



Sheridan Police Department
Policies and Procedures
7.6
Chapter 7 – Employee Welfare
Section 6 – Commendations

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Signature:

Department commendations are intended to give special recognition to its members who distinguish themselves through outstanding service. Department commendations may be awarded with or in lieu of other employee recognition programs utilized by the City of Sheridan.

7.6.1 Nomination

- A. Any member of the department is eligible to receive a department commendation.
- B. Any member of the department is eligible to nominate another member for a commendation. It is essential that all levels of the department; command, supervision, and line ensure that significant acts are promptly and properly recognized and reported.
- C. All recommendations shall be submitted within ninety (90) days of the act.
- D. When a nomination is to be made, the nominating person(s) shall submit a memorandum through their chain of command. The memorandum should contain complete and specific details to support the award. Copies of reports or other supporting documents should accompany the memorandum to assist in determining the appropriateness of granting the commendation.
- E. Supervisors receiving a nomination shall forward the nomination with their recommendation to their respective bureau commander. If the bureau commander approves of the nomination, he or she will forward it to the chief of police who will provide it to the commendation review board.

7.6.2 Commendation Review Board

- A. The commendation review board will consist of the chief of police, captain, lieutenant and one other supervisor with close personal knowledge of the nominated employee or the specific incident central to the nomination.
- B. The board shall convene at the discretion of the chief of police based on receipt of nominations.
- C. When determining if a commendation will be granted, the board shall ensure the integrity of the awards is carefully considered and that no commendation is granted if the employee conduct does not clearly meet the commendation standards.
- D. To approve any nomination, a unanimous vote from the board is required.
- E. In instances when a commendation is granted, it shall be at the discretion of the chief of police as to when and where the commendation is formally awarded.
- F. If an award is determined to be inappropriate, the review board shall return the nomination to the submitting employee, along with a written explanation as to why the board felt the award was not appropriate.

7.6.3 Departmental Commendations

A. Medal of Valor

1. The medal of valor is the highest award obtainable by members of the department and may be awarded only in exceptional instances where a member of the department, while acting intelligently, risks his or her life while performing a hazardous duty in a manner which is clearly above and beyond the call of duty.
2. Recipients will have willingly and selflessly distinguished themselves and the organization through an act of courage involving risk of imminent serious personal injury for the purpose of saving or protecting another human life.
3. The act for which the member is nominated must clearly delineate valor from lesser forms of courage by being of such a grave nature that the non-performance of the act would not subject the member to any justifiable criticism.
4. The medal of valor may be recognized posthumously by presenting the recipient's survivors with the award.
5. The award will consist of the following:
 - a. A framed letter of commendation, a copy to be placed into his or her personnel file;
 - b. A medal of valor and for sworn personnel a dark blue bar to be worn on the uniform;
 - c. A review of the event, which resulted in the presentation of the award.

B. Purple Heart Award

1. The purple heart is given to honor any employee who, in the course of service with the Sheridan Police Department, receives a fatal or life threatening injury under one of these outlined conditions:
 - a. Any member of the police department who, while performing their duty, is killed; or
 - b. Any member of the department who, while performing their duty, is willfully assaulted by another person, and as a result of that assault, receives a gunshot, knife, or other puncture wound that is or would be potentially fatal if it occurred in another area of their body; or
 - c. Any member of the department who, while performing their duty, is willfully assaulted by another person or persons, and they receive life threatening wounds which require extended hospitalization or results in the permanent loss of any body member.
2. The award will consist of the following:
 - a. A framed letter of commendation, a copy to be placed into his or her personnel file;
 - b. A purple heart (medal) and for sworn personnel a purple bar to be worn on the uniform;
 - c. A review of the event, which resulted in the presentation of the award.

C. Lifesaving Medal

1. The lifesaving medal may be awarded to any member of the department who is on or off-duty and performs an act which directly leads to the saving of a human life.
2. The award will consist of the following:
 - a. A letter of commendation to be placed into his or her personnel file;

- b. A plaque suitably engraved and for sworn personnel a red bar to be worn on the uniform;
- b. A review of the event, which resulted in the presentation of the award.

7.6.4 Wearing of Commendations

- A. For uniformed personnel, commendation bars are worn one fourth inch above the name tag, centered and level. No more than three commendation bars will be worn and they shall be positioned in a horizontal row. Commendation bars shall be displayed in order of importance from the center of the shirt.
- B. Employees who receive more than one commendation in the same category receive a small star for each additional commendation in that category to be placed on the bar.
- C. Commendations are encouraged to be worn in uniform for photographs, and during formal events or ceremonies. Wearing commendations during regular patrol duties is at the discretion of the officer.