



3-12 AWARDS AND RECOGNITION POLICY

Related SOP(s), Forms, Other Resource(s), and Rescinded Special Order(s) Policies:

A. Related SOP(s)

22-1 Uniforms

3-31 —Physical Fitness and-Testing and Training

3-33 Performance Evaluation and Management Systems (PEMS)

~~2-1 Uniforms~~

B. Form(s)

None

C. Other Resource(s)

Awards Manual

~~and Blue-Team Awards Nomination~~

D. Rescinded Special Order(s)

SO 19-115 Award Nomination Process

3-12-1 _____ Purpose

The purpose of this policy is to ~~outline Awards and Recognition Program~~ outline the Albuquerque Police ~~process of nominating employees~~ Department's (Department) nomination process for award(s), ~~for awards,~~ commendation(s), and other forms of recognition in order to create consistency in award nomination and increase Department employee productivity.

3-12-2 _____ Policy

It is the policy of the Department ~~The Department is committed~~ to encourage ing exceptional performance, strong leadership, and dedication to the Department, as well as recognize situations in which Department personnel demonstrate exceptional heroism and performance above and beyond what is expected in the normal course of their duties.

~~3-12-3 Definitions~~

3-12-3 Definitions

A. Chief's Recognition Awards



~~A.~~

~~a.~~ Coffee Cup Award~~d~~

1.

~~b.~~ The award ~~will be~~ is a Ddepartment logoed coffee mug.

2. Community Servant Award

~~a.~~ The award ~~is will be~~ a certificate from ~~t~~The Chief of Police.

3. Knife Award

~~a.~~ The award ~~is will be~~ a Ddepartment logoed fixed bladed knife.

4. Letter of Commendation

~~a.~~ ~~Thee~~ award ~~is will be~~ a Ddepartment letter from the Chief of Police listing the Department personnel~~officer~~ and their accomplishment.

5. Most Physically Fit Honors

~~a.~~ The award ~~is will be~~ a Ddepartment placard~~que~~ listing the sworn personnel~~the officer~~ and their accomplishment. Requirments are consistent with SOP Physical Fitness Testing and Training.

B. Chief's Ribbon Awards

1. Courage Under Fire

~~a.~~ This ribbon ~~has will be~~ four (4) equal sized bars of white, /blue, /red, and /white.

2. Non-Uniform Officer of the Year

~~a.~~ The ribbon ~~has will be~~ three (3) equal size bars of white, /red, and /white.

~~3. Uniform Officer of the Year~~

~~a. The ribbon will be three equal size bars white/red/white.~~

~~4.3.~~ Supervisor of the Year

~~a.~~ ~~This~~ ribbon ~~has will be~~ three (3) equal size bars of white, /blue, and /white.

~~5.4.~~ Team of the Year



This ribbon ~~has will be~~ three (3) equal size bars of white, black, and white.

5. Uniform Officer of the Year

This ribbon has three (3) equal size bars white, red, and white.

C. Ribbon Awards

1. Active Military Service

This ribbon has five (5) bars of blue, red, white, red and blue.

2. Community Recognition

This ribbon has alternating four (4) small blue blocks, and three (3) large red blocks.

3. Department Seniority

This ribbon has a solid blue background with one (1) gold star for each five (5) years of service with the Department, service may be anywhere within the Department. Lateral time does not apply.

4. Field Services Bureau (FSB) Seniority

This ribbon has a solid red background with one (1) gold star for each five (5) years of FSB experience. FSB personnel who are eligible for this award are on ~~for this award is identified as~~ a calls for service assignment only.-

5. Field Training Officer

This ribbon is green with a gold border, it had two (2) small white bars on either side of letters "F.T.O.", which is in the center.

6. Marksmanship

This ribbon has two (2) solid blocks of white and blue.

7. Master Patrol Officer

This ribbon has solid blue with two (2) small white bars and a white diamond in the center.

8. Most Physically Fit - Superior designation

This ribbon has a silver star in the middle over a red ribbon, flanked in blue then white.



9. Most Physically Fit - Excellence Designation

This ribbon has a red middle, flanked in blue then white.

10. Top Cadet/Top of Promotional List

This ribbon is solid red.

~~—~~ Medal Awards

D.

1. Medal for Life Saving

This ribbon has two (2) equal size bars of red and white.

~~6. Medal of Valor~~

~~a. The ribbon will be three equal size bars red/white/blue~~

~~7.2. Medal of Meritorious Service~~

~~a. This ribbon is will be a solid blue bar.~~

~~8.3. Medal of Outstanding Service~~

~~a. This ribbon has will be three (3) equal size bars of white, /blue, and /white.~~

~~9. Medal for Life Saving~~

~~a. The ribbon will be two equal size bars red/ white.~~

~~10.4. Purple Heart Medal~~

~~This ribbon has will be three (3) equal size bars of purple, /white, and /purple.~~

5. Medal of Valor

a. This ribbon has three (3) equal size bars of red, white, and blue.

~~1.6. The wearing of the ribbons and medals shall be consistent with SOP Uniforms.~~

~~G.E.~~ Monthly Recognition Awards

1. This award ~~will~~ consists of:

a. A Department placardque listing, ~~which to~~ includes:;



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP 3-12

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1.
 - ~~1.i.~~ The Department ~~personnel~~ ~~employee~~ ~~employee~~'s name;~~;~~
 - ~~2.ii.~~ The award title;~~;~~ and
 - ~~3.iii.~~ The month and year the award was received.
- b. A letter from the Chief of Police listing the accomplishments that resulted in the award.

2. Monthly recognition awards ~~sh~~will be given for the following:

- a. Civilian of the Mmonth;
- ~~b. Uniformed Officer of the month~~
- ~~c.b.~~ Non-Uniform Officer of the Mmonth;
- ~~d.c.~~ Supervisor of the Mmonth; ~~and~~
- d. Team of the Mmonth; ~~and~~;
- e. Uniformed Officer of the Month.;
- ~~e.~~ —

~~D. Ribbon Awards~~

~~1. Active Military Service~~

- ~~a. The ribbon will be five bars alternating lag's Blue/Red/White/Red/Blue.~~

~~2. Community Recognition~~

- ~~a. The ribbon will be alternating small blue (4) and large red blocks (3).~~

~~3. Department Seniority~~

- ~~a. The ribbon will be a solid blue background with one gold star for each five years of service with APD, service may be anywhere within the Department. Lateral time will not apply.~~

~~4. Field Service Bureau Seniority~~

- ~~a. The ribbon will be a solid red background with one gold star for each five years of FSB experience. FSB for this award is identified as calls for service assignment only.~~

~~5. Field Training Officer~~

- ~~a. The ribbon will be solid green with two small white bars and the letters "F.T.O." in the center, and a gold border.~~

~~6. Marksmanship~~

- ~~a. The ribbon will be two solid blocks white/blue.~~



~~7. Master Patrol Officer~~

~~a. The ribbon will be solid blue with two small white bars and a white diamond in the center.~~

~~8. Most Physically Fit – Superior designation~~

~~a. The ribbon will be a silver star in the middle over a red ribbon, flanked in blue then white.~~

~~9. Most Physically Fit – Excellence designation~~

~~a. The ribbon will be a red middle, flanked in blue then white.~~

~~10. Top Cadet/Top of Promotional List~~

~~a. The ribbon will be solid red.~~

3-12-44 Procedures

A. Nominations, awards, and presentations shall be made in accordance with the Awards Manual. Documentation of the award shall be consistent with SOP Performance Evaluation and Management Systems (PEMS).

General Requirements

A.B. Award Committee

1. The Committee serves under the authority of the Chief of Police.

2. The Award Committee shall consist of the following personnel:

~~a. A Commander who~~

~~1.a. shall act as the Committee Chair; and:~~

~~b. Each Department Bureau shall have a representative in addition there will be one member on the Awards Committee to represent each of the department's bureaus.~~

~~b.~~

3. If a Committee member changes Bbureaus, then the Committee Chair shall notify the Deputy Chief of the Bbureau that has no representation.

~~4.4.~~ The Deputy Chief shall appoint a temporary committee member one within thirty (30) days, until ~~canadates~~ candidates from their bureau can apply for the opening.



4.5. In the event that no one from a ~~b~~Bureau applies, or is approved to sit on the ~~A~~awards ~~C~~committee, then the Deputy Chief over that Bureau can appoint someone to represent ~~their~~his or her Bureau.

5.6. No Committee member ~~shall~~will serve consecutive terms without approval of the Chief of Police.

6. The Award Committee ~~sh~~will meet monthly to ~~r~~:
~~i~~C. Review award nominations.

7.D. There must be five (5) members present for a quorum and a simple majority vote is necessary for approving a nomination.

3-12-55 Award Presentation

A. The following awards ~~shall~~will be presented by the Chief of Police or ~~their~~his designated Deputy Chief ~~designee~~:

1. Annual Recognition awards;
2. Chief's Ribbons awards;
3. Medals ~~a~~Awards; and

~~4. Chief's Ribbons Awards~~

~~5.4.~~ Monthly Recognition ~~a~~Awards; ~~and~~

~~6. Annual Recognition Awards~~

B. The following awards ~~sh~~will be presented by the Department ~~personnel~~employee ~~employee's~~ cCommander/dDivision supervisor ~~Head~~:

1. Chief's Recognition ~~a~~Awards; and
2. Ribbon ~~a~~Awards.

7

C. The designated presenter ~~shall~~ will ensure personnelemployees receive any award within thirty ~~—~~(30) days of the award approval.

~~a~~1. It ~~sh~~will be the Office of the Chief's ~~Offices~~ responsibility to keep awards on hand to meet the presentation deadline.



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