

**TOWN OF ST. JOHN, LAKE COUNTY, INDIANA
BOARD OF METROPOLITAN COMMISSIONERS
RESOLUTION NO.: 101**

**A RESOLUTION ESTABLISHING AND APPROVING A POLICY FOR
EMPLOYEE AWARDS AND RECOGNITION, AND ALL MATTERS
RELATED THERETO**

WHEREAS, the Board of Metropolitan Police Commissioners of the Town of St. John, Lake County, Indiana, has reviewed the current policies and general orders of the Town Metropolitan Police Department regarding Employee Awards and Recognition ; and

WHEREAS, the Board of Metropolitan Police Commissioners of the Town has determined, after its review of the policies and general orders of the Town of St. John Metropolitan Police Department regarding Employee Awards and Recognition that the establishment of a current general order regarding the same will more fully promote the health, safety, comfort, and general well-being of the citizens of St. John; and

WHEREAS, the Board of Metropolitan Police Commissioners of the Town of St. John, Lake County, Indiana, has determined that the establishment and approval of a clear, current and concise general order for Employee Awards and Recognition will promote high quality services rendered to the residents of the Town of St. John by the Police Department, as well as enhance cooperative relationships between the Town of St. John Metropolitan Police Department and the Town residents.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF METROPOLITAN POLICE COMMISSIONERS OF THE TOWN OF ST. JOHN, LAKE COUNTY, INDIANA:

SECTION ONE: That General Order for Employee Awards and Recognition known as General Order No. 4.13, attached hereto, incorporated herein, and referenced as Exhibit "A", is hereby established as the Standard Operating Procedure for Employee Awards and Recognition for the St. John Metropolitan Police Department.

SECTION TWO: That General Order No. 4.13 for Employee Awards and Recognition be published to the Officers of the St. John Metropolitan Police Department, with acknowledgment of the same by said Officers to be made, and with the general order to be posted as deemed appropriate by the Chief of Police.

SECTION THREE: That General Order No. 4.13 established herein replaces and supersedes all other Police Department Standard Operation Policies and Procedures

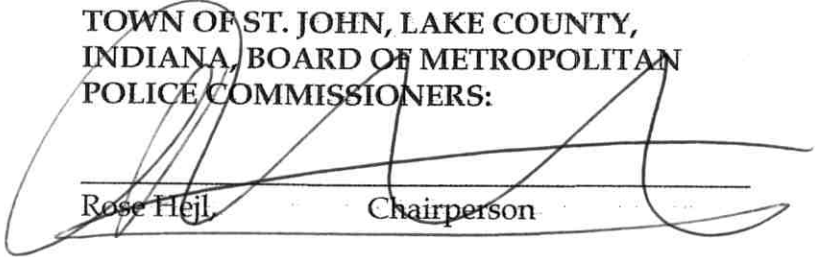
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and General Orders related to Police Department Employee Awards and Recognition as same are repealed and rescinded hereby.

ALL OF WHICH IS PASSED AND RESOLVED THIS 22 DAY OF May, 2017, BY THE BOARD OF METROPOLITAN POLICE COMMISSIONERS OF THE TOWN OF ST. JOHN, LAKE COUNTY, INDIANA.

TOWN OF ST. JOHN, LAKE COUNTY,
INDIANA, BOARD OF METROPOLITAN
POLICE COMMISSIONERS:



Rose Hejl, Chairperson

Paul Haluska, Vice-Chairperson



Robert Long, Member



Kevin Yana, Member

Charles Sawyer, Secretary

ATTEST:

Recording Secretary



General Order 4.13

Employee Awards and Recognition

Effective

- I. PURPOSE
 - A. The purpose of the General Order is to establish a program by which members of the St. John Metropolitan Police Department are recognized for outstanding performance in the line of duty.
- II. POLICY
 - A. It is the policy of the St. John Metropolitan Police Department to provide formal recognition to sworn police officers for distinguished service or outstanding individual achievement. For this purpose, an awards committee has been established to nominate those police officers worthy of receiving awards for individual acts of distinguished service or outstanding achievement.
- III. DEFINITIONS
 - A. None.
- IV. PROCEDURE
 - A. Recommendation for Awards
 - 1. Any member of the Department having personal knowledge of an act of heroism, police action or an outstanding act of public service being performed by a member of this Department may submit a recommendation for an award to the Awards Committee.
 - a. Awards shall be submitted within ninety (90) days of the act, excluding extenuating circumstances that may arise.
 - b. All recommendations shall be submitted in writing and forwarded through the chain of command to the Chief of Police.
 - c. The Chief will review the recommendation and, if appropriate, forward the recommendation to the Awards Committee for review and evaluation.
 - d. Upon completion of the review, the Awards Committee will notify the Chief of Police of its findings and recommendation.
 - e. The Chief of Police in turn shall approve or disapprove the presentation of the award.

- f. The Purple Heart, while an individual decoration, differs from all other awards in that the individual is not recommended for the award but rather is entitled to it upon meeting the criteria of the award.

B. Review and Evaluation

1. An Awards Committee shall be established for the purpose of reviewing, processing and making recommendations concerning awards for nominees in consideration for:
 - a. Medal of Valor.
 - b. Purple Heart (does not require recommendation)
 - c. Lifesaving Award.
 - d. Meritorious Service Award.
 - e. Distinguished Service Award.
2. The Committee shall meet as nominations are made. Its recommendations shall be forwarded to the Chief of Police. The Chief of Police shall have the authority to accept, deny, or amend any recommendations made by the committee.
3. Committee Membership
 - a. The Awards Committee maybe comprised of up to five (5) members, and will be convened by the Deputy Chief at his discretion. The Committee is not limited to, but may be comprised of:
 1. The Deputy Chief (Chairman),
 2. The Investigations Supervisor (Secretary),
 3. One Corporal,
 4. Two Patrol Officers.

C. Award Categories

1. Medal of Valor
 - a. An outstanding act of bravery or heroism, which places the Officer's life at great risk and/or results in the saving of a life. Any Officer that is selected for this award will receive a "Medal of Valor" with ribbon and a commendation bar.
2. Purple Heart
 - a. Any injury to an Officer, received in the line of duty that is intentionally inflicted by an adversary while the officer is engaged in the performance of duty and for which medical treatment of the officer was required. Any Officer who meets the criteria is entitled to the award and will receive a "Purple Heart" medal with ribbon and a commendation bar.
3. Lifesaving Award
 - a. An award to any member of the Department, who is either on or off duty, or private citizen for sustaining or saving the life of any human being. Any Officer or private citizen selected for this award will receive a ribbon and framed certificate.

4. Meritorious Service
 - a. A particularly notable accomplishment in the line of duty showing outstanding initiative and achievement under adverse conditions with some degree of hazard to the Officer. Any Officer selected for this award will receive a commendation bar.
5. Distinguished Service
 - a. A highly honorable act in the line of duty or employment showing initiative and accomplishment which brings acclaim to the Officer, the Police Department, or the Town of St. John. An Officer selected for this award will receive a distinguished service commendation bar. This award can be given to an entire division or unit.

D. Service Recognition Bars

1. Service bars indicate the number of years an Officer has served as a full-time police officer. The bar shall be blue and each bar indicates a period of four years. The bars shall be outlined in gold for supervisors and silver for police officer and are to be worn on the left forearm on a long sleeved shirt. The maximum amount of bars shall be eight for thirty-two years of service.
2. Officer shall also have the option of wearing a single service bar pin with a blue background and stars to denote years of service. Each star indicates a period of four years. The stars shall be silver for patrol officers and gold for supervisors. The maximum amount of stars shall be eight for thirty-two years of service.
3. Officers' may, at their own discretion, display the appropriate service recognition for the amount of time they have served as a full-time police officer.

E. Presentation of Awards

1. All awards except for the Medal of Valor, the Purple Heart, and the Lifesaving Award shall be presented by the Chief of Police or his or her designee to the recipient at appropriate Department meetings.
2. The Medal of Valor and the Purple Heart Awards shall be presented by the Chief of Police or his or her designee at a designated St. John Town Council meeting in the presence of the St. John Town Council and the Town Manager.

F. Authorization to Display Medals, Commendation and Service Recognition Bars

1. All commendation and service bars are authorized to be worn as part of the official police uniform.
2. During the normal course of duty, officers may wear his or her Medal of Valor and service recognition bars on his or her uniform. All other award bars may only be worn with and displayed on the Class A uniform. Commendation bars and recognition bars may not be displayed on tactical uniforms.
3. All commendation and recognition bar pins worn shall be centered, 1/2" to 1 inch above the right pocket of the uniform shirt. Commendation bars shall be displayed in order of importance from the center of the shirt.

4. The Chief of Police or his or her designee may request that medals be worn for certain formal occasions.

G. Subsequent/Duplicate Awards

1. In the event that a second or duplicate award is received:
 - a. Medal of Valor Recipient shall receive a medal and commendation bar. The number of stars in the commendation bar will indicate the second or duplicate award.
 - b. Purple Heart Recipient shall receive a medal and commendation bar. The number of stars on the commendation bar will indicate the second or duplicate award.
 - c. All other duplicate awards will be recognized by a certificate.

H. Master Police Officer

1. The Master Police Officer designation was established to recognize senior officers who have dedicated their careers to serving the community in a non-supervisory capacity. The Master Police Officer (MPO) program will be coordinated by the Deputy Chief to identify those officers who meet the following standards:
 - a. Ten (10) years seniority as a sworn officer with the St. John Police Department (prior suspension time will effect this 18-year calculation).
 - b. Currently hold the rank of Police Officer First Class.
 - c. Acceptable overall performance evaluations.
 - d. Successful completion of all mandatory training requirements.
 - e. Last two (2) years without any disciplinary action requiring suspension time.
2. Each January, the Deputy Chief will identify potential candidates and meet with the Training Manager to verify compliance with the listed requirements. The Deputy Chief will conduct an annual review of current MPO's each January along with the Training manager to verify and ensure compliance with this standard is maintained. An officer that fails to maintain compliance with this standard may lose the Master Patrol Officer designation.
 - a. An officer who earned this position shall be signified by wearing a single chevron (blue in color and outlined in gold with black backing, 3" wide) on both sleeves, below the bottom of the department patch. Collar rank insignia consisting of a single gold chevron may be worn in conjunction with sleeve chevrons.

I. Master Corporal

1. The Master Corporal designation is established to give special recognition to those officers who hold the permanent rank of Corporal, who have demonstrated years of exemplary service to the Department and community in a first line supervisory capacity. The Master Corporal (MCP) program is coordinated by the Deputy Chief to identify those Corporals who meet the following standards:

- a. Five (5) years seniority as a police officer with the St. John Police Department (prior suspension time will effect this three (3) year calculation).
 - b. Currently hold the rank of Corporal with a minimum of five (5) years in grade.
 - c. Acceptable overall performance evaluations.
 - d. Successful completion of all mandatory training requirements
 - e. Last two (2) years without any disciplinary action requiring suspension time.
2. Each January, the Deputy Chief will identify potential candidates and meet with the Training Manager to verify compliance with the listed requirements. The Deputy Chief will conduct an annual review of current MCP's each January along with the Training Manager to verify and ensure compliance with this standard is maintained. An officer that fails to maintain compliance with this standard may lose the Master Corporal designation.
 - a. A Corporal who earned this distinction shall be signified by wearing a single additional stripe (rocker) to the bottom of the Corporal chevrons. Chevrons are blue in color and outlined in gold with black backing, 3" wide and worn on both sleeves, below the bottom of the department patch. Collar rank insignia consisting of two gold chevrons up with a single gold chevron rocker on the bottom may be worn in conjunction with sleeve chevrons.

J. Staff Sergeant

1. The Staff Sergeant designation is established to give special recognition to those officers who hold the permanent rank of Sergeant, who have demonstrated years of exemplary service to the Department and community in a first line supervisory capacity. The Staff Sergeant (SST) program is coordinated by the Deputy Chief to identify those Sergeants who meet the following standards:
 - a. Five (5) years seniority as a police officer with the St. John Police Department (prior suspension time will effect this three (3) year calculation).
 - b. Currently hold the rank of Sergeant with a minimum of five (5) years in grade.
 - c. Acceptable overall performance evaluations.
 - d. Successful completion of all mandatory training requirements
 - e. Last two (2) years without any disciplinary action requiring suspension time.
2. Each January, the Deputy Chief will identify potential candidates and meet with the Training Manager to verify compliance with the listed requirements. The Deputy Chief will conduct an annual review of current SSTs each January along with the Training manager to verify and ensure compliance with this standard is maintained. An officer that fails to maintain compliance with this standard may lose the Staff Sergeant designation.
 - a. A Sergeant who earned this distinction shall be signified by wearing a single additional stripe (rocker) to the bottom of the Sergeant chevrons. Chevrons

are blue in color and outlined in gold with black backing, 3" wide and worn on both sleeves, below the bottom of the department patch. Collar rank insignia consisting of three gold chevrons up with a single gold chevron rocker on the bottom may be worn in conjunction with sleeve chevrons.

V. REPORTING REQUIREMENTS

A. Records Maintenance

1. Documentation of all awards or commendations will be placed in the Officer's permanent personnel file.
2. The Awards Committee Secretary will maintain a file on all investigations conducted during the year. As investigations are completed, a summary detailing each investigation will be forwarded to the Chief of Police for retention. Previous years files may be viewed by the awards committee as a historical reference.