




WINCHESTER POLICE DEPARTMENT OPERATION ORDER

NOTE: This directive is for internal use only, and does not enlarge an employee's civil liability in any way. It should not be construed as the creation of a higher standard of safety or case in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

Number 2-49		Effective Date February 01, 2008	Review Date December 5, 2018	Reviewing Division Administration
Subject AWARDS AND COMMENDATIONS		<input checked="" type="checkbox"/> New Directive <input type="checkbox"/> Replaces <input checked="" type="checkbox"/> Revised: November 1, 2010 III. A. 11. d., and D. 11. January 24, 2011 III. A. 11. III. B. January 15, 2019 II. III. A.-E.		This directive shall apply to personnel assigned to the following divisions:
References VLEPSC CALEA				<input checked="" type="checkbox"/> All Personnel <input type="checkbox"/> Patrol Division <input type="checkbox"/> Administration Division <input type="checkbox"/> Investigation Division
 _____ Chief of Police or Designee		_____ March 23, 2023 Date		

I. PURPOSE

The purpose of this directive is to establish a system for recognizing outstanding and/or heroic performance of duty and service of Winchester Police Department personnel.

II. POLICY

It shall be the policy of the Winchester Police Department to recognize and commend personnel who distinguish themselves through specific acts and/or accomplishments, during performance of duty and years of service.

III. PROCEDURE

A. Levels of Recognition and Awards

1. Gold Medal of Valor: The highest award in recognition of an act involving extreme personal risk and heroism, which is clearly above and beyond the call of duty.
 - a. All sworn department personnel are eligible to receive this award.
 - b. Recipients of this award shall be presented with the following for recognition of their performance:
 - (1) Gold Medal of Valor

- (2) Gold Medal of Valor service ribbon; and
 - (3) Award certificate.
2. Silver Medal of Valor: Awarded in recognition of acts involving significant personal risk and bravery beyond that which is expected during the performance of duty.
 - a. All sworn department personnel are eligible to receive this award.
 - b. Recipients of this award shall be presented with the following in recognition of their performance:
 - (1) Silver Medal of Valor;
 - (2) Silver Medal of Valor service ribbon; and
 - (3) Award certificate.
3. Medal for Heroism: Awarded to personnel that incur serious injuries due to hostile actions in the performance of their official duties.
 - a. All sworn department personnel are eligible to receive this award.
 - b. Recipients of this award shall be presented with the following in recognition of their performance:
 - (1) Medal for Heroism;
 - (2) Medal for Heroism service ribbon; and
 - (3) Award certificate.
5. Lifesaving Medal: Awarded to personnel whose actions under emergency circumstances directly result in the saving of a human life.
 - a. All department personnel are eligible to receive this award.
 - b. Recipients of this award shall be presented with the following in recognition of their performance:
 - (1) Lifesaving Medal;
 - (2) Lifesaving Medal service ribbon; and
 - (3) Award certificate.
6. Meritorious Action Medal: Awarded to personnel who demonstrate unusual judgment, zeal, and/or ingenuity during an emergency situation,

when such action is beyond that normally expected in the performance of duty.

- a. All department personnel are eligible to receive this award.
 - b. Recipients of this award shall be presented with the following in recognition of their performance:
 - (1) Meritorious Action Medal;
 - (2) Meritorious Action Medal service ribbon; and
 - (3) Award certificate.
7. Meritorious Service Medal: Awarded in recognition of sustained exemplary performance by personnel within the scope of normal responsibilities, but performed in such a manner as to deserve recognition.
- a. All department personnel are eligible to receive this award.
 - b. Recipients of this award shall be presented with the following in recognition of their performance:
 - (1) Meritorious Service Medal;
 - (2) Meritorious Service Medal service ribbon; and
 - (3) Award certificate.
8. Community Service Award: Awarded in recognition of personnel that have been given an award by an outside or community organization.—
- a. All department personnel are eligible to receive this award.
 - b. Recipients of this award shall be presented with the following in recognition of their achievement:
 - (1) Community Service Award service ribbon.
9. Employee of the Year: Awarded for recognition of qualities that distinguishes one non-sworn and one sworn employee above others in the field of police services.
- a. All department personnel are eligible to receive this award.
 - b. Recipients of this award shall be presented with the following in recognition of their performance:
 - (1) Employee of the Year service ribbon; and

- (2) Award certificate.
10. Years of Service Award: Awarded to personnel that have served for ten (10) years with the department.
- a. All department personnel are eligible to receive this award.
 - b. Recipients of this award shall receive the following for their longevity with the department:
 - (1) Years of Service Award service ribbon.
 - (2) At 15 years, a silver star will be awarded.
 - (3) At 20 years, a gold star will be awarded.
 - c. Hash marks will be awarded to sworn department personnel, one (1) hash mark for every five (5) years of service with the department. Hash marks will be gold with a dark blue boarder.
11. Specialized Service Award: Awarded to personnel who have been or are currently certified, appointed, or have extended service in a specific field, or appointed in a specialized service field. The specialized service areas are: accident reconstruction, armorer, bicycle officer, breathalyzer operator, canine handler, crime prevention officer, Crisis Negotiation Team, FBI National Academy graduate, field training officer, firearms expert, Virginia Forensic Academy graduate, forensic technician, instructor, physical fitness, polygraph examiner, recruitment officer, Civil Disturbance Unit, Special Weapons and Tactics Team, or specialized extended training.
- a. Personnel are required to provide documentation that they qualify for a Specialized Service Award to the Awards Review Board.
 - b. Recipients of Specialized Service Awards shall be presented with the following in recognition of their achievement:
 - (1) Specialized Service Award service ribbon.

B. Specialized Service Award Standards

The following are standards set by the Winchester Police Department for the issuance of specialized service ribbons:

- 1. Accident Reconstruction - To receive this award the employee must have successfully completed an accident reconstruction or advanced accident reconstruction course of no less than 80 training hours approved by the Winchester Police Department.
- 2. Armorer - To receive this award the employee must have successfully completed a firearms armorer training course and be or have been recognized as a firearms armor for the Winchester Police Department.

3. Bicycle Officer - To receive this award the employee must be or have been a recognized member of the Winchester Police Department Bicycle Patrol Unit, completed the required certified bicycle patrol training.
4. Breathalyzer Operator - To receive this award the employee must be or have been certified as a breathalyzer operator by the Commonwealth of Virginia.
5. Canine Handler - To receive this award the employee must be or have been a certified and trained canine handler for the Winchester Police Department.
6. Crime Prevention - To receive this award the employee must have successfully completed a crime prevention training course and be or have been recognized as a crime prevention officer for the Winchester Police Department.
7. Crisis Negotiation Team - To receive this award the employee must be or have been a recognized member of the Winchester Police Department Crisis Negotiation Team and completed the required Crisis Negotiation Team
8. Driver Instructor – To receive this award the employee must complete the 40 hour EVOC course, general instructor course, and driver instructor course.
9. Field Training Officer - To receive this award the employee must be or have been a field training officer approved by the Winchester Police Department.
10. Firearms Expert - To receive this award the employee must earn a firearms qualification score of ninety (90) or greater once in a calendar year, during department firearms qualification on a DCJS approved firearms course.
 - a. A firearms expert ribbon is awarded for acquiring a 90 percent or higher qualification score.
 - b. A silver star will be added and awarded to personnel who acquire a 95 percent qualification
 - b. A gold star will be added and awarded to personnel who acquire a one-hundred (100) percent qualification score.
11. FBI National Academy - To receive this award the employee must have successfully completed the Federal Bureau of Investigation National Academy.

12. Virginia Forensic Academy Graduate - To receive this award the employee must have successfully completed the Virginia Forensic Science Academy.
13. Forensic Technician - To receive this award the employee must have successfully completed a certified advanced evidence collection course of at least forty (40) training hours approved by the Department of Criminal Justice Services.
14. Instructor - To receive this award the employee must have successfully completed a DCJS approved instructor development course and be or have been recognized as an instructor by the Winchester Police Department.
15. Physical Fitness - Physical fitness is awarded to sworn officers who during the annual department physical assessment achieve absolute cut points listed in Appendix B of General Order 2-67 Physical Fitness. Officers must achieve the listed absolute cut points for each test component in their age and sex category in order to be eligible for a physical fitness award. Physical fitness is awarded in the following manner:
 - a. A physical fitness ribbon is awarded for successfully completing Absolute Cut Point 4 of Appendix B; and
 - b. A physical fitness ribbon with a gold star is awarded for successfully completing Absolute Cut Point 4 or greater of Appendix B.
16. Polygraph Examiner - To receive this award the employee must be or have been a Virginia licensed polygraph examiner approved by the Winchester Police Department.
17. Recruitment Officer - To receive this award the employee must be a recognized member of the Winchester Police Department Recruitment Team.
18. Specialized Extended Training - To receive this award, the employee must have successfully completed a training course on a specific job related subject with more than one hundred (100) training hours in the course outline and approved by the Awards Review Board.
19. Special Weapons and Tactics - To receive this award, the employee must be or have been a recognized member of the Winchester Police Department SWAT Team and completed the required training.
20. Civil Disturbance Unit – To receive this award, the employee must be or have been a recognized member of the Winchester Police Department Civil Defense Unit and completed the required training.

C. Line of Duty Death Service Ribbon

The Department recognizes the importance in honoring those who lost their lives in the line of duty and the impact these officers' deaths have on surviving officers. For each officer killed in the line of duty, a service ribbon will be awarded to those officers serving at the time of the officer's death.

D. Award Nomination Procedure and Awards Review Board

1. Any member of the department may nominate another department member for receipt of special recognition or award.
 - a. Personnel making a nomination should have knowledge of the act, achievement, or service that warrants the award.
 - b. Any recommendation shall be submitted in memorandum form through the chain of command to the Deputy Chief of Police, as soon as practical after the date of occurrence.
 - c. A nomination for special recognition or award shall include a complete synopsis of the act, achievement, or service along with any related documentation available to substantiate the nomination. Comments and recommendations from supervisory personnel may also be included.
2. The Employee of the Year Award will be announced each year by the Deputy Chief of Police. Any member of the department may nominate another department member for receipt of this award. Each Lieutenant will be required to nominate a member of their shift/unit by the established deadline.
2. The Deputy Chief of Police shall appoint an Awards Review Board to evaluate and consider the circumstances and/or performance of award nominees and make a determination for the awarding of the appropriate level medal, service ribbon, or certificate.
3. The Awards Review Board shall consist of the Deputy Chief of Police, police Captains, and the ECC Director.
4. The Awards Review Board will convene at the direction of the Deputy Chief of Police as deemed necessary.
5. While an employee's actions in a specific incident may meet the criteria for numerous levels of awards, only one (1) level of award will be issued for any one (1) action.
6. It shall be the discretion of the Chief of Police to make posthumous medal awards. Posthumous medals will be presented to the deceased department member's family, as appropriate.

E. Display of Medals, Service Ribbons, and Hash Marks

1. Only medals, service ribbons, and hash marks awarded by and/or authorized by the Chief of Police or his/her designee shall be worn by department personnel.
2. The display of medals, service ribbons, and hash marks shall be in accordance with this directive and in compliance with other related department directives.
3. Medals shall be worn by sworn personnel on Class A uniforms only and displayed below the name tag on the right side of the uniform shirt or as directed by the Chief of Police.
4. Medals shall be arranged in order of prominence from right to left, if multiple medals are authorized.
5. Service ribbons shall be worn only on Class A uniforms for ceremonial functions or as directed by the Chief of Police or his/her designee. Service ribbons shall be worn centered one-quarter (1/4) inch above the top of the wearer's right side shirt pocket.
6. Service ribbons shall be arranged in order of prominence from right to left, if multiple service ribbons are authorized. The service ribbon order of prominence is as follows:
 - a. Gold Medal of Valor;
 - b. Silver Medal of Valor;
 - c. Medal for Heroism;
 - d. Lifesaving Medal;
 - e. Meritorious Award Medal;
 - f. Meritorious Service Medal;
 - g. Community Service Award;
 - h. Employee of the Year;
 - i. Years of Service Award; and
 - j. Specialized Service Award.

7. No more than three (3) service ribbons shall be worn in a row. If additional rows are necessary, the rows shall be arranged in the same location, one (1) directly over the other, with the order of prominence beginning at the top right. No more than six (6) rows of service ribbons shall be worn.
8. Only one (1) service ribbon for each level of award shall be worn by award recipients. Subsequent awards for the same level of recognition will be signified on the service ribbon as follows:
 - a. A silver star will designate two (2) awards; and
 - b. A gold star will designate three (3) or more awards.
9. Hash marks shall be worn only on Class A uniforms for ceremonial functions or as directed by the Chief of Police or his/her designee. Hash marks will be sewn on the left sleeve only, centered in line with the uniform patch. The bottom point of the lowest hash mark will be four (4) inches from the end of the sleeve, angled down toward the inside of the body.