

GENERAL ORDER, ADMINISTRATION, NUMBER 5  
APRIL 3, 2001  
WATERLOO POLICE DEPARTMENT

A. SUBJECT:

Commendations and Awards

B. PURPOSE:

To establish a method of issuing commendations and awards to those employees and/or citizens deserving same.

C. POLICY:

The following type of commendations and awards may be issued, listed herein, in order of precedence:

1. Medal of Valor.
2. Certificate of Commendation.
3. Letter of Commendation.

D. PROCEDURES:

1. Medal of Valor:
  - a. The Department Medal of Valor shall be awarded to officers of the Department who, while serving in an official capacity, distinguish themselves conspicuously by the performance of a heroic act in excess of normal demands of police service where the officer was fully aware of the imminent threat of personal safety, or to the survivors of a deceased officer who met death in circumstances which are unique or characteristic of the police service and which imply that the officer proceeded without regard for personal safety while in the performance of duty.
  - b. Each commendation for the Medal of Valor is based on the following criteria:
    1. The situation was extremely hazardous.
    2. A strong possibility existed at the time the officer acted wherein the officer could have suffered serious injury or death.
    3. The act was not foolhardy.
    4. The officer did not use poor judgment, thus creating the

necessity for the acts.

- c. A Medallion, Service Ribbon and Certificate of Valor will be awarded to the recipient.

2. Certification of Commendation:

- a. The Department Certificate of Commendation shall take official notice of commendatory act of service by an employee of the Department or a citizen. Examples of actions warranting the awarding of a Certificate of Commendation would be; alertness resulting in a key apprehension or recovery, conspicuous bravery, superior handling of a difficult situation.
- b. A Certificate of Commendation will be awarded to the recipient.

3. Letter of Commendation:

- a. A Department Letter of Commendation shall take official notice of an act or service by an employee of the Department or a citizen. Examples of actions warranting the awarding of a Letter of Commendation would be; performing an outstanding act with diligence, perseverance or exceptional ability, with the results contributing significantly towards the image of the Department. Preparing, directing or executing a plan, program, or procedure which make an extraordinary contribution to the economy, effectiveness, or efficiency to the Department.
- b. A Letter of Commendation will be awarded to the recipient.

4. Nomination Procedure:

- a. A supervisor who believes that the action of a subordinate or a citizen may warrant the awarding of a commendation or award shall submit a written recommendation to the Chief of Police.
- b. The recommendation shall contain a statement of action, statements of witnesses (if practical), and any other information which would assist in an evaluation of the action.

5. Commendation Committee:

- a. All recommendations shall be forwarded to the Commendation Committee which shall be comprised of the following:

1. Chief of Police

2. Captain
3. Supervisor of employee

- b. Upon unanimous decision of the Commendation Committee, the concerned employee or citizen shall be awarded the Commendation or Award being considered.

BY ORDER OF:

Thomas J. Jennings  
Chief of Police