



3-12 AWARDS AND RECOGNITION

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

- 2-1 Uniforms
- 3-31 Physical Fitness Assessment
- 3-33 Performance Evaluation and Management Systems (PEMS) (Formerly Early Intervention and Recognition System (EIRS))

B. Form(s)

None

C. Other Resource(s)

- Awards Manual
- IA Database Web Application Awards Nomination

D. Rescinded Special Order(s)

None

3-12-1 Purpose

The purpose of this policy is to outline the Albuquerque Police Department’s (Department) presentation process for awards, commendations, and other forms of recognition to create consistency in award nominations and seek to increase Department personnel productivity.

3-12-2 Policy

It is the policy of the Department to recognize exceptional performance, strong leadership, and dedication to the Department, and to award Department personnel who demonstrate exceptional heroism and performance above and beyond what is expected in the normal course of their duties.

N/A 3-12-3 Definitions

None

N/A 3-12-4 Award Descriptions

A. The Department gives Department personnel achievement awards as follows:



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1. The Active Military Service ribbon is given to an officer who has been called to active military duty while working as a Department officer or who has served a minimum of three (3) years of active, honorable military service.
 - a. The ribbon has five (5) bars of blue, red, white, red, and blue.
2. The Community Recognition ribbon is given to an employee who receives twenty-five (25) or more letters of appreciation/commendation from community members or from their chain of command.
 - a. Letters of appreciation/commendation must be from separate incidents.
 - b. The employee's supervisor shall keep copies of their employee's letters of appreciation/commendation on file.
 - c. The ribbon has four (4) alternating small blue blocks and three (3) large red blocks.
3. The Department Seniority ribbon is given to an officer for every five (5) years of service with the Department.
 - a. Service may for any duty assignment within the Department.
 - b. Lateral time does not apply.
 - c. The ribbon has a solid blue background with one (1) gold star for each five (5) years of service with the Department.
4. The Field Services Bureau (FSB) Seniority ribbon is given to an officer for every five (5) years of service with the Department.
 - a. FSB sworn personnel are eligible for the FSB Seniority ribbon when their sole responsibility is taking calls for service.
 - b. The ribbon has a solid red background with one (1) gold star for each five (5) years of FSB experience.
5. The Field Training Officer (FTO) ribbon is given to an officer who has trained five (5) recruit officers and who has completed two (2) years of service as an active FTO.
 - a. The ribbon is green with a gold border, and it has two (2) small white bars on either side of the letters "F.T.O.," which are centered.
6. The Marksmanship ribbon is given to an officer who qualifies with a perfect score of one-hundred percent (100%) during their annual firearms qualification when shot with their Department-issued firearms for two (2) years in a row.
 - a. The ribbon has two (2) solid blocks of white and blue.



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7. The Master Patrol Officer ribbon is given to an officer who has worked a minimum of five (5) years within FSB, a minimum of two (2) years in another bureau within the Department, and a minimum of two (2) years as an FTO.
 - a. The ribbon is solid blue with two (2) small white bars and a white diamond in the center.
8. The Most Physically-Fit Superior Designation ribbon is given to an officer who achieves a superior score on their annual physical fitness assessment.
 - a. The ribbon has a silver star in the middle over a red ribbon, flanked in blue, then white.
9. The Most Physically-Fit Excellence Designation ribbon is given to an officer who achieves an excellent score on their annual physical fitness assessment.
 - a. The ribbon has a red middle, flanked in blue, then white.
10. The Recruitment ribbon is given to an officer who refers ten (10) qualified applicants who then complete interest cards and list the referring officer's name on their application.
 - a. The ribbon has seven (7) bars that are blue, white, red, blue, red, white, and blue.
 - b. If one (1) applicant completes on-the-job training (OJT), the ribbon will have one (1) white star.
 - c. If five (5) or more applicants complete OJT, the ribbon will have two (2) white stars.

B. Chief of Police Awards

1. The Chief of Police gives the Medal for Life Saving Award when an employee saves the life of another through medical interventions and medical professionals acknowledge their swift actions saved someone's life, or when an employee demonstrates heroism by placing their own life at risk during life-saving measures.
 - a. The accompanying ribbon has two (2) equal-sized bars of red and white.
2. The Chief of Police gives the Medal of Meritorious Service Award to a Department employee who distinguishes themselves through exceptional acts of courage or fortitude but does not rise to the level of the Medal of Valor Award. The Chief of Police may also give the Medal of Meritorious Service Award to a Department employee who performs their duties at a level that has a direct, sustained, and consequential effect on the Department's ability to achieve its goals and mission in an efficient and effective manner.
 - a. The accompanying ribbon is a solid blue bar.



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3. The Chief of Police gives the Medal of Outstanding Service Award to the Department employee who displays exceptional skills in a crisis situation or performs a direct, sustained, and consequential service to the community.
 - a. The accompanying ribbon has three (3) equal-sized bars of white, blue, and white.
4. The Chief of Police gives the Purple Heart Medal Award to an officer who endured a life-threatening injury or serious bodily harm in the line-of-duty.
 - a. Line-of-duty service includes action(s) taken while off-duty but acting as a police officer.
 - b. The accompanying ribbon has three (3) equal-sized bars of purple, white, and purple.
5. The Chief of Police gives the Medal of Valor Award to the Department employee who distinguishes themselves through exceptional acts of heroism or intrepidity at the risk of their own life and goes above and beyond the call of duty.
 - a. The accompanying ribbon has three (3) equal-sized bars of red, white, and blue.
6. The Chief of Police gives the Courage Under Fire ribbon to an officer for their courageous actions in a potentially life-threatening or dangerous situation.
 - a. The ribbon has four (4) equal-sized bars of white, blue, red, and white.
7. The Chief of Police gives the Top Cadet/Top of Promotional List ribbon to the officer who graduated as the top cadet in their academy class or who was first on their respective promotional list to become a sergeant or lieutenant.
 - a. The ribbon is solid red.
8. Department personnel may wear their ribbons and medals as outlined in SOP Uniforms.

C. Commendations

1. The Coffee Cup Award is given to an employee who goes above and beyond their normal duties by contributing to the Department's efficiency, quality, technological advances, and training while on-duty or off-duty or while handling of a specific situation.
 - a. The award is a Department-logoed coffee mug.



2. The Community Servant Award is given to an employee who performs acts of personal commitment to help others by cultivating a positive working relationship with the public.
 - a. The award is a certificate from the Chief of Police.
3. The Knife Award is given to an employee who shows exemplary performance during a volatile situation.
 - a. The award is a Department logoed, fixed blade knife.
4. A Letter of Commendation is given to an employee for their actions, conduct, or activities that exhibit quality, professionalism, or skill, or for their participation in a special event that is promoted by the Department.
 - a. The award is a Department letter from the Chief of Police listing the Department employee and their accomplishments.
5. The Most Physically-Fit Honors Award is given to the highest-scoring male and female officers who score highest in the Department's annual physical fitness assessment in the categories of Lieutenant and above, Sergeant, Uniformed Officer, and Non-Uniformed Officer.
 - a. The award is a Department placard listing the employee's name and their accomplishments.
 - b. Department personnel may refer to SOP Physical Fitness Assessment for the physical fitness assessment scoring components.

D. Recognition Awards

1. Monthly Recognition Awards

- a. The Civilian of the Month Award is given to a civilian employee for exceptional heroic acts, and contributions to the community and/or the Department.
 - i. Only one (1) civilian employee will receive this award each month.
- b. The Community Outreach Officer of the Month Award is given to an officer who demonstrates exemplary service and commitment to community members or to an officer whose voluntary actions go above and beyond their assigned responsibilities.
 - i. Only one (1) officer will receive this award each month.
- c. The De-Escalation Officer of the Month Award is given each month to an officer who displays exceptional communication and active listening skills in order to reduce volatility and agitation that may otherwise result in harm to an individual or others, particularly to those in behavioral health crisis or individuals living with behavioral health issues.



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- d. The Non-Uniformed Officer of the Month Award is given to an officer who consistently demonstrates exceptional work performance and makes positive contributions to the Department or the community.
 - i. Only one (1) officer will receive this award each month.
 - e. The Recruitment Employee of the Month Award is given to the officer who refers an eligible applicant that tests with the Department for the positions of Police Cadet, Police Lateral, Police Service Aide, or Prisoner Transport Officer.
 - i. Up to five (5) awards will be given out each month.
 - f. The Supervisor of the Month Award is given to a supervisor who exemplifies the characteristics of leadership, competence, and integrity.
 - i. Only one (1) supervisor will receive this award each month.
 - g. The Team of the Month Award is given to the team that demonstrates exceptional work performance and makes positive contributions to the Department or the community.
 - i. Only one (1) team will receive this award each month.
 - ii. For the purpose of this award, a team is a group of employees that work together on a daily basis and answer to the same chain of command, or a group of employees designated in writing by the Chief of Police for a specific mission.
 - h. The Uniformed Officer of the Month Award is given to an officer who consistently demonstrates exceptional work performance and makes positive contributions to the Department or the community.
 - i. Only one (1) officer will receive this award each month.
2. A monthly recognition award consists of:
- a. A Department placard, which includes;
 - i. The employee's name;
 - ii. The award title;
 - iii. The month and year that the award was received; and
 - iv. A letter from the Chief of Police listing the employee's accomplishments.
3. Yearly Recognition Awards
- a. To be eligible for a yearly recognition award, Department personnel had to have been selected for a monthly recognition award for the same type of annual recognition award for that calendar year.
 - b. The Department gives Department personnel yearly recognition awards as follows:
 - i. The Civilian Employee of the Year Award, which consists of:
 1. A Department crystal, which includes:
 - A. The employee's name;
 - B. The award title; and
 - C. The year the award was received.
 2. A letter from the Chief of Police listing the employee's accomplishments.
 3. Only one (1) civilian employee shall receive this award each year.
 - ii. The Community Outreach Officer of the Year Award;



1. Only one (1) officer shall receive this award each year.
- iii. The De-Escalation Officer of the Year Award;
 1. Only one (1) officer shall receive this award each year.
- iv. The Non-Uniformed Officer of the Year Award;
 1. The ribbon has three (3) equal-sized bars of white, red, and white.
 2. Only one (1) officer shall receive this award each year.
- v. The Supervisor of the Year Award;
 1. The ribbon has a green background with two (2) equal-sized vertical bars of white in the middle.
 2. Only one (1) supervisor shall receive this award each year.
- vi. The Team of the Year Award; and
 1. This ribbon has a black background with two (2) equal-sized vertical bars of white in the middle.
- vii. The Uniformed Officer of the Year Award.
 1. The ribbon has three (3) equal-sized bars of white, red, and white.
 2. Only one (1) officer shall receive this award each year.

N/A 3-12-5

Procedures

- A. The nominations for awards and presentations are consistent with the Awards Manual.
 1. Department personnel will document when an award is received, consistent with SOP Performance Evaluation and Management System (PEMS).
- B. Awards Committee
 1. The Awards Committee serves under the authority of the Chief of Police and is comprised:
 - a. An area commander/division head who functions as the Awards Committee Chair; and
 - b. A representative from each of the Department's bureaus.
 2. If an Awards Committee member changes bureaus, the Awards Committee Chair will notify the Deputy Chief of the bureau that does not have a representative.
 3. The Deputy Chief will appoint a temporary Awards Committee member within thirty (30) days until candidates from their bureaus can apply for the opening.
 4. In the event that no one from the bureau applies or no one is approved to sit on the Awards Committee, the Deputy Chief over the bureau can appoint someone to represent the bureau.
 5. Awards Committee members may not serve consecutive terms without the approval of the Chief of Police.
- C. The Awards Committee meets monthly to review award nominations.



1. There must be three (3) members present for a quorum, and a simple majority vote is necessary for approving a nomination.
 2. The Awards Committee Chair will only vote in the case of a tie.
- D. Only the Chief of Police or the Director for the Office of the Chief of Police may override the awards committee's decision.

N/A 3-12-6 **Award Presentation**

- A. The following awards will be presented by the Chief of Police or their designated Deputy Chief:
1. Chief of Police's Awards; and
 2. Recognition Awards.
- B. The employee's area commander/division head will present to their employee the following awards:
1. Achievement Awards; and
 2. Commendations.

- 7** C. The Chief of Police or their designee shall present an award within thirty (30) days of signing the award approval.
1. The Director for the Office of the Chief of Police shall notify presenters within ten (10) days from the Awards Committee's notification to meet the award presentation timelines.
 2. The designated award presenter shall ensure Department personnel receive any award within twenty (20) days of being notified of the award.
 3. The Chief of Police or their designee may be exempt from meeting the timelines for award presentation to accommodate unforeseen circumstances, such as for employees who are on Family Medical Leave Act (FMLA) leave or military leave.



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

A. Related SOP(s)

~~2-1 Uniforms~~

~~3-31 Physical Fitness Testing and Training~~

~~3-33 Early Intervention and Recognition System (EIRS)~~

2-1 Uniforms

3-31 Physical Fitness Assessment

3-33 Performance Evaluation and Management Systems (PEMS) (Formerly Early Intervention and Recognition System (EIRS))

B. Form(s)

None

C. Other Resource(s)

Awards Manual

~~Blue Team~~ IA Database Web Application Awards Nomination

D. Rescinded Special Order(s)

~~SO 19-115 Award Nomination Process~~

None

3-12-1 Purpose

The purpose of this policy is to outline the Albuquerque Police Department's (Department) presentation process for ~~award(s), commendation(s),~~ awards, commendations, and other forms of recognition ~~in order to create consistency in award nomination~~ nominations and seek to increase Department personnel productivity.

3-12-2 Policy

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

N/A
N/A

3-12-3 Definitions

~~Monthly Recognition~~ None

N/A



3-12-4 Award Descriptions

A. The Department gives Department personnel achievement Awards awards as follows:

~~1.2. The monthly recognition award consists of:~~

- ~~a. A Department placard, which includes:
 - ~~i. Department personnel's name;~~
 - ~~ii. Award title;~~
 - ~~iii. Month and year the award was received; and~~~~
- ~~b. Letter from the Chief of Police listing the accomplishments that resulted in the award.~~

~~2. Monthly recognition awards are given for the following:~~

THE

- ~~a. Civilian of the Month;~~
- ~~b. Community Outreach Officer of the Month;~~
- ~~c. De Escalation Officer of the Month;~~
- ~~d. Non-Uniformed Officer of the Month;~~
- ~~e. Supervisor of the Month;~~
- ~~f. Team of the Month; and~~
- ~~g. Uniformed Officer of the Month.~~

B.A. Chief's Recognition Awards

- ~~1. Coffee Cup Award: A Department logoed coffee mug.~~
- ~~2. Community Servant Award: A certificate from the Chief of Police.~~
- ~~3. Knife Award: A Department logoed, fixed blade knife.~~
- ~~4. Letter of Commendation: A Department letter from the Chief of Police listing the Department personnel and their accomplishment.~~
- ~~5.a. Most Physically Fit Honors: A Department placard listing personnel and their accomplishment. Requirements are consistent with SOP Physical Fitness Testing and Training.~~

C. Chief's Ribbon Awards

- ~~1. Courage Under Fire: The ribbon has four (4) equal-sized bars of white, blue, red, and white.~~
- ~~2. Non-Uniformed Officer of the Year: The ribbon has three (3) equal-size bars of white, red, and white.~~



- ~~3. Supervisor of the Year: The ribbon has a green background with two (2) equal size vertical bars of white in the middle.~~
- ~~4. Team of the Year: The ribbon has a black background with two (2) equal size vertical bars of white in the middle.~~
- ~~5. Uniformed Officer of the Year: The ribbon has three (3) equal size bars white, red, and white.~~

~~D. Ribbon Awards~~

- ~~1. Active Military Service: The ribbon is given to an officer who has been called to active military duty while working as a Department officer or who has served a minimum of three (3) years of active, honorable military service.~~
 - ~~1-a. The ribbon has five (5) bars of blue, red, white, red, and blue.~~
- ~~2. Community Recognition: The ribbon has~~ The Community Recognition ribbon is given to an employee who receives twenty-five (25) or more letters of appreciation/commendation from community members or from their chain of command.
 - ~~a. The ribbon has four (4) alternating small blue blocks and three (3) large red blocks.~~
 - a. Letters of appreciation/commendation must be from separate incidents.
 - b. The employee's supervisor shall keep copies of their employee's letters of appreciation/commendation on file.
 - ~~a. The ribbon has four (4) alternating small blue blocks and three (3) large red blocks.~~
 - c.
 - ~~2. alternating four (4) small blue blocks and three (3) large red blocks.~~
- ~~3. The Department Seniority: The ribbon is given to an officer for every five (5) years of service with the Department.~~

~~The ribbon has a solid blue background with one (1) gold star for each five (5) years of service with the Department.~~

 - ~~a. Service may be anywhere for any duty assignment within the Department.~~
 - b. Lateral time does not apply.
 - ~~a.c. The ribbon has a solid blue background with one (1) gold star for each five (5) years of service with the Department.~~
- ~~4. The Field Services Bureau (FSB) Seniority: The award~~ ribbon is given to an officer for every five (5) years of service with the Department.



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- ~~a. FSB sworn personnel who are eligible for this award when their sole responsibility is taking are on a calls for service assignment only.~~
- ~~b. This ribbon has a solid red background with one (1) gold star for each five (5) years of FSB experience.~~
- ~~4. FSB personnel who are eligible for this award are on a calls for service assignment only.~~
5. The Field Training Officer (FTO) award ribbon is given to an officer who has trained five (5) recruit officers and who has completed two (2) years of service as an active FTO.

 - ~~5-a. This ribbon is green with a gold border, and it has two (2) small white bars on either side of the letters "F.T.O.", which are in the center centered.~~
6. The Marksmanship Award ribbon is given to an officer who qualifies with a perfect score of one-hundred percent (100%) during their annual firearms qualification when shot with their Department-issued firearms for two (2) years in a row.

 - ~~6-a. This ribbon has two (2) solid blocks of white and blue.~~
7. The Master Patrol Officer Award ribbon is given to an officer who has worked a minimum of five (5) years within FSB, a minimum of two (2) years in another bureau within the Department, and a minimum of two (2) years as an FTO.

 - ~~7-a. This ribbon is solid blue with two (2) small white bars and a white diamond in the center.~~
8. The Most Physically Fit Superior Designation Award ribbon is given to an officer who achieves a superior score on their annual physical fitness assessment.

 - ~~8-a. This ribbon has a silver star in the middle over a red ribbon, flanked in blue, then white.~~
9. The Most Physically Fit Excellence Designation Award ribbon is given to an officer who achieves an excellent score on their annual physical fitness assessment.

 - ~~9-a. The ribbon has a red middle, flanked in blue, then white.~~
- ~~10. Top Cadet/Top of Promotional List: The ribbon is solid red.~~
10. Medal The Recruitment Ribbon award is given to an officer who refers ten (10) qualified applicants who then complete interest cards and list the referring officer's name on their application.



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- a. The ribbon has seven (7) bars that are blue, white, red, blue, red, white, and blue.
- b. If one (1) applicant completes on-the-job training (OJT), the ribbon will have one (1) white star.
- c. If five (5) or more applicants complete OJT, the ribbon will have two (2) white stars.

E.B. Chief of Police Awards

1. The Chief of Police gives the Medal for Life Saving Award is awarded when an employee rescues or attempts to rescue a person from a life-threatening situation during which the Department employee displays heroism or places their own life at risk during the rescue attempt saves the life of another through medical interventions and medical professionals acknowledge their swift actions their efforts are acknowledged by medical professionals as having attributing to saving the someone's life of another, or when an employee demonstrates heroism by placing their own life at risk during the life-saving measures.

1-a. The accompanying ribbon has two (2) equal-sized bars of red and white.

2. The Chief of Police gives the Medal of Meritorious Service. The ribbon is a solid blue bar.

2. The Medal of Meritorious Service Award is awarded to a Department employee who distinguishes themselves through exceptional acts of courage or fortitude but does not rise to the level of the Medal of Valor Award. The Chief of Police may also give the Medal of Meritorious Service Award to a Department employee who performs their duties at a level that has a direct, sustained, and consequential effect on the Department's ability to achieve its goals and mission in an efficient and effective manner.

a. The accompanying ribbon is a solid blue bar.

3. The Chief of Police gives the Medal of Outstanding Service Award is awarded to the Department employee who displays exceptional skills in a crisis situation or performs a direct, sustained, and consequential service to the community.

3-a. The accompanying ribbon has three (3) equal-sized bars of white, blue, and white.

4. The Chief of Police gives the Purple Heart Medal Award is awarded to an officer who endured a life-threatening injury or serious bodily harm in the line-of-duty.



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a. Line-of-duty service includes action(s) taken while off-duty but acting as a police officer.

4.b. The accompanying ribbon has three (3) equal-sized bars of purple, white, and purple.

5. The Chief of Police gives the Medal of Valor Award is awarded to the Department employee who distinguishes themselves through exceptional acts of heroism or intrepidity at the risk of their own life and goes above and beyond the call of duty.

5.a. The accompanying ribbon has three (3) equal-sized bars of red, white, and blue.

6. The Chief of Police gives the Courage Under Fire Award is given ribbon to an officer for their courageous actions in a potentially life-threatening or dangerous situation.

a. The ribbon has four (4) equal-sized bars of white, blue, red, and white.

7. The Chief of Police gives the Top Cadet/Top of Promotional List ribbon award is given to the officer who graduated as the top cadet in their academy class or who was first on their respective promotional list to become a sergeant or lieutenant.

a. This ribbon is solid red.

6.8. (Someone) Department personnel shall may The wearing of wear their ribbons and medals shall be consistent with as outlined in SOP Uniforms.

C. Commendations

1. The Coffee Cup Award is given to an employee who goes above and beyond their normal duties by contributing to the Department's efficiency, quality, technological advances, and training while on-duty or off-duty or while handling of a specific situation.

a. This award is a Department-logoed coffee mug.

2. The Community Servant Award is given to an employee who performs acts of personal commitment to help others by cultivating a positive working relationship with the public.

a. The award is a certificate from the Chief of Police.



3. The Knife Award is given to an employee who shows exemplary performance during a volatile situation.
 - a. The award is a Department logoed, fixed blade knife.
4. A Letter of Commendation is given to an employee for their actions, conduct, or activities that exhibit quality, professionalism, or skill, or for their participation in a special event that is promoted by the Department.
 - a. The award is a Department letter from the Chief of Police listing the Department employee and their accomplishments.
5. The Most Physically-Fit Honors Award is given to the highest-scoring male and female officers who score highest in the Department's annual physical fitness assessment in the categories of Lieutenant and above, Sergeant, Uniformed Officer, and Non-Uniformed Officer.
 - a. The award is a Department placard listing the employee's name and their accomplishments.
 - b. Requirements are consistent Department personnel may refer to with SOP Physical Fitness Assessment for the physical fitness assessment scoring components Testing and Training.

D. Recognition Awards

1. Monthly Recognition Awards

- a. The Civilian of the Month Award is given to a civilian employee for exceptional heroic acts, and contributions to the community and/or the Department.
 - i. Only one (1) civilian employee will receive this award each month.
- b. The Community Outreach Officer of the Month Award is given to an officer who demonstrates exemplary service and commitment to community members or to an officer whose voluntary actions go above and beyond their assigned responsibilities.
 - i. Only one (1) officer will receive this award each month.
- c. The De-Escalation Officer of the Month Award is given each month to an officer who displays exceptional communication and active listening skills in order to reduce volatility and agitation that may otherwise result in harm to an individual or others, particularly to those in behavioral health crisis or individuals living with behavioral health issues.
- d. The Non-Uniformed Officer of the Month Award is given to an officer who consistently demonstrates exceptional work performance and makes positive contributions to the Department or the community.
 - i. Only one (1) officer will receive this award each month.
- e. The Recruitment Employee of the Month Award is given to the officer who refers an eligible applicant that tests with the Department for the positions of Police Cadet, Police Lateral, Police Service Aide, or Prisoner Transport Officer.



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- i. Up to five (5) awards will be given out each month.
- f. The Supervisor of the Month Award is given to a supervisor who exemplifies the characteristics of leadership, competence, and integrity.
 - i. Only one (1) supervisor will receive this award each month.
- g. The Team of the Month Award is given to the team that demonstrates exceptional work performance and makes positive contributions to the Department or the community.
 - i. Only one (1) team will receive this award each month.
 - ii. For the purpose of this award, a team is a group of employees that work together on a daily basis and answer to the same chain of command, or ~~are~~ a group of employees designated in writing by the Chief of Police for a specific mission.
- h. The Uniformed Officer of the Month Award is given to an officer who consistently demonstrates exceptional work performance and makes positive contributions to the Department or the community.
 - i. Only one (1) officer will receive this award each month.

2. ~~The~~ A monthly recognition awards consists of:

- a. A Department placard, which includes:
 - i. The ~~Department personnel~~ employee's name;
 - ii. The award title;
 - iii. The month and year that the award was received; and
 - iv. A letter from the Chief of Police listing the employee's accomplishments.

3. Yearly Recognition Awards

- a. To be eligible for a yearly recognition award, ~~the employee~~ Department personnel had to have been selected for a monthly recognition award for the same type of annual recognition award for that calendar year.
- b. The Department gives Department personnel yearly recognition awards as follows:
 - i. The Civilian Employee of the Year Award, which consists of:
 - 1. A Department crystal, which includes:
 - A. The employee's name;
 - B. The award title; and
 - C. The year the award was received.
 - 2. A letter from the Chief of Police listing the employee's accomplishments.
 - 3. Only one (1) civilian employee shall receive this award each year.
 - ii. The Community Outreach Officer of the Year Award;
 - 1. Only one (1) officer shall receive this award each year.
 - iii. The De-Escalation Officer of the Year Award;
 - 1. Only one (1) officer shall receive this award each year.
 - iv. The Non-Uniformed Officer of the Year Award;
 - 1. The ribbon has three (3) equal-sized bars of white, red, and white.
 - 2. Only one (1) officer shall receive this award each year.



- v. The Supervisor of the Year Award;
 - 1. The ribbon has a green background with two (2) equal-sized vertical bars of white in the middle.
 - 2. Only one (1) supervisor shall receive this award each year.
- vi. The Team of the Year Award; and
 - 1. This ribbon has a black background with two (2) equal-sized vertical bars of white in the middle.
- vii. The Uniformed Officer of the Year Award.
 - 1. The ribbon has three (3) equal-sized bars of white, red, and white.
 - 2. Only one (1) officer shall receive this award each year.

N/A

3-12-45

Procedures

~~A. Nominations.~~ The nominations for awards, and presentations shall be consistent with the Awards Manual. ~~Documentation of the award shall be~~

~~A.1.~~ Department personnel will document when an award is received, consistent with SOP Performance Evaluation and Management Systems (PEMS).

B. Awards Committee

1. The Awards Committee serves under the authority of the Chief of Police and ~~shall consist of~~ is comprised of the following personnel:

- a. ~~An area Commander~~ commander/division head who ~~shall act~~ functions as the Awards Committee Chair; and
- b. A representative from each of the Department's bureaus.

2. If an Awards Committee member changes bureaus, the Awards Committee Chair ~~shall~~ will notify the Deputy Chief of the bureau that ~~has no representation~~ does not have a representative.

3. The Deputy Chief ~~shall~~ will appoint a temporary Awards Committee member within thirty (30) days, until candidates from their bureaus can apply for the opening.

4. In the event that no one from the bureau ~~from a bureau~~ applies, or no one is approved to sit on the Awards Committee, the Deputy Chief over the bureau can appoint someone to represent their bureau.

5. Awards Committee members ~~shall~~ may not be able to serve consecutive terms without the approval of the Chief of Police.

C. The Awards Committee ~~shall meet~~ meets monthly to review award nominations.

~~D.1.~~ There must be three (3) members present for a quorum, and a simple majority vote is necessary for approving a nomination.



2. The Awards Committee Chair ~~shall be~~ will only vote in the case of a voting member tie.

4.D. Only the Chief of Police or the Director for the Office of the Chief of Police may override the awards committee's decision.

N/A
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3-12-65 Award Presentation

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

- 1. Chief of Police's ~~ribbons~~ Awards; and
- 2. ~~Medals~~ Recognition awards Awards; and.
- 3. ~~Monthly recognition awards.~~

B. The employee's area commander/division head will present to their employee the following awards ~~shall be presented by the personnel's Commander/division supervisor:~~

- 1. ~~Chief's recognition awards~~ Achievement Awards; and
- 2. ~~Ribbon awards.~~
- 2. Commendations.

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~~The total timeline for awards presentation is thirty (30) days from when the Awards Committee notifies the Director for the Office of the Chief of Police.~~

C. ~~Proposed:~~ The Chief of Police or their designee shall present an award within thirty (30) days of signing/issuing the award approval.

- 1. The Director for the Office of the Chief of Police shall notify presenters within ten (10) days from the Awards Committee's notification to meet the award presentation timelines.
- 2. The designated award presenter shall ensure Department personnel receive any award within ~~thirty (30)~~ twenty (20) days of the approval. being notified of the award.

~~C.3.~~ The Chief of Police or their designee may be exempt from meeting the ~~The~~ timelines to present an for award presentation ~~may be suspended for just cause to~~ accommodate unforeseen circumstances, such as for employees who are on Family Medical Leave Act (FMLA) leave, or ~~M~~ military leave.



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP 3-12

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- ~~1. It shall be the responsibility of the Chief of Police's Executive Administrative Assistant to keep awards on hand in order to meet the presentation deadline.~~

REDLINED