

Commendation

POLICY & PROCEDURE NO. 9.04	DATE: ____11/23/2021_____
	EFFECTIVE DATE: _____11/23/2021____
MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED:	REVISION DATE: __Last 11/23/2021_____

POLICY

As essential as it is for a police department to have an effective internal disciplinary process, it is equally important to have a positive program of awarding commendations for outstanding duty performance. This is the means by which deserving officers/dispatchers or civilian employees can receive official recognition for their accomplishments.

- A. Any meritorious act or action performed by an officer/dispatcher or civilian employee which is considered to be above and beyond the performance of routine duty, shall be reported in writing to the Chief of Police by any Officer/Dispatcher concerned, with their recommendation for commendation. A meritorious act or action may be reported to the department and forwarded to the Chief by a citizen.
- B. The following categories of acts or actions will be considered for commendation:
 - 1. The personal display of extraordinary courage and valor in the performance of police duty.
 - 2. The exemplary performance of meritorious police service to the community.
 - 3. The performance of outstanding and exceptional service to the Stow Police Department.
- C. **LETTER OF COMMENDATION:** The basic award of the department is a Letter of Commendation, written on a standard Stow Police Department letterhead, signed by the Chief of Police and outlining the reasons for the award.
- D. **RIBBON OF COMMENDATION:** A “Ribbon of Commendation” is awarded for superlative and distinguished performance of police duty. Each recipient of a “Ribbon of Commendation” shall receive a ribbon insignia to be displayed on their uniform

denoting their award. A “Letter of Commendation” accompanies a “Ribbon of Commendation” and sets forth the circumstances and the basis for the award. A “Ribbon of Commendation” can be issued for “Service to the Department”, “Service to the Community”, and “Valor”.



- E. **MEDAL OF COMMENDATION:** Is an award given to those individuals who perform exceptional acts or actions above the normal call of duty. A recipient of a “Medal of Commendation” will be awarded a commemorative medal for their distinguished service. They will also receive a ribbon insignia for display on their uniform representing their medal award and a “Letter of Commendation” detailing the circumstances of the award. A “Medal of Commendation” can be awarded for “Service to the Department”, Service to the Community”, or “Valor”.



- F. **MEDAL OF HONOR:** The “Medal of Honor” is the highest award given by this department. It is bestowed upon an employee who sacrifices his or her life in the protection of the lives of others. This award is presented posthumously to the surviving family of the fallen officer.



- G. All official commendations will be noted on the police log, posted on the department bulletin board and a copy placed in the commended officer’s/dispatcher’s personnel file.
- H. **CITIZEN COMMENDATION:** When appropriate, signed by the Chief of Police, may be awarded to a citizen who has performed a commendable and laudable act or action which has been of aid and assistance to the Stow Police Department or to an officer in the performance of police duty.