

# Georgia Department of Public Safety

## Policy Manual

SUBJECT <b>DEPARTMENT AWARDS PROGRAM</b>	POLICY NUMBER <b>20.01</b>
DISTRIBUTION <b>SWORN EMPLOYEES</b>	REVISED DATE <b>1/26/2018</b>
	POLICY REVIEWED <b>1/26/2018</b>

### 20.01.1 Purpose

The purpose of this policy is to establish an awards program for the members of the Georgia Department of Public Safety.

### 20.01.2 Policy

It is the policy of the Department to recognize members who have performed meritorious acts or displayed consistent exemplary performance in the course of their official duties. This policy shall provide the Department with an equitable method for submitting and processing nominations for the awards mentioned below.

### 20.01.3 Awards Ceremonies

An award ceremony will be conducted annually at a date, time, and location determined by the Commissioner of the Department of Public Safety.

### 20.01.4 Nominations

- A. Nominations for awards shall be submitted to the Commissioner through the nominee's chain of command immediately following a meritorious incident.
- B. Nominations for awards should be in writing and fully document the circumstances surrounding the rationale for the submission. Where possible, statements from witnesses, medical personnel, and others that can attest to the nominee's actions should be included.
- C. The incident for which the member is nominated must have occurred during the current calendar year. The Commissioner's Office must receive all nominations by February 1, of the following calendar year, unless special circumstances exist. In those incidents the nomination will be reviewed by the Awards Committee on a case by case basis.
- D. A member may not make a self-nomination.

### 20.01.5 Awards

- A. The following awards shall be presented to members in accordance with guidelines established in Section 20.01.6:
  - 1. Valor Award

2. Lifesaving Award
3. Purple Heart Award
4. Commissioner's Commendation
5. Safe Driver Ribbon
6. Employee Recognition Award
7. Commissioner's Citation for Distinguished Service
8. Military Branch of Service Ribbon
9. Public Service Award
10. Colonel's Leadership Award
11. Commissioner's Special Recognition Award
12. Troop Outstanding Achievement Award
13. Troop of the Year
14. Trooper of the Year Award
15. Region Outstanding Achievement Award
16. Region of the Year Award
17. Motor Carrier Compliance Officer of the Year Award
18. Weight Inspector Outstanding Achievement Award
19. Weight Inspector of the Year
20. Capitol Police Officer of the Year
21. Dispatcher Outstanding Achievement Award
22. Dispatcher of the Year
23. Top Performer Awards
  - a. Georgia State Patrol
    - 1) Top Five DUI (excluding Nighthawks)
    - 2) Top DUI Nighthawk (from each team)
    - 3) Top Five Public Safety Contacts
    - 4) Top Five Occupant Protection
    - 5) Top Five Speed Detection
    - 6) Top Five Distracted Driving

- b. Motor Carrier Compliance Division
  - 1) Top Three DUI
  - 2) Top Three Critical CMV Traffic Enforcement
    - a) Based on selected crash causation factors specific to traffic crashes involving Commercial Motor Vehicles (CMVs)
    - b) Data Sources are national trends and statewide crash data utilizing DPS crash analytics.
  - 3) Top Three Occupant Protection
  - 4) Top Three Speed Detection
  - 5) Top Three Distracted Driving
- B. The aforementioned award nominations will be presented to a committee appointed by the Commissioner. The recommendations by the committee will be forwarded to the Commissioner for final approval.

#### **20.01.6 Awards Criteria**

##### **A. Valor Award**

- 1. The Valor Award is presented to a sworn member who has displayed courage, fortitude and has performed a duty well beyond that which would reasonably be expected in a tense or emergency situation. The circumstances of the event must have placed the sworn member's life in jeopardy.
- 2. The Valor Award may be presented to a civilian member in special circumstances.
- 3. Documentation should clearly indicate the circumstances under which the nominee's life was placed in jeopardy.
- 4. The Valor Award consists of an engraved plaque and ribbon.

##### **B. Lifesaving Award**

- 1. The Lifesaving Award is presented to a sworn or civilian member who saves or prolongs the life of another. Merely calling for assistance is considered an essential function of a sworn member's job and does not, by itself, qualify for this award.
- 2. Medical statements should accompany nominations documenting the member's actions clearly saved or prolonged the victim's life. For incidents not involving medical actions, statements from other law enforcement officer and/or witnesses should be submitted.
- 3. The Lifesaving Award consists of an engraved plaque and ribbon.

##### **C. Purple Heart Award**

- 1. The Purple Heart Award is awarded to a sworn member who has been injured in the line of duty. The injury must have been through no fault of their own and in the competent execution of their official duty.

2. The injuries may take place off duty if the member is acting in their official capacity as a law enforcement officer and not in such a manner as to disgrace either their oath of office or the Department.
3. The injuries must be of sufficient seriousness as to require hospitalization or comparable medical treatment.
4. The Purple Heart Award consists of a certificate and a ribbon.

D. Commissioner's Commendation

1. Law Enforcement Excellence:

The Commissioner's Commendation is presented to a sworn member for acts that display ability, skill and devotion to duty while executing an arrest, or performing an act beyond the call of duty which reflects great credit upon the member and the Department.

2. All sworn or civilian members:

The Commissioner's Commendation is presented to a member for acts that display ability, skill and devotion to duty through the implementation of programs or support of programs which reflect great credit upon the Department or provide significant benefit to the overall mission of the Department.

3. The member exemplifies the Department's Core Values (Trust, Fortitude, Compassion and Professionalism.)
4. The Commissioner's Commendation consists of a certificate and ribbon.

E. Safe Driver Ribbon

1. The Safe Driver Ribbon is presented in five-year increments (5, 10, 15, 20, 25 and 30) to a sworn member who has operated a departmental vehicle safely and has not been at fault in a traffic crash during the specified time period.
2. The time period begins to accrue when the member is issued a Departmental vehicle. No nominations shall be made until the member has actually accrued the number of years without being at fault in a traffic crash.
3. All Safe Driver ribbons will be sent to the recipient's direct supervisor for presentation.
4. Once a specific Safe Driver ribbon has been awarded, the member shall not lose the right to wear the ribbon if at fault in a subsequent departmental vehicle crash. However, the member shall lose all years accrued toward the next highest Safe Driver ribbon and must begin to restart accrual of years towards that ribbon.

F. Employee Recognition Award

1. The Employee Recognition Award recognizes an individual or team who displays outstanding performance and efficiency in all job tasks and related duties for the calendar year.
2. The Employee Recognition Award consists of a certificate.

G. Public Service Award

1. The Public Service Award is presented to any group or organization that has contributed significantly to traffic safety or law enforcement in general.
2. Any member may make a nomination for the Public Service Award.
3. The Public Service Award is presented at the discretion of the Commissioner.
4. The Public Service Award consists of an engraved plaque.

#### H. Commissioner's Citation for Distinguished Service

1. The Commissioner's Citation for Distinguished Service is presented to a non-departmental individual who has rendered outstanding service or assistance to a sworn member of the Department while that member was performing a law enforcement duty. The nominee must have contributed substantially toward the sworn member being able to complete his/her law enforcement duty successfully, or have taken actions above and beyond what would normally be expected of an individual in similar conditions.
2. The award is presented to an individual who may or may not be associated with a public safety organization.
3. Nominations for the award may be made by any member who has knowledge of the incident.
4. Presentation of the award by the Commissioner may be made at an appropriate local ceremony or at the Department awards ceremony.
5. The Commissioner's Citation for Distinguished Services consists of an engraved plaque.

#### I. Military Branch of Service Ribbon

1. Military Branch of Service ribbons are presented to sworn members who have served in one of the branches of the military which include Army, Navy, Air Force, Marine Corps, or Coast Guard.
2. If no longer on active duty, the sworn member must provide evidence of an honorable discharge.
3. A memorandum must be submitted, through the chain of command, to the Public Information Office with a copy of the DD-214 form (military service record).

#### J. Colonel's Leadership Award

1. The Colonel's Leadership Award is presented annually at the discretion of the Commissioner to a sworn supervisory officer who has displayed outstanding leadership.
2. Any member may submit recommendations for a candidate for this award to the Commissioner's Office.
3. The Colonel's Leadership Award consists of an engraved plaque.

#### K. Commissioner's Special Recognition Award

1. The Commissioner's Special Recognition Award is presented to any member or non-departmental individual at the discretion of the Commissioner.

2. Any member may submit recommendations for a candidate for this award to the Commissioner's Office.
3. The Commissioner's Special Recognition Award consists of an engraved plaque.

L. Troop Outstanding Achievement Award

1. The Troop Outstanding Achievement Award is presented annually to a Trooper who has displayed initiative, leadership, character, integrity, and whose outstanding work performance has exemplified the Department's core values.
2. Nominations for the award may be made by any Post NCO. The nomination shall be submitted to the Troop Commander through the nominee's chain of command.
3. The Troop Commander shall select the recipient of this award each calendar year. The nominee shall be submitted to the Commissioner's Office through the chain of command immediately following his/her selection.
4. The award recipient from each Troop shall be nominated for the Trooper of the Year Award.
5. The Troop Outstanding Achievement Award consists of an engraved plaque.

M. Troop of the Year

1. The Troop of the Year is an annual award that recognizes the Troop that best supports the goals, objectives and strategies established by the Department.
2. Nominations for the award may be made by the Troop Commander.
3. The Georgia State Patrol Command staff shall select the recipient of this award each calendar year.
4. The award consists of an engraved plaque. In addition, at the awards ceremony, a flag will be presented to the Troop for display in a public area until the next awards ceremony.

N. Trooper of the Year Award

1. The Georgia State Patrol Troop Outstanding Achievement Award recipient from each troop shall be nominated for the Georgia State Patrol Trooper of the Year Award.
2. The Georgia State Patrol Command staff shall select the recipient of this award each calendar year.
3. The Georgia State Patrol Trooper of the Year Award consists of a ring and engraved plaque.

O. Region Outstanding Achievement Award

1. The Region Outstanding Achievement Award is presented annually to an officer who has displayed initiative, leadership, character, integrity, and whose outstanding work performance has exemplified the Department's core values.

2. Nominations for the award may be made by any supervisor. The nomination shall be submitted to the Region Commander through the nominee's chain of command.
3. The Region Commander shall select the recipient of this award each calendar year. The nominee shall be submitted to the Commissioner's Office through the chain of command immediately following his/her selection.
4. The award recipient from each region shall be nominated for the Motor Carrier Compliance Officer of the Year Award.
5. The Region Outstanding Achievement Award consists of an engraved plaque.

P. Region of the Year Award

1. The Region of the Year is an annual award that recognizes the Motor Carrier Compliance Region that best supports the goals, objectives and strategies established by the Department.
2. Nominations for the award may be made by the Region Commander.
3. The MCCD Command staff shall select the recipient of this award each calendar year.
4. The award consists of an engraved plaque. In addition, at the awards ceremony, a flag will be presented to the Region for display in a public area until the next awards ceremony.

Q. Motor Carrier Compliance Officer of the Year

1. The Region Outstanding Achievement Award recipient from each region shall be nominated for the Motor Carrier Compliance Officer of the Year Award.
2. The MCCD Command staff shall select the recipient of this award each calendar year.
3. The Motor Carrier Officer of the Year Award consists of a ring and engraved plaque.

R. Region Weight Inspector Outstanding Achievement Award

1. The Region Weight Inspector Outstanding Achievement Award is presented annually to a Weight Inspector who has displayed initiative, leadership, character, integrity, and whose outstanding work performance has exemplified the Department's core values.
2. Nominations for the award may be made by any region supervisor. The nomination shall be submitted to the Region Commander through the nominee's chain of command.
3. The Region Commander shall select the recipient of this award each calendar year. The nominee shall be submitted to the Commissioner's Office through the chain of command immediately following his/her selection.
4. The award recipient from each region shall be nominated for the Weight Inspector of the Year Award.
5. The Region Weight Inspector Outstanding Achievement Award consists of an engraved plaque.

S. Weight Inspector of the Year

1. The Region Weight Inspector Outstanding Achievement Award recipient from each region shall be nominated for the Weight Inspector of the Year Award.
2. The MCCD Command staff shall select the recipient of this award each calendar year.
3. The Weight Inspector of the Year Award consists of a ring and engraved plaque.

T. Safety Compliance Specialist of the Year

The MCCD Command staff shall select the recipient of this award from civilian ranks in Region 10 each calendar year.

U. Capitol Police Officer of the Year

1. The Capitol Police Officer of the Year is presented annually to a Trooper, Capitol Police Officer, or Safety Officer who has displayed initiative, leadership, character, integrity, and whose outstanding work performance has exemplified the Department's core values.
2. Nominations for the award may be made by any supervisor. The nomination shall be submitted to the Director of the Capitol Police Division through the nominee's chain of command.
3. The Director of the Capitol Police Division shall select the recipient of this award each calendar year. The name must be submitted to the Commissioner's Office through the chain of command immediately following its selection.
4. If a Georgia State Patrol Trooper earns the Capitol Police Officer of the Year Award, he/she shall be considered for the Trooper of the Year Award.
5. The Capitol Police Officer of the Year consists of a ring and engraved plaque.

V. Troop Dispatcher Outstanding Achievement Award

1. The Troop Dispatcher Outstanding Achievement Award is presented annually to a Dispatcher who has displayed initiative, leadership, character, integrity, and whose outstanding work performance has exemplified the Department's core values.
2. Nominations for the award may be made by the Troop Communications Chief Dispatcher. The nomination shall be submitted to the Troop Commander through the nominee's chain of command.
3. The Troop Commander shall select the recipient of this award each calendar year. The nominee shall be submitted to the Commissioner's Office through the chain of command immediately following his/her selection.
4. The award recipient from each Troop shall be nominated for the Dispatcher of the Year Award.
5. The Dispatcher Outstanding Achievement Award consists of an engraved plaque.

W. Troop Dispatcher of the Year



1. The Troop Dispatcher Outstanding Achievement Award recipient from each troop shall be nominated for the Dispatcher of the Year Award.
2. The Georgia State Patrol Command staff shall select the recipient of this award each calendar year.
3. The Dispatcher of the Year Award consists of a ring and engraved plaque.

X. Top Performer Awards

6. The Top Performer Awards listed in section 20.01.5. A will be presented to sworn members who have excelled in the identified traffic enforcement area throughout the year.
7. All Top Performer Awards will be given based on quantitative data compiled by the DPS Information Technology Division, MCCD Safety Net and the Overweight Citations Unit on January 15, or the next business day if January 15 falls on a weekend or holiday.
8. The Top Performer Award consists of an engraved plaque.

## **20.01.7 Wearing of the Ribbons**

A. Precedence of Ribbons

The Valor Ribbon is the highest ribbon awarded by the Department. Ribbons authorized for issue, in descending precedence, are Lifesaving, Purple Heart, Commissioner's Commendation, Safe Driver, and Military Branch of Service ribbons.

B. Placement of the Ribbons on Uniform

1. The ribbons shall be worn above the right shirt pocket and placed above the nameplate so that the bottom edge of the ribbon is even with the uppermost edge of the pocket flap.
2. The placement of the ribbons shall be from left to right when facing the shirt. The ribbons shall be placed in order of precedence with the highest precedence on the extreme left followed by the second and third highest precedence ribbon awarded.
3. When wearing one ribbon, it shall be centered above the buttonhole of the pocket. When wearing two ribbons, they shall meet at their edges and the point when they join shall be centered above the buttonhole of the pocket. When wearing three ribbons, the center ribbon shall be centered above the buttonhole of the pocket and the center ribbon shall meet the edges of the ribbons to its left and right.
4. A maximum of three ribbons shall be worn on the uniform shirt; regardless of the number a member has been awarded. The ribbons shall be the highest precedence awarded to the member.

## **20.01.8 Awards Preparation**

- A. The Public Information Office is responsible for the planning and preparing for the awards ceremonies. The Public Information Office will prepare for the ceremonies from the awards nominations submitted and approved by the Commissioner.

- B. Requests for replacement ribbons should be directed to the Public Information Office in writing.
- C. The Public Information Office shall forward the award recipients' information to the Human Resources Division for inclusion in the employees' personnel files.