OF COMMENDATION |
| <input type="checkbox"/> MEDAL OF VALOR | <input type="checkbox"/> PUBLIC SERVICE AWARD |
| <input type="checkbox"/> MEDAL OF MERIT | <input type="checkbox"/> CITIZEN'S CERTIFICATE OF APPRECIATION* |
| <input type="checkbox"/> PURPLE HEART | <input type="checkbox"/> HONORARY SHERIFF* |

*Include the name, organization, address and phone number of the person nominated for award.

EMPLOYEE/
UNIT NOMINATED: _____
—

NUMBER OF EMPLOYEES IN UNIT: _____
—

EMPLOYEE DESIGNATED TO ACCEPT UNIT AWARD: _____
—
—

NOMINATED BY: _____
—

DETAIL THE OUTSTANDING ACTION(S) AS TO APPEAR ON THE
CERTIFICATE (**MAXIMUM 140 WORDS**): _____

ATTACH CORRESPONDING REPORTS OR OTHER MATERIAL SUBSTANTIATING THE
NOMINATION.

| | | | |
|----------------------|------|-----------------|------|
| _____ | | _____ | |
| NOMINEE'S SUPERVISOR | DATE | CRB CHAIRPERSON | DATE |

| | | | |
|------------------|------|----------------------|------|
| _____ | | _____ | |
| BUREAU COMMANDER | DATE | WEBER COUNTY SHERIFF | DATE |

| | |
|-----------------------|-------|
| _____ | _____ |
| DIVISION CHIEF DEPUTY | DATE |

REASONS NOT APPROVED _____

Revised 09/2001