

	<b>Policy and Procedures</b>		<b>Chapter ( 26-1 )</b>
	<b>Subject:</b> <b>Employee Recognition Program Policy<sup>1</sup></b>		
	<b>Issuing Authority:</b> <b>Robert Bongiorno</b> <b>Chief of Police</b>		<b>Effective Date:</b>  <b>March 28, 2018</b>
	<b>Signature:</b>  <b>On File</b>		

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**Purpose**

As essential as it is for a police department to have an internal disciplinary process, it is equally important to have a positive program of recognition for outstanding duty performance. Employees who display action and performance above that which is normally expected of an employee in the routine performance of his/her duties are to be commended for their accomplishments.

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**Policy**

Members of the Bedford Police Department when reporting, reviewing or rewarding performance worthy of commendation shall follow the following procedure. The various stages of the recognition program will be decided by the Chief of Police based upon the officer's actions and performances.

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<sup>1</sup> 26.1.2 – Entire Policy

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**Procedure**

Any person may request recognition for the actions of another through the chain of command.

- A letter of commendation / recognition will be written on department stationary and submitted up the chain of command to the Chief of Police.
- Employees who display action and performance above that which is normally expected of an employee in the routine performance of his/her duties are to be commended for their accomplishments.
- Based upon the information provided and the actions and performance of the individual named in such letter, the Chief with input from the officer's supervisor may issue any of the following Recognitions.

**Letter of Commendation / Recognition**

- A letter of commendation / recognition will be written on Police Department stationery and will be signed by the Chief of Police.
- This letter will contain in its body an outline of the citation and the reasons for the award.
- Letters of commendation / recognition are to be read at roll call, a copy placed on the bulletin board, and a copy placed in the employee's personnel file.

**Certificate of Commendation**

- A certificate of commendation is awarded for superlative and distinguished performance of police duty and is signed by the Chief of Police.
- A letter of commendation accompanies this certificate setting forth the circumstances and the basis for the award.

*(Continued)*

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### **Meritorious Day(s) Off**

- Used in conjunction with any award or superlative act at the Chief's discretion, the Chief of Police may award a meritorious day(s) off if s/he deems the action taken by the employee warrants further recognition and award. Guidelines for Meritorious Days:
  - Above and beyond conduct;
  - Heroic and truly lifesaving conduct;
  - Level of Valor where the officer placed themselves at extreme risk to their personal safety.
- The Chief may elect to award the recipient with monetary bonus in the amount equivalent to the number of days off, depending on the available funding and approval of the Town Manager.

### **Meritorious Service Ribbon**

- A meritorious service ribbon will be awarded for a highly unusual accomplishment under adverse conditions with some degree of hazard to life and limb, or where death or injury to a third party is prevented.
- It may also be awarded for an act performed in the line of duty, which through disregard for personal safety or prompt and alert action, results in the saving of a life.
- Presentation of this medal shall, at a minimum, involve a formal presentation to the receiving employee by the Chief, along with an appropriate photograph and press release.

### **Medal of Honor**

- The Medal of Honor will be awarded for an outstanding act in the line of duty at imminent personal hazard of life, involving extraordinary courage and valor, with full knowledge of the risk involved.
  - Presentation of this medal shall, at a minimum, involve a formal presentation to the receiving employee by the Chief, along with an appropriate photograph and press release.
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**Additional  
Recognitions****Officer of the Year**

- This award shall be given to the employee who consistently supports and affirmatively promotes the mission and goals of the department.
- Nominees shall be submitted upon request, and the Chief shall, after consultation with appropriate staff and review of the record, select the successful candidate.

**Civilian Service Citation**

- A special citation, when appropriate, 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 Police Department or to an officer in the performance of police duty.
  - This citation will be signed by the Chief of Police.
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## Employee Recognition Program Policy Information

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**History**

March 28, 2018 – Replaces existing Employee Recognition Program Policy (Chapter 26-1) issued on April 2, 2015.

April 2, 2015 - Replaces existing Employee Recognition Program Policy (Chapter 26-1) issued on September 23, 2011.

September 23, 2011 – New Issue

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**Review Date**

This policy is scheduled for review every two years and updated as necessary.

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