

Durham Police Department

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POLICY #26.1.2

SUBJECT: Standards of Conduct, Commendations, Honors, and Awards

NOTE: This written directive is for the internal governance of the Durham Police Department, and as provided by RSA 516:36, is not intended and should not be interpreted to establish a higher standard of care in any civil or criminal action than would otherwise be applicable under existing law.

PURPOSE

It is the purpose of this General Order to institute a procedure whereby the Durham Police Department recognizes commendable and honorable deeds by department members, performed in the line of duty, through the establishment of awards. The Award Committee, appointed by the Chief of Police, or his or her designee, reviews the recommendations for these awards and other awards given by outside agencies and organizations.

POLICY

It shall be the policy of the Durham Police Department that any member of the department may recommend another member for the medals, commendation bar or awards described herein.

Requests from outside organizations who wish to recognize a specific member shall be forwarded through the chain of command to the Award Committee.

The awards and commendations referred to in this policy do not restrict or limit awards presented to members by civic organizations or other agencies. The wearing of outside agency ribbons or medals will be approved by the Chief of Police.

Placement of any award issued by an outside agency or civic organization will be approved by the Award Committee after a request has been made by the officer receiving the award.

Any requests for information by outside organizations that wish to consider an unspecified member or element for awards shall be directed to the Award Committee.

PROCEDURE

Awards Described

Medal of Honor

- It shall be the policy of the Durham Police Department to award the Medal of Honor to those members of the Durham Police Department who distinguishes him or herself conspicuously by gallantry and intrepidity at the risk of his or her life above and beyond the call of duty while acting as a police officer.
- The deed performed must have been one of personal bravery or self-sacrifice so conspicuous as to clearly distinguish the officer above his or her comrades and must have involved the risk of life.
- Incontestable proof of the performance of the service will be exacted and each recommendation for the award of this decoration will be considered on the standard of extraordinary merit.
- The Medal of Honor shall be a gold medal with blue sash (Item # A2629B) with the Seal of the State of New Hampshire affixed to the center. The commendation bar will be Blue/White/Blue with gold plating and the word "HONOR" inscribed within the white field. (Item #A7175).

Medal of Valor

- A medal for valor may be awarded for an act of outstanding personal bravery intelligently performed, involving personal risk of life, or involving grave personal danger.
- A medal for valor may also be awarded to an officer who has effected or attempted to effect the arrest of any person who has used or attempted to use a deadly weapon to commit a crime or to resist arrest *and* placed the officer in danger of his/her personal safety.
- The Medal of Valor shall be a circle gold medal with state seal and "Valor" inscribed at the bottom. (Item #A1789). The commendation bar will be Blue/White/Blue with gold plating and the "VALOR" inscribed within the white field. (Item #A7177).

Purple Heart Medal

- May be awarded to a police officer who is seriously wounded under honorable conditions, as a result of hostile behavior by another, or posthumously to the family of a police officer killed in the line of duty under honorable conditions.

- The Purple Heart medal shall be a circle gold medal with purple star and state seal with “Purple Heart” inscribed at the bottom. (Item #A2619). The commendation bar will be solid purple with gold trim. (Item #A4616A)

Medal for Lifesaving with Valor (Medal and Bar)

- The Medal for Lifesaving with Valor may be awarded to an officer or civilian employee who, with total disregard for their personal safety, saves or attempts to save the life of another. (Item # A2366, Karat clad. Ribbon & drape: #RC1, navy blue ribbon. The bar will be solid navy blue with gold trim, Item # A4616A.

Commendation Bar for Meritorious Police Service

- May be awarded for an act of intelligent and valuable police service or accomplishment demonstrating special faithfulness or perseverance by an individual officer.
- The award shall be commendation bar will be Blue/Red/Blue with gold plating and “MERIT” centered in the white field. (Item #A7176).

Commendation Bar for Lifesaving

- The Commendation Bar for Lifesaving may be awarded to an officer or civilian that has saved or attempted to save the life of another. The bar will be Item # A8074, Red/White/Red with gold trim and a blue cross centered in the white field.

Commendation Bar for Meritorious Unit Action

- The Commendation bar for Meritorious Unit Action may be awarded to two or more officers for outstanding service which resulted from team work as a unit rather than the effort of an individual. The bar will be Item # A4616J with a solid green field with “MERITORIOUS UNIT” imprinted and gold trim.)

Commendation Bar for Prior Military Service

- The Commendation Bar for Prior Military Service may be awarded to any officer or civilian that has been honorably discharged from the United States Army, United States Air Force, United States Navy, United States Marine Corps, or United States Coast Guard. The Commendation Bar for Prior Military Service will be a Blackinton American Flag rendition (Item # A4616Q) and will be worn with gold trim.

Commendation Bar for Special Service

- May be awarded to a department member who submits a device or method adopted by the department that significantly increases efficiency in administrative or tactical procedures.
- The award is a commendation bar will be a solid yellow field with gold plating. (Item #A4616A).

Certificate of Commendation Award

- This award may be awarded:
 1. Upon a member following a recommendation to, and approval of, the Chief of Police for successful development or accomplishment of an administrative task or project in which the candidate displayed exceptional initiative, tenacity, and expertise.
 2. When the candidate's submission of an idea, device, or method has been adopted by the department and has increased the administrative or operational efficiency of the department.
 3. As a means of rewarding exemplary, continuous, long term professionalism by a department member.
 4. As acknowledgement of a supervisor or manager for significant actions, ideas, and/or progressive leadership that contributes to the accomplishment of the goals of the department.
 5. This may be awarded upon recommendation to, and approval of, the Award Committee for commendable actions and sustaining life in a life or death situation.
 6. A member may be awarded a Letter of Commendation when it is determined the circumstances surrounding a particular act do not warrant the awarding of a medal.
- The certificate of Commendation shall be a red commendation bar with gold plating. (Item #A4616A).

Commendation Bar for Distinguished Service

- This may be awarded upon recommendation to, and approval of, the Chief of Police for an exceptional police act that brings credit to the department and the member, and is highly recognized by fellow officers and citizens as an outstanding accomplishment of police duty. Distinguished Service Awards would be subject to review. (Commendation Bar Item # A4616A, White field with gold trim.)

Longevity Award

- This award shall be conferred to every employee having completed 10, 15, 20, 25 or more years of police service with the Town of Durham Police Department. The Longevity Award will be Blackinton Item # A9762 Navy Blue/Light Blue/Navy Blue with the number of years in service affixed/centered in the Light Blue Field.
- Only the most current Longevity Award will be worn with the uniform.
- This award shall be conferred without consultation of the awards committee.

Good Conduct Award

- This award shall be conferred to officers and staff that have completed 5 years of service to the Town of Durham Police Department with evaluations meeting or exceeding department standards and having had no sustained Internal Affairs complaints.
- Officers and staff achieving the Good Conduct Award shall be authorized to wear a commendation bar bearing the colors White/Red, Blackinton Catalog #A3704. No stars will be affixed for subsequent awards.
- This award shall be conferred without consultation of the awards committee.

Letters of Recognition

- A Letter of Recognition may be written by a Sergeant, Captain, Deputy Chief, or Chief without submission to the Awards Committee. A Letter of Recognition may be awarded for a course of conduct, a single outstanding act (arrests, investigations, etc.), or other act that deserves recognition.
- A Letter of Recognition shall become part of the officers' Personnel File.

SUBSEQUENT AWARDS

- Gold stars shall be affixed to the ribbons/bars to indicate medals that have been achieved more than once. The color field will remain that as described above for each award:
 - Second award: 1 Gold Star – Blackinton Item # A4616H
 - Third award: 2 Gold Stars - Blackinton Item # A4616E
 - Fourth award: 3 Gold Stars - Blackinton Item # A4616F
 - Fifth award: 4 Gold Stars - Blackinton Item # A4616G
 - Sixth award: 5 Gold Stars - Blackinton Item # A4616N
 - Seventh award: 6 Gold Stars - Blackinton Item # A4616P

For the Commendation for Lifesaving, subsequent awards shall be issued as follows:

- Second Award: Blackinton Item # A8074A; Red/White/Red with two blue crosses.
- Third Award: Blackinton Item # A8074B; Red/White/Red with three blue crosses.
- For medals that have accompanying ribbons, the star or stars for subsequent awards shall be affixed on the ribbon so that they will be adjacent and centered an equal distance from the ribbon ends.

SPECIALTY ASSIGNMENT RECOGNITION BARS

- Durham Police Officers that have served honorably in certain specialty assignments at any time during their tenure with the department are authorized to wear recognition bars specific to the specialty.
- All specialty assignment recognition bars will be worn in cab slide holders and will be in size 1 3/8" X 5/16". All specialty assignment recognition bars will have gold trim, gold lettering, with a navy blue enamel field.
- Those officers that are *currently serving* in specialty assignments may wear additional recognition pins as described below. Officers currently serving in more than one specialty assignment shall display the additional pins adjacent to one another, evenly spaced and centered above the name tag.
- The list of specialty assignments with authorized recognition pins is as follows:

1. **Accident Reconstructionist.** Blackinton Item # A4616-AM. This pin is authorized for wear by any officer that has successfully completed the first three basic accident reconstruction courses and has served to reconstruct motor vehicle crashes in the Town of Durham or elsewhere by mutual aid. No additional pins are authorized for actively serving reconstructionists.
2. **Defensive Tactics Instructor.** Blackinton Item # A4616-AN. This pin is authorized for wear by any officer that has been certified as an instructor and has instructed the Durham Police Department in any less lethal weapon system or weaponless tactics. No additional pins are authorized for actively serving Defensive Tactics Instructors.
3. **Detective.** (Blackinton Item # A4616A. The field will be Navy Blue with "DETECTIVE" engraved in gold with gold trim). Detectives shall be issued Detectives badges for wear in uniform and in plain clothes. No additional pins are authorized for actively serving Detectives.
4. **Drug Recognition Expert.** (Blackinton Item # A4616A. The field will be Navy Blue with "DRE" engraved in gold with gold trim). This pin is authorized for wear by those officers that have been certified by the State of New Hampshire as Drug Recognition Experts. Actively serving Drug Recognition Experts may also wear the DRE shield pin centered and above their name tag.
5. **Field Training Officer.** Blackinton Item # A4616-AJ. This pin is authorized for wear by any officer that has been explicitly assigned to train recruit/entry-level police officers. Officers appointed as Field Training Officers after April 1997 must be certified by the State of New Hampshire as a Field Training Officer before this pin can be worn. Actively serving Field Training Officers may also wear an "FTO" pin centered and above their name tag. Supervisory officers' FTO pin will be in gold finish; patrol officers FTO pin will be in silver finish.
6. **Firearms Instructor.** Blackinton Item # A4616-Y. This pin is authorized for wear by any officer that has been certified, or has had their instructor certification accepted, by the State of New Hampshire as a firearms instructor and has instructed the Durham Police Department in the use of firearms and deadly force tactics. No additional pins are authorized for actively serving Firearms Instructors.
7. **Mountain Bike Patrol.** (Blackinton Item # A4616A. The field will be Navy Blue with "BIKE PATROL" engraved in gold with gold trim). This pin is authorized for wear by any officer that has been certified by the State of New Hampshire or other governing body, or has been specifically trained by the Durham Police Department as a Bicycle Patrol Officer. No additional pins are authorized for actively serving mountain bike patrol officers.

8. **School Resource Officer.** (Blackinton Item # A4616A. The field will be Navy Blue with “SRO” engraved in gold with gold trim). This pin is authorized for wear by officers that have been certified as School Resource Officers. Actively serving School Resource Officers may also wear an “SRO” pin centered and above their name tag. Supervisory officers’ SRO pin will be in gold finish; patrol officers SRO pin will be in silver finish.
 9. **Tactical Unit.** Blackinton Item # 4616-AA. This pin is authorized for wear by any officer that has been assigned by the Durham Police Department as a Tactical Officer *and* has been certified as a tactical officer by the IACP, NHPSTC, NTOA, NHTOA or other governing body with authority to certify tactical officers. Actively serving tactical unit officers may also wear Center Mass, Inc. SWAT Operator Pin in Antique Gold, SKU # PN-2-5, or an equivalent pin from another manufacturer. The SWAT Operator Pin may be worn centered on the right breast pocket below the flap.
- All other specialty assignment recognition pins must be expressly authorized in writing by the Chief of Police before they can be worn with the uniform.

DISPLAY OF AWARDS

- All awards issued by the Durham Police Department shall be sized 1 3/8” X 5/16”.
- All awards issued by the Durham Police Department shall be worn in the Blackinton “Cab-Slide Holder”.
- All awards shall be worn above the Durham Police Department name tag and centered.
- All awards shall be worn in ascending order with the lowest “ranking” award worn in the bottom left most position (away from the center of the body) while the highest “ranking” award is worn in the top right most position (closest to the center line of the body). The exception to this rule is the position of the “Prior Military Service” award. *Because it is a representation of the United States Flag, members shall wear this ribbon above all others except for awards #1, #2, #3 and #4.* The ascending order shall appear as:
 1. Medal of Honor
 2. Medal of Valor
 3. Purple Heart
 4. Lifesaving with Valor
 5. Meritorious Police Service
 6. Lifesaving
 7. Meritorious Unit Action
 8. *Prior Military Service*

9. Special Service
 10. Certificate of Commendation
 11. Distinguished Service
 12. Longevity
 13. Good Conduct
 14. Specialty Assignment Recognition Pins
 - a. When more than one Specialty Assignment Recognition Pin is worn, they will be worn in alphabetical order with “A” being closest to the centerline of the body, and “Z” closest to the arm.
- Awards proffered by the State of New Hampshire or the United States shall be worn above all awards issued by the Durham Police Department. Except that when the Durham Police Department awards the Medal of Honor the order of appearance shall be as follows:
 1. Medal of Honor – Durham Police Department
 2. United States Awards
 3. State of New Hampshire Awards
 4. Other Durham Police Awards
 - For instances that the Medal of Honor is awarded by agencies other than the Durham Police Department, the order of appearance will be as follows:
 1. Medal of Honor – United States
 2. Medal of Honor – State of New Hampshire
 3. Medal of Honor – Durham Police Department
 - No breast bar may be worn above the epaulet. Should an officer receive so many awards that they would ascend above the epaulet line, the lowest awards in order of ascension (above) shall be removed from the uniform and not displayed.

ACADEMY CLASS PINS

- Basic Recruit Academy class pins may be worn when in uniform.
 - Supervisory officers’ academy pins will be gold with black enamel.
 - Patrol officers academy pins will be silver with blue enamel.
- Officers that have attended the FBI National Academy may choose to display the FBINA pin in lieu of the Recruit Academy class pin.
 - Officers shall not wear both recruit and FBINA pins.
- The Recruit Academy or FBINA pin will be worn centered above the name tag and above all Commendation Bars and Specialty Assignment Recognition Bars.

- If the number of awards and pins would cause the academy pin to be worn above the epaulet line, the officer may elect to remove EITHER the academy pin or the lowest awards or specialty recognition pins in order of ascension (above).

AWARD COMMITTEE

- The award committee will be appointed by the Chief of Police or designee, and will consist of: a Division Commander, one Sergeant, one Patrol Officer, one non-sworn department member, and one community member. The committee will be re-appointed as needed and may consist of formerly appointed persons.
- The Division Commander will serve as chairperson of the committee and is a non-voting member of the committee. The chair will only vote to form a majority decision.
- The committee will meet as award recommendations are received to evaluate recommendations for awards. The committee will also meet at the request of an outside organization.
 - In lieu of physically meeting, the Awards Committee may “meet” electronically by e-mail, telephone or other means to review recommendations and vote.

AWARD PROCEDURE

- Any department member may submit a recommendation for an award. They must submit the recommendation to their immediate supervisor. The recommendation shall be forwarded through the Chain of Command to the Awards Committee for review.
- An Internal Affairs investigation will be conducted to support the recommendation for the Medal of Honor and Medal of Valor. The findings of the IA investigation and the original recommendation will be forwarded to the Award Committee for consideration.
- All other awards will be reviewed by the committee without the need for a formal Internal Affairs investigation.
- All award recommendations should be supported by written reports or other supporting data.
- Unless specifically prohibited by policy or convention, the Committee may recommend that any award be conferred upon a civilian employee.
 - When an award is conferred upon a civilian employee:

- If a Medal were appropriate, a full-size medal would be presented enclosed within a formal display box;
- If a Commendation Bar were appropriate, a miniaturized lapel pin of the full-sized bar would be presented.
- The Award Committee may find to recommend award, a lesser-included award, or no award. All findings of the Awards Committee shall be forwarded to the Chief of Police for final review and approval.

AWARDS ISSUED

- The Chief of Police will issue medals and awards during the department meeting or at a designated awards ceremony. There is no specific time during the year that the awards must be presented, but they shall be presented before the end of the following year. (Example): 2013 Awards will be awarded prior to the end of 2014.
- All awards will become a permanent record in the employee's Personnel File.
- A press release may be distributed noting the awards issued. Additionally, members of the press may be notified when the Medal of Honor and Medal of Valor awards are presented. .

For the purposes of uniform appearance, the revisions to this policy made on July 17, 2009 will go into effect on January 1, 2010. On or about January 1, 2010, the Durham Police Department will order all medals and commendations bars awarded to all officers and staff dated back to the department members' date of hire.

Medals and commendation bars earned under the "old" policy will be replaced. The "old" style medals and commendation bars may be retained by the member, but shall not be displayed on the uniform.