

AWARDS AND COMMENDATIONS

Directive: **6.55**

A. Inspector's Review Board

1. All Departmental Commendations and Service Ribbons shall be considered by an Inspector's Review Board consisting of two (2) Inspectors of Police. The Review Board shall convene when so directed by the Chief of Police and shall consider any recommendations pending at that time.
2. The Review Board shall have authority to approve, deny, increase or decrease any recommendation placed before it. All recommendations for departmental recognition made by any member of the Department of Police and addressed to the Chief of Police, shall be placed before the Review Board for consideration.

B. Procedure for Submitting Recommendations to the Review Board

1. Recommendations for departmental recognition shall be submitted on "Award/Commendation Request" forms. The specific award being recommended will be set out in the first part of the explanation section of the form. All supporting documents shall be attached.
2. Recommendations may be submitted by any member of the Department on behalf of **any sworn or civilian employee**, but must be submitted through the chain of command of the **employee** being recommended. Endorsements and comments from **supervisors** in that chain of command should be included as the recommendation is forwarded, however, the recommendation must be forwarded to the Review Board for final determination. **Recommendations for the Distinguished Community Member Award must be submitted by a Division Commander, or above, to the Review Board for final determination.** Following the approval, the Public Information Officer will print the commendation on a pre-designed form and attach a copy of the request to it before forwarding the award to the Director of Public Safety and the Chief of Police for their signatures.
3. All recommendations must be forwarded to the Review Board within one (1) year of the occurrence of the incident upon which the recommendation is based, except in cases of exigent circumstances. An example of an exigent circumstance would be that the

responsible supervisor did not make a timely recommendation for an award.

4. An apprehension can only be used once for consideration of an award and cannot apply toward more than one (1) award, except as specifically provided for under the section covering the Outstanding Service Ribbon, which allows for award of the Outstanding Service Ribbon based on an accumulation of apprehensions.

C. Awards Based Solely on Apprehensions

1. In cases where a recommendation for an award is based solely upon the apprehension of a felon, one of the following conditions must exist before the recommendation can be considered by the Review Board:
 - a. The person(s) arrested must have received a preliminary hearing and been bound over for trial on a felony charge covered by this directive; or
 - b. The person(s) arrested must have been indicted by a Grand Jury on a felony charge covered by this directive; or
 - c. In the case of a juvenile, a petition must have been filed in the Family Court citing a felony charge covered by this directive.
2. The employee making the recommendation for an award will include one (1) of these court actions in his/her recommendation. The fact that an original charge was placed shall no longer be sufficient in itself to justify an award.

D. Definitions of Terms Regarding Apprehensions

1. The term "immediate flight" as included in this directive shall mean that flight which is so closely related to the actual commission of a crime to be considered necessary to the crime's completion.
2. The term "causes the apprehension" shall mean that an employee has performed some act without which the apprehension could never have occurred. The first employee who initiated action in furtherance of an apprehension should generally be considered the officer who caused it; however, circumstances may exist under which more than one officer would act to cause an apprehension.

E. Days Off With Pay

Days off with pay shall only be granted in conjunction with an award when this is specifically provided for by the section of this directive governing a particular award.

F. Classification of Awards

The classification of awards and the criteria, under which each of these awards shall be issued, are prioritized as follows:

1. The Medal of Honor shall be awarded only under the following circumstances:
 - a. When an employee, through an act of uncommon valor, saves the life of a fellow officer or the life of a citizen. Uncommon valor shall be interpreted as circumstances under which the employee was placed in great peril to his/her own life in defense of the life of another.
 - b. When an employee, whose life is severely threatened in the line of duty, acts above and beyond the call of duty to avert a vital apprehension. One (1) day off with pay shall be awarded in conjunction with the Medal of Honor.
2. The Distinguished Service Award shall be awarded when an employee on or off duty, without being dispatched, makes or causes the apprehension of a person(s) during the commission of or in immediate flight from one of the felonious crimes listed below:

Homicide
Rape
Robbery
Burglary in the 1st Degree
Any other felony which by abhorrent nature or repetition has caused great public alarm or distress.

A bronze cluster star shall be awarded for each subsequent award of the Distinguished Service Ribbon until the fourth award when an additional bar shall be issued and so forth.

One (1) day off with pay shall be awarded in conjunction with the Distinguished Service Ribbon.

3. The Outstanding Service Award shall be awarded under the following circumstance:

- a. When an employee has been awarded Class "A" Commendations for three (3) or more separate incidents within a twelve-month period.
- b. When an employee affects the rescue of a trapped or clearly endangered person at hazard to his own personal safety.
- c. Any incident or action not included above in which an employee's Division Commander feels that outstanding police service has occurred.

Each subsequent award of the Outstanding Service Ribbon will result in the issuance of a replacement bar with the gold numeral two (2) or three (3) in its center. On the fourth issuance, a second bar will be issued and the same procedure shall continue for subsequent awards.

If circumstances warrant, the Division Commander may recommend that one (1) day off with pay be awarded in conjunction with the Outstanding Service Ribbon. This must be decided by the Review Board as a separate matter.

4. The Merit Award shall be awarded under the following circumstances:

- a. When an employee performs some special service which would greatly promote and improve the efficiency and effectiveness of the Department of Police either internally or externally.
- b. When an employee performs a life saving service for a critically ill or injured person and:
 - A doctor indicates that the employee's initiation of the first aid technique was instrumental in saving a life; and
 - The victim does survive the initial attack or injury for which the first aid was administered.

5. Class "A" Commendations shall be awarded under the following circumstances:

- a. When an employee on or off duty, without being dispatched, makes or causes the apprehension of a person(s) during the commission of or in immediate flight from one of the following

felonious crimes:

- First Degree Assault
 - Burglary, other than First Degree
 - Drug Trafficking (Must have (5) five arrests in a one year period).
- The following are the minimum weights needed to be seized during the arrest in order to qualify for the trafficking commendation:

- Cocaine - Twenty-five (25) grams
- Marijuana - Five (5) pounds
- Methamphetamine - Ten (10) grams
- Amphetamines - Twenty-five (25) grams
- LSD or designers drugs - Fifty (50) doses or five (5) mills

- b. When an **employee**, through relentless pursuit or courageous investigation above and beyond the call of duty, makes or causes the apprehension of a person(s) wanted for a crime which through its abhorrent nature or repetition has caused great public alarm or distress.

One (1) day off with pay shall be awarded in conjunction with a Class "A" Commendation.

6. Class "B" Commendations shall be awarded under the following circumstances:

- a. When an **employee** on or off duty, without being dispatched, makes or causes the apprehension of a person(s) during the commission of or in immediate flight from one of the following felonious crimes:

- Felony Theft
- Theft of Automobile
- Drug Law Violations

- b. When an **employee** is involved in three (3) cases of Delivery or Possession with the Intent to Deliver while not in the course of normal police surveillance or operations, and which investigation would be terminated by the arrest of the perpetrator(s) within a three-month period.

Members of the Drug, Organized Crime and Vice Division would be eligible for this award providing that the investigation is one that would not be conducted or initiated as a result of their normal investigative duties.

c. When an **employee** affects a particularly noteworthy apprehension, or some special service, which is not specifically covered by another section of this directive.

7. The Distinguished Unit Citation shall be awarded when a designated unit, such as a Unit, Platoon, or Squad, has acted together in the performance of outstanding police service which if performed by one employee would have been recognizable under some section of this directive.

The Distinguished Unit Citation, when awarded, shall be framed and publicly displayed in the departmental spaces occupied by the Unit to which it was awarded.

8. The Distinguished Community Member Award shall be awarded to commend those citizens who have acted with courage and at considerable personal risk to help a victim of crime, assist in the capture of a suspect, or testify in the face of extraordinary pressures, or performs some special service that has greatly assisted the Wilmington Police Department.

G. Departmental Ribbons Awarded by the Department of Police for Honors Received Outside the Department

1. Kiwanis Award Ribbon - This award ribbon will consist of a single, solid blue bar to be issued to the quarterly award winners, and the yearly award winner's ribbon will display a silver star. Officers will be guided by the following conditions relative to reception of this award:
- a. In any given year, when an **employee** receives the Kiwanis Award, he or she will receive a solid blue ribbon which can be worn throughout the year.
 - b. When one of the quarterly award winners is chosen for the yearly award, that officer will return the solid blue ribbon to the **Public Information Office** and be issued a ribbon with a silver star. The other three officers will maintain the ribbon they received.
 - c. A quarterly award ribbon and a yearly award ribbon may not be worn together unless they were received for different years. Only under this circumstance may an officer wear two different ribbons.

2. Black Ministers Who Care Achievement Award

This award ribbon will consist of a single red, white and blue bar which will be awarded annually to officers who have made worthwhile contributions that have benefited others in the community.

NOTE: A new Award/Commendation Request form will be used to submit recommendations to the Review Board.

3. Leonard Kittner Award Ribbon

At each police academy graduation, the Leonard Kittner award is presented to the officer from the previous academy class who, in the judgment of his or her superiors, has proven to be the most outstanding officer from that class.

The Leonard Kittner Award Ribbon will consist of a solid red bar with a silver star.

Present and past winners of the Leonard Kittner Award are authorized to wear this ribbon.