

Commendations and Awards

1016.1 PURPOSE AND SCOPE

This policy provides general guidelines for recognizing commendable or meritorious acts of members of the Bozeman Police Department and individuals from the community.

1016.2 POLICY

It is the policy of the Bozeman Police Department to recognize and acknowledge exceptional individual or group achievements, performance, proficiency, heroism and service of its members and individuals from the community through commendations and awards.

1016.3 COMMENDATIONS

Commendations for members of the Department or for individuals from the community may be initiated by any department member or by any person from the community.

1016.4 CRITERIA

A meritorious or commendable act may include, but is not limited to:

- Superior handling of a difficult situation.
- Conspicuous bravery or outstanding performance.
- Any action or performance that is above and beyond typical duties.

1016.4.1 DEPARTMENT MEMBER DOCUMENTATION

Members of the Department should document meritorious or commendable acts in the BPD Award Tracking Log within the Records Management System. The documentation should contain:

- (a) Identifying information:
 - (a) For members of the Department - name, and the date and time of the meritorious or commendable act
 - (b) For individuals from the community - name, address, telephone number
- (b) A detailed account of the meritorious or commendable act with report numbers, as appropriate.
- (c) Name of the member submitting the documentation.

1016.4.2 PROCESSING DOCUMENTATION

Documentation regarding the meritorious or commendable act of a member of the Department should be forwarded to the appropriate Division Commander for his/her review. The Division Commander should forward the documentation to the Awards Committee for review. The Review Committee, when applicable, shall consist of a Captain, a Sergeant, a Member of the BPPA Executive Board, and a member of the Bozeman Police Foundation.

Bozeman Police Department

Policy Manual

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The Chief of Police or the authorized designee will present the commendation to the department member at the discretion of the [agencyHead].

Documentation regarding the meritorious or commendable act of an individual from the community should be forwarded and documented in the BPD Award Tracking log in the Record Management System.. An appropriate venue or ceremony to acknowledge the individual's actions will be at the discretion of the [agencyHead].. Documentation of the commendation should be maintained in a file designated for such records.

1016.5 AWARDS

Awards may be bestowed upon members of the Department and individuals from the community. These awards include:

- Medal of Valor.
- Lifesaving Award.
- Distinguished Service Award.
- Devoted Service Award
- Certificate of Commendation
- Citizens Award of Valor
- Citizens Commendation Award

Criteria for each award and the selection, presentation, and display of any award are determined by the Chief of Police. [See attachment: Awards Criteria DRAFT.pdf](#)

Attachments

Awards Criteria DRAFT.pdf

AWARD COMMITTEE

1. The Award Committee shall convene when a nomination occurs through the BPD Award Tracking log in Zuercher. The Award Committee will review and recommend to the Chief of Police for the following awards:
 - a. Medal of Valor
 - b. Lifesaving Award
 - c. Citizen Award of Valor
 - d. Citizen Commendation Award
2. The Award Committee shall consist of the following:
 - a. Bozeman Police Foundation member
 - b. Captain or Deputy Chief
 - c. Sergeant
 - d. Member of BPPA Executive Board

MEDAL OF VALOR:

- **Criteria:** To be awarded for an act of valor, most commonly found associated with a deadly encounter situation, which involves extreme risk of life to an officer, officers or other person or persons and to which is performed in a selfless and noble fashion in the endless pursuit of service and protection of the public to which they serve.
- **Award Type:** Medal, Bar and Certificate.
- **Selection and presentation method:** Nominated by any person and selected by the Award Committee Recommendation with the final decision by Chief of Police. Presentation time is at the discretion of the Chief of Police. Copy of Certificate placed in the personnel file.

LIFESAVING AWARD:

- **Criteria:** The Lifesaving Award may be awarded to individuals who, while serving in an official capacity with their law enforcement agency, directly perform an active, distinct, and successful lifesaving procedure saving the life of another human being in the midst of unusual actions above and beyond their normal job expectations under the following criteria;
 1. The recipient was aware of the seriousness of the situation.
 2. The act was purposefully done.
 3. Events leading to the act were not carelessly caused by the recipient, thereby necessitating the act.
 4. There must have been a strong possibility the person would have died if the action had not been taken.

It may also be presented to an employee whose actions prolonged a human life to the extent of the victim being released to the care of medical authorities, even though the victim may expire at a later time.

- **Award Type:** Bar and Certificate.
- **Selection and presentation method:** Nominated by any person and selected by Award Committee Recommendation with the final decision by the Chief of Police. Presentation time is at the discretion of the Chief of Police. Copy of Certificate placed in the personnel file.

DISTINGUISHED SERVICE AWARD:

- **Criteria:** This Annual Award is presented to an officer(s) / staff member(s) for outstanding service and deeds to the department, community, and profession and who exemplifies the ideals of a Bozeman Police Officer or staff. Nominations may be made for the Distinguished Service Award for employee(s) who exemplify the ideals of a Bozeman Police Officer or civilian staff member. Selection criteria may include the following:
 - Exemplifies the qualities expected in a Bozeman Police Officer or staff;
 - Displays a good attitude towards the public, the department, and those they serve;
 - Is a consummate professional with a high degree of work ethic;
 - Represents the department nobly and serves the profession as a representation of pride, honor, and service; and/or
 - Serves and participates in community-based organizations or projects that reflect positively upon the officer, department, and City of Bozeman; and/or
 - Performs exceptionally in a duty of great responsibility or of critical importance to law enforcement. Such service shall be clearly above what is normally expected, that contributed significantly to the overall safety, efficiency, or service provided by the Department.
- **Award Type:** Certificate
- **Selection and presentation method:** Nominated by any person. Nominations shall be presented to a joint committee comprised of command staff and BPPA representation, with final decision by Chief of Police. Presentation at annual award ceremony. Copy of Certificate placed in personnel file.

DEVOTED SERVICE AWARD:

- **Criteria:** Awarded to an employee in good standing who terminates employment with the Bozeman Police Department and has a minimum of five years of service.
- **Award type:** Certificate.
- **Selection and presentation method:** Chief of Police determination with presentation done at either final date of employment or at appropriate time or function.

CERTIFICATE OF COMMENDATION:

- **Criteria:** To be awarded when a supervisor believes that a member's actions merit recognition for actions that do not rise to a higher level award, but are above and beyond normal expectations of an employee.
- **Award type:** Certificate.
- **Selection and presentation method:** Supervisor recommendation with final approval by the employee's division commander. Presentation done as determined by division commander. Copy of Certificate placed in the personnel file.

CITIZEN AWARD OF VALOR:

- **Criteria:** To be awarded to a citizen (non-police employee) when that citizen displays an act of bravery or courage and jeopardizes their own safety to assist the Bozeman Police

Department in the performance of a hazardous act.

- Award type: Certificate.
- Selection and presentation method: Nominated by any person and selected by the Award Committee Recommendation with the final decision by the Chief of Police. Presentation method at the discretion of the Chief of Police.

CITIZEN COMMENDATION AWARD:

- Criteria: To be awarded to a citizen (non-police employee) who enhances the safety of the citizens of Bozeman through assistance to the Bozeman Police Department or through actions or services done to the community that make Bozeman a safer place to live.
- Award type: Certificate.
- Selection and presentation method: Nominated by any person and selected by Award Committee Recommendation with the final decision by the Chief of Police. Presentation method at the discretion of the Chief of Police.