



Edina Police Operations Manual

Policy Number
370.00

Subject:

EMPLOYEE RECOGNITION PROGRAM

Effective Date
06/01/1993

Revised Date
03/04/2020

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PURPOSE:

To establish guidelines to honor and recognize accomplishments and actions of the Edina Police Department members and community members. The awards program is coordinated through the office of the chief of police who will maintain such files as are necessary for this function.

370.01

POLICY

The Edina Police Department expects a high level of professional performance from all of its employees; however, members of the department at times perform their duties in a manner exceeding the highest standards. The department through this policy will take official notice of such performance when it deserves commendation or recognition in order to demonstrate the department's sincere appreciation for acts of courage and outstanding service by employees and citizens.

370.02

PROCEDURE

Subd. 1 Award Recommendation

Department personnel and citizens may recommend employees and other citizens for departmental commendation. Recommendations should be made in writing and submitted to the investigative lieutenant. The lieutenant shall receive the recommendation and after reviewing the facts with the employee's supervisor, shall prepare a report, convene a commendation review board, and submit the results to the chief of police.

Subd. 2 Commendation Review Board

The commendation review board will be established to review award recommendations. The board will include five people from the following areas:

- a) Investigative lieutenant
- b) Patrol division 1 (1 Alternate)
- c) Investigation division 1 (1 Alternate)
- d) Support division 1 (1 Alternate)
- e) Crime analyst / Communications division 1 (1 Alternate)
 - Each board will include at least one sergeant.

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- Four board members or alternates are required for a quorum.
- The board will meet as needed for a quick turnaround on recommendations.
- The board will make a preliminary decision to approve or deny the recommendation. If approved, the board will categorize the award according to the criteria.
- The board's recommendation will be forwarded to the chief of police for final approval. The chief has ten days to approve, amend, or deny the recommendation. If no decision is made in ten days, the recommendation of the board stands.
- A board member eligible for department recognition shall not assist in the review of the incident in which he or she became eligible.

370.03 AWARDS**Subd. 1 Award of Valor**

Awards of Valor are awarded by the chief of police to department personnel or citizens who, conscious of danger, intelligently distinguish themselves by the outstanding performance of an act of gallantry and valor at imminent personal hazard to life above and beyond the call of duty, in accordance with Departmental policies and procedures. The Award of Valor shall consist of a valor ribbon with award attached, a certificate, and a commendation bar. The Award of Valor will be presented at a city council meeting unless requested otherwise by the recipient of the award.

**Subd. 2 Departmental Commendation**

Commendations are awarded by the chief of police to department personnel or citizens for excellent or unusual accomplishments or actions acknowledged by other officers, their supervisors, or citizens. It is awarded for unusual accomplishments under adverse conditions with some degree of hazard to life and limb to the nominee, or where death or injury to a third party is prevented. It may be presented to a member earning recognition for rendering service

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entailing exceptional courage or bravery, a life saving attempt, preventing a serious crime, apprehending a person who had committed a serious crime, or other action deemed to be deserving of this award. Departmental Commendations shall consist of a certificate and a commendation bar. Commendations will be presented at a city council meeting unless requested otherwise by the recipient of the award.

**Subd. 3 Distinguished Service Award**

The Distinguished Service Award may be awarded by the Chief of Police to a department member or a citizen for an exceptional or outstanding act of service or for continued sincere effort to promote and attain department goals. The award shall consist of a letter of recognition and a commendation bar. The Distinguished Service Award will be presented at a staff meeting, unless requested otherwise by the recipient of the award.

**Subd. 4 Thank You Letters to Citizens**

A letter of thanks to a citizen from department personnel will be handled as follows:

- a) Department personnel who wish to officially commend a citizen shall inform the Investigative Lieutenant of the facts of the incident.
- b) The investigative lieutenant shall review the facts and authorize the drafting of a letter of thanks for review by the chief of police. If approved, such a letter will be sent over with the signature of the chief of police.

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The Edina Crime Fund selects an Officer of the Year based on criteria established by the Crime Fund Board. Officers who receive this award are authorized to wear the Officer of the Year bar.

**370.04 COMMENDATION BAR**

Commendation bars are authorized for uniform wear in accordance with Uniform and Equipment policy 450.00 of this manual.