



WEBER COUNTY SHERIFF'S OFFICE

POLICY AND PROCEDURES

EMPLOYEE, VOLUNTEER, AND CITIZEN RECOGNITION AND AWARDS

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Sheriff Signature

18.4.1 Purpose

To recognize those acts by employees and volunteers of the Sheriff's Office and citizens, which merit special attention. And 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.

18.4.2 Rationale

Recognition of exemplary performance is a significant factor in improving morale, innovation and increased dedication to the job and support of citizens. An awards program must be perceived as giving all employees, regardless of their position, an equal opportunity to be recognized for their contributions that exceed normal job expectations.

18.4.3 Policy

- A. The Sheriff's Office will recognize members who distinguish themselves on or off duty.
- B. The Sheriff's Office will recognize those acts by a private citizen or a member of an allied agency whose meritorious actions have benefited the Sheriff's Office or made a substantial contribution to public safety.
- C. Recognition of meritorious acts may come from citizens. Any member of the Sheriff's Office can make a nomination who has knowledge of an act or service which is deserving of such recognition.
- D. Recognition of the contributions of those outside the Sheriff's Office promotes a positive image of the Office, fosters good public relations, attracts needed volunteer help, and enhances the recruitment effort.

18.4.4 Procedure

A. Nominating Procedure

1. 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.
 - a. Nomination shall be made by completing a "Sheriff's Office nomination form."
 - b. The member making the nomination shall be responsible for completing the form and attaching corresponding reports or other material substantiating the nomination.
 - c. Letters from Citizens

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

 - i. A letter of acknowledgment may be sent to the citizen under the Sheriff's signature.
 - ii. The original letter shall be provided to the member with a copy of the Sheriff's acknowledgment letter.
 - iii. 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 Commendation Review Board with a recommendation.
2. The nomination shall be prepared in typewritten form and forwarded by the member to the immediate supervisor.
3. 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 Bureau Commander.
4. The Bureau Commander shall:

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- a. Review the nomination for clarity and completeness;
 - b. Sign the form;
 - c. Prioritize all awards submitted in each category from the division for which the bureau commander is responsible; and
 - d. Forward the nomination to the Commendation Review Board (CRB) chairperson.
 5. The CRB chairperson shall review the nomination with the Sheriff's Office Commendation Review Board.
 - a. If additional information is needed, it shall be requested.
 - b. The nominating member may, if appropriate, be asked to speak.
 6. A decision shall then be made as to whether an award is appropriate, and if so, the specific award to be presented.
 7. 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.
 8. 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.
 9. The Sheriff, Undersheriff, Chief Deputies, and Bureau Commanders shall choose the recipient for the Career Achievement Award. While there shall be no nominating procedure for this award, suggestions and recommendations may be considered.
- B. Duty to Report
1. It shall be the duty of all members to report to their Bureau Commander or Supervisory Chain, acts worthy of commendation.
- C. Commendation Review Board
1. The Commendation Review Board (CRB) shall consist of seven members, with a quorum of four members being sufficient to convene. Members shall include:
 - a. Chief Deputy, who shall be designated as chairperson;

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- b. Two Bureau Commanders appointed by the Sheriff, (one Bureau Commander shall act as chairman in the Chief Deputies absence);
 - c. Two Corrections Officer's (one line officer, and one supervisor), two deputies (one line deputy and one supervisor), two civilian staff members.
- 2. The (CRB) shall have the responsibility to assign an award or commendation classification to the nomination being considered; or, determine whether an award is appropriate.
 - 3. 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 and all the documents generated during the entire process shall be placed in the member's personnel file.

D. Presentation of Awards

- 1. 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 include but not be limited to, the following element:
 - a. Type of ceremony;
 - b. Time the ceremony shall be held; and
 - c. Location of the ceremony
- 2. The Sheriff retains final approval of all ceremony arrangements.
- 3. 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.
- 4. 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.
- 5. The award of a medal or certificate of commendation shall include, in addition, a lapel pin and a certificate briefly describing the actions justifying the award.

E. Wearing of Medals

1. Members may wear their medals on their dress uniform jacket during ceremonious occasion, as designated by the Sheriff's Office.
2. The lapel pin 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 top of the name plate and service stars.
3. For members in plain clothes the pin may be worn on the left lapel of suits, sports coats or jackets, or the left breast of blouses.

F. Nomination Form

1. The nomination will be made on the authorized Office form.

18.4.5 Service Stars Award Process

A. Recognition for Years of Service

The Weber County Sheriff's Office will recognize members by presenting service stars for continuous employment in increments of five years of service. Service Stars shall be presented to members by the Sheriff or designee.

B. Function of Service Stars

1. The Weber County Sheriff's Office service star is intended to provide members with a recognition for service to the Sheriff's Office.
2. 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);
3. 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.
4. The list shall be distributed for review to all Bureau Commanders.
 - a. Omissions and/or corrections shall be reported to Weber County Sheriff's Office Administration.
 - b. Weber County Sheriff's Office Administrator's shall review the input from Bureau Commanders and compile a final list of service stars.

5. Weber County Sheriff's Office Administrator's shall order and distribute service stars to Bureau Commanders.
6. Weber County Sheriff's service stars may be presented annually using the function, criteria, and process described in this chapter.
 - a. The presentation forum shall be determined by the Bureau Commander.
 - b. The Bureau Commander shall make a determination on a case-by case basis in replacing stars that have been lost or stolen.
 - c. Exceptions to this policy for service stars shall be approved by the Sheriff/designee.

C. Criteria

1. Eligibility for service stars shall be calculated from dates of full-time continuous peace officer or public safety employment.
2. If a member terminates employment with the Sheriff's Office and is rehired at a later date, eligibility shall be calculated from the date of rehire.
3. Time spent in the employment of other county agencies shall not be considered.
4. Exceptions to this policy shall be approved by the Sheriff.

18.4.6 Definitions Of Awards

- A. The Medal of Honor is the Sheriff's Office highest award and shall be awarded only in exceptional cases when a hazardous duty is performed by a member. **The hazardous duty shall involve an obvious life threatening situation and the act must be of such a nature that is beyond that expected in the line of duty.**
 1. The criteria for awarding the Medal of Honor shall include:
 - a. Outstanding bravery beyond that expected in the line of duty;
 - b. Actions for which failure to take such action would not justify censure;
 - c. Actions for which the risk of life actually existed and the member

had sufficient time to evaluate it;

- d. Actions for which the objective is of sufficient importance to justify the risk; and
- e. The member accomplishes the objective or is prevented from doing so by incurring a disabling injury or death.

B. Medal of Valor

- 1. The Medal of Valor is awarded by the Sheriff's Office for outstanding service and conspicuous bravery in the line of duty.
- 2. This award shall be considered when the circumstances do not fall within the provisions required for a Medal of Honor.
- 3. The criteria for awarding the Medal of Valor shall include actions:
 - a. Where the member manifests outstanding bravery in the performance of duty under circumstances not within the provisions required for a Medal of Honor;
 - b. Where 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;
 - c. Where the members objective is of a sufficient importance to justify the risk; and
 - d. Where the member accomplishes the objective or is prevented from doing so by circumstances beyond his control.

C. Sheriff's Office Career Achievement Award

- 1. The Sheriff's Office Achievement Award is provided to a member of the Sheriff's Office by the Sheriff's Executive Staff for a distinguished career of achievement in law enforcement and/or corrections; for those who go the extra mile.
- 2. 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 the recipient for this award.
- 3. The recipient is selected by consensus of the Sheriff's Office Executive Staff.

D. Weber County Sheriff's Medal

1. The Weber County Sheriff Medal is awarded by the Sheriff to a member or unit of the Weber County Sheriff's Office:
 - a. For acts of bravery during the performance of duties;
 - b. For service with distinction under extraordinary circumstances during a major emergency or special operation;
 - c. For other exceptional service to the Sheriff's Office;
 - d. To an allied agency or member of such agency for exceptional service to the department;
 - e. There is no nomination process for this award;
 - f. The recipient is selected by the Weber County Sheriff.

E. Medal of Merit

1. 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.

F. Purple Heart

1. 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 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.

G. Certificate of Commendation

1. This certificate is presented to a member or units 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.

H. Public Service Award

- 1. This award is presented to:
 - a. An allied federal, state or local governmental agency whose actions have substantially benefited the Sheriff's Office or;
 - b. A member of an allied agency whose meritorious actions have benefited the Sheriff's Office or made a substantial contribution to public safety.

I. Citizen's Certificate of Appreciation

- 1. 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.

J. Members of Other Agencies

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

K. Enforcement Supervisor of the Year

- 1. This award is to be presented to a Weber County Enforcement Division supervisor.
 - a. For outstanding supervision of staff where decisions, directions, actions or accomplishments brings credit to him/her self and the Weber County Sheriff's Office.
 - b. When the positive motivation by the supervisor to staff is of significant importance that it brings recognition to him/her.

L. Corrections Supervisor of the Year

- 1. This award is to be presented to a Weber County Corrections Division supervisor.

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- a. For outstanding supervision of staff where decisions, directions, actions or accomplishments brings credit to him/her self and the Weber County Sheriff's Office.
 - b. When the positive motivation by the supervisor to staff is of significant importance that it brings recognition to him/her.
- M. Support Services Supervisor of the Year
 - 1. This award is to be presented to a Weber County Support Services Division supervisor.
 - a. For outstanding supervision of staff where decisions, directions, actions or accomplishments brings credit to him/her self and the Weber County Sheriff's Office.
 - b. When the positive motivation by the supervisor to staff is of significant importance that it brings recognition to him/her.
- N. Enforcement Deputy of the Year
 - 1. This award is to be presented to a Weber County Enforcement Division Deputy.
 - a. For outstanding accomplishments during the past year.
 - b. For going above and beyond what would normally be expected.
 - c. For actions that positively impact the Sheriff's Office.
- O. Corrections Deputy of the Year
 - 1. This award is to be presented to a Weber County Corrections Division Deputy.
 - a. For outstanding accomplishments during the past year.
 - b. For going above and beyond what would normally be expected.
 - c. For actions that positively impact the Sheriff's Office.
- P. Support Services Staff of the Year
 - 1. This award is to be presented to a Weber County Support Services Division Staff Member.

- a. For outstanding accomplishments during the past year.
- b. For going above and beyond what would normally be expected.
- c. For actions that positively impact the Sheriff's Office.

Q. Special Unit Citation

- 1. This award is to be presented to a Unit within the Sheriff's Office.
 - a. For actions that exemplify the outstanding efforts by an entire Unit that bring credit and distinction to the operations of the Sheriff's Office.

R. Life Saving Medal

- 1. This award is to be presented to a member or members who were directly involved in saving the life of a human being whether on or off duty.
 - a. For actions that if not taken would most likely have resulted in the death of a person.

S. Lapel Ribbons

- 1. Lapel ribbons may be presented to:
 - a. Members of the Office and under special circumstances;
 - b. Those outside of the Office for participation in events such as emergency response, disturbances, planning groups, extraordinary operations, and task forces; and
 - c. Those who participate in other activities as deemed appropriate by the Sheriff.
- 2. At the conclusion of the event or activity, Bureau commanders involved shall forward to the Undersheriff and 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 memo.
- 3. The Bureau Commander shall attach to the memo 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.
- 4. The Bureau Commander should include a brief statement describing each individual's role in the event or activity.

5. If approved by the Undersheriff and Sheriff, the Chief Deputy shall order a sufficient number of ribbons for the later distribution.
6. Upon receipt of these ribbons the Chief Deputy shall schedule a time for the Undersheriff and Sheriff and Bureau Commander to present the ribbons to those previously approved.
7. The Bureau Commanders shall ensure that a note indicating that a particular employee received a ribbon for participation in a designated event is included in each employee's personal file.

T. Honorary Sheriff Award

1. 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 a sustained period of 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.
 - c. This award is chosen solely by the Sheriff.

U. Other Awards

1. Additional special awards may be considered for inclusion at the awards ceremony with approval of the Sheriff.
2. Bureau-level awards may be presented at the ceremonies conducted by each bureau.

18.4.7. Descriptions of Ribbons and Medals

A. Medal of Honor

The color of the ribbon for the Sheriff's Office Medal of Honor shall be 1/3 red, 1/3 white and 1/3 blue. This ribbon is the highest ranking ribbon in the order of award and should be worn above all other ribbons on the right side of the recipient's chest. The ribbon shall always be worn with the red portion of the ribbon pointing to the recipient's right side.

B. Medal of Valor

The color of the ribbon for the Sheriff's Office Medal of Valor shall be 1/3

blue, 1/3 white and 1/3 red. This ribbon is the second highest ranking ribbon in the order of award and should be worn above all ribbons except the Medal of Honor. The ribbon shall always be worn with the blue portion of the ribbon pointing to the recipient's right side.

C. Medal of Merit

The color of the ribbon for the Sheriff's Medal of Merit shall be one half red and one half white divided equally by a vertical line in the middle of the ribbon. This ribbon is the third highest ranking award and shall be worn above all other awards except the Medal of Valor and the Medal of Honor. This ribbon should always be worn with the white pointing to the recipient's right side.

D. Purple Heart

The color of the ribbon for the Sheriff's Purple Heart Medal shall be purple. This is the fourth highest ranking medal and shall be worn above all other Sheriff's ribbons except the Medal of Merit, Medal of Valor or Medal of Honor.

E. Career Achievement

The color of the ribbon for Sheriff's Career Achievement Medal shall be one half white and one half green divided equally by a vertical line in the middle of the ribbon. This ribbon is the fifth highest ranking medal and shall be worn below the Purple Heart, Medal of Merit, Medal of Valor and the Medal of Honor. This ribbon should be worn with the white portion of the ribbon pointing to the recipient's right side.

F. Sheriff's Medal

The color of the ribbon for the Sheriff's Medal shall be 1/3 red, 1/3 white and 1/3 red. This medal is the sixth highest ranking medal and the ribbon should be worn below the Sheriff's Career Achievement ribbon, the Purple Heart, Medal of Merit, Medal of Valor and the Medal of Honor.

G. Life Saving Award

The color of the Life Saving Award shall be one half dark blue and one half white divided equally by a vertical line in the middle of the ribbon. This ribbon is the seventh highest ranking medal and the ribbon should be worn under the Sheriff's Medal, Career Achievement Medal, Purple Heart, Medal of Merit, Medal of Valor, and the Medal of Honor. See E. regarding placement of the white portion of the ribbon.

H. Certificate of Commendation

The color of the Commendation ribbon shall be dark green with two narrow white stripes 1/16" each wide running vertical 1/4" from both ends of the ribbon. This ribbon is the eighth highest ranking award and the ribbon should be worn under the Life Saving Medal, Sheriff's Medal, Career Achievement Medal, Purple Heart, Medal of Merit, Medal of Valor and the Medal of Honor.

I. Special Unit Citation

The color of the Special Unit Citation ribbon shall be all white with two narrow green stripes 1/16" wide running vertically 1/4" from both ends of the ribbon. This ribbon is the ninth highest ranking award and the ribbon should be worn below the Certificate of Commendation ribbon, Life Saving Medal, Sheriff's Medal, Career Achievement Medal, Purple Heart, Medal of Merit, Medal of Valor and the Medal of Honor.

J. All other ribbons earned from other Law Enforcement organizations should be worn in their order of importance with the Sheriff's authorized medals.