



Iowa State University Department of Public Safety

Directive: 26.4

SUBJECT: AWARDS AND RECOGNITION

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26.4.1 AWARDS PROGRAM

26.4.2 AWARDS

POLICY:

It is the policy of the Iowa State University Department of Public Safety (ISU DPS) to provide formal recognition to police officers, civilian employees and community members for acts of distinguished service or outstanding individual achievement. It will be the responsibility of any individual having personal knowledge of an act, achievement, or service believed to warrant an award or recognition to submit a formal recommendation. Awards and recognition are made at the discretion of the Chief of Police based on the recommendation of the Awards Committee.

PROCEDURE:

26.4.1 AWARDS PROGRAM

The following establishes a procedure to publicly recognize members of the community, employees of other organizations, and department employees who exhibit exceptional efforts toward the safety and security of the Iowa State University community.

- A. An awards committee will be established during the first week of December of each year. The committee will consider nominations for the current calendar year. This committee will be appointed by the Chief of Police or designee from volunteers. It will consist of five to seven persons, with at least: one represented person from patrol, one represented person from investigations/TAM/outreach, one person from the community, and one person from supervision, clerical, or dispatch. The chair of the committee may be from management or as otherwise selected by the Chief. The awards committee will be charged with the following responsibilities:
 1. Plan the ceremony for the following spring,
 2. Review the nominations, and
 3. Forward all nominations and recommendations for awards to the Chief.
- B. Award nominations will be accepted from any department member or the general public. Nominations will be submitted in the form of a letter or an award face sheet accompanied by documentation: officer reports, newspaper articles, other news media transcripts, and video or audiotapes. This information will be forwarded to the Administrative Assistant for filing in the awards committee folder. An award face sheet should be used whenever possible.
- C. Awards will be made annually. The period is established as the calendar year. Nominations will be made during the year of the qualifying conduct or before January 15 of the following year. The chair of the committee should issue quarterly reminders throughout the year about the program. The committee will submit recommendations to the Chief of Police or designee by mid-February. The Chief or designee will review the nominations and report back to the committee during the last week of February.
- D. The awards ceremony will be held during March or April following the award year. The formal presentations will be made during a late afternoon or evening ceremony held at an appropriate location on campus. A reception will follow the award ceremony.
- E. There will be a general invitation to department members, to their families and friends, to other police departments, to the press, and the general public. Special invitations may also be extended to appropriate Iowa State University officials and to persons who were principals in incidents that led to the awards.
- F. The committee should, when possible, publish a list of award winners in advance of the ceremony. The committee should, when possible, inform the individuals who nominated an award recipient about the status of the nomination.
- G. The committee will use email and the department's web page to announce the awards program and recipients.

26.4.2 AWARDS

There are six award categories to honor employees, organizations, and citizens for their exceptional efforts. They are as follows:

A. Commendation for Valor.

Awarded to department employees who knowingly and rationally demonstrate uncommon courage and bravery, or an action that places a department employee in grave personal danger; or outstanding performance of duty demanding the highest expression of integrity, including sacrificing peer approval. Recipients of this award will receive a medal in the form of a pin to be worn on the uniform or lapel, a medal suspended on a ribbon for wearing at formal occasions, a shadow box display containing a department patch, and an engraved metal plate bearing the recipient's name and citation.

B. Lifesaving.

Awarded to department employees who knowingly and directly act to save a life even if the attempt was unsuccessful. Recipients of this award will receive a ribbon and a wooden plaque with an engraved metal plate bearing the recipient's name and citation.

C. Meritorious Service Commendation.

Awarded to department employees for outstanding service above and beyond the call of duty, for highly creditable acts serving the community, for major protection of property, for consistently demonstrating highly professional performance over an extended period, or for demonstrating uncommon perseverance in an ongoing investigation. A person selected to receive three or more Excellent Service Commendations during one awards period will receive one Meritorious Award in place of the multiple Excellent Service Commendations. Recipients of this award will receive a ribbon and an Iowa-shaped wooden plaque with an engraved metal plate bearing the recipient's name and citation.

D. Excellent Service Commendation.

Awarded to department employees for excellent service above and beyond the norm in the performance of everyday duties; or for exhibiting a high standard of job performance in a single incident, investigation, or exceptional arrest; or for training others with dedication and concern in an effort to improve the department's operations; or for submitting for consideration a device or method that is adopted to increase efficiency in an administrative or tactical procedure. Recipients of this award will receive a ribbon and a wooden plaque with an engraved plate bearing the recipient's name and citation. The plaque will also have several small plates on which the year(s) of the award will be engraved.

E. Community Service Commendation.

Awarded to department employees for community service above and beyond the norm in the performance of everyday duties; or for being instrumental in developing and implementing a new program of crime prevention, community service, or other activity to enhance public safety on campus; or for maintaining sustained and consistently exceptional community relations. Recipients of this award will receive a ribbon and a wooden plaque with an engraved plate bearing the recipient's name and citation. The plaque will also have several small plates on which the year(s) of the award will be engraved.

F. Chief's Award.

Presented to a member or members of the community who have assisted an employee of the department or have performed commendable acts such as lifesaving measures. Recipients of this award will receive a wooden plaque with a metal plate with their name and the citation.