



Rhode Island State Police

General Order - 28D

<i>Section:</i>	Administration - Personnel
<i>Article:</i>	28 - Career Enhancement
<i>Title:</i>	Division Awards
<i>Special Instructions:</i>	

I. PURPOSES

- A. To establish guidelines for the formal recognition of excellence in the performance of duty.
- B. To provide formal recognition to those sworn Division members whose dedication and performance is above and beyond the call of duty while, "In the Service of the State."
- C. To provide formal recognition to non-sworn personnel or private citizens whose actions or deeds have greatly contributed to the mission, goals, and objectives of the Rhode Island State Police. This also includes members of other law enforcement or investigative agencies that may work with Division members on a case or investigation.

II. DEFINITION

AWARDS COMMITTEE – a committee comprised of all Division Commissioned Officers.

III. POLICY

The Rhode Island State Police recognizes the special contributions made by its employees and by private citizens. However, there are instances in which the actions of the Division employees exceed normal expectations and/or requirements. These awards provide formal recognition to those employees and private citizens whose dedication and performance is "above and beyond the call of duty," and whose actions or deeds have greatly contributed to the mission, goals, and objectives of the Division.

IV. AWARDS - The following awards shall be issued by the Superintendent:

- A. SERVICE RIBBON – the highest honor bestowed upon a sworn Division member or a member of another law enforcement or investigative agency. It is awarded for service marked by heroism, bravery, self-sacrifice and action above and beyond the call of duty.
- B. SPECIAL COMMENDATION – awarded to a sworn Division member or a member of another law enforcement or investigative agency for outstanding

performance in the line of duty or for numerous commendations issued during the previous year.

- C. DWI ENFORCEMENT AWARD – awarded to a sworn Division member who has consistently exhibited a high level of job performance in the area of Driving While Intoxicated (DWI) enforcement.
- D. UNIT CITATION – awarded to a specialized unit whose combined effort has enhanced the mission, goals, and objectives of the Division. This may include specialized units from other law enforcement or investigative units.
- E. COLONEL EVERITTE ST. JOHN CHAFFEE AWARD – awarded to a private citizen for meritorious and distinguished service, actions or deeds that greatly contributed to the mission, goals, and objectives of the Rhode Island State Police.
- F. WRITTEN COMMENDATION – Written recognition for, but not limited to, personal acts of achievement; exemplary acts of devotion to duty; use of ingenuity or creativity; and, outstanding professional conduct during an investigation leading to an arrest. Awarded to sworn, civilian, Task Force members assigned to the Division as well as members of other law enforcement or investigative agencies.
- G. LIFE SAVER AWARD – awarded to a sworn or civilian Division member or a member of an outside law enforcement agency for actions taken resulting in the saving of a human life. Division members putting their lives in harm’s way would not be precluded from any other awards.
- H. LETTER OF RECOGNITION – issued by the Superintendent to a sworn, civilian Division member or a member of another law enforcement or investigative agency whose actions have greatly contributed to the mission, goals, and objectives of the Rhode Island State Police. Awarded to sworn, civilian and Task Force members assigned to the Division.
- I. LETTER OF APPRECIATION - issued by the Officer-in-Charge of the Unit or Barracks for actions which are appreciated as conduct beyond what is normally expected. Awarded to sworn, civilian, Task Force members assigned to the Division as well as members of other law enforcement or investigative agencies. The Letter of Appreciation can be issued in two ways:
 - 1. At the discretion of the Officer-in-Charge of the Unit or Barracks provided a copy be forwarded to Professional Standards Unit to ensure that it is recorded in the employee’s personnel file, or;
 - 2. By a vote from the Awards Committee.

V. PROCEDURES

- A. Any commissioned or non-commissioned officer who has knowledge of outstanding actions or exceptional performance in the line of duty of both sworn and civilian Division members, shall submit a "Recommendation for Division Award" form to the respective Bureau Supervisor - District Commander, Detective Commander, Chief Administrative Officer.

In the event it appears a recommendation for any Division member has been overlooked by a supervisor, the "Recommendation for Division Award" form may be completed by any Division member and submitted anonymously to each supervisor of the unit/barracks. The Supervisor will then forward the request to the respective Bureau Supervisor - District Commander, Detective Commander, Chief Administrative Officer.

- B. Bureau Supervisors will review the submission and take one of the following actions:

1. Electronically forwarded to the Professional Standards Unit and the Division member (s) involved; OR
2. Return to the requestor for additional information.

- C. Requests forwarded to the Professional Standards Unit will be numbered and forwarded to all Division Lieutenants and Command Staff (voting members) for review.

1. Each member of the "Awards Committee" will make a recommendation as to which award they feel the candidate(s) should be awarded. Their vote will be registered by simply sending the original E-mail "ballot" back after typing their recommendation and comments. After all submitted votes are tallied by the Professional Standards Unit, the majority vote for the Division award recommended will be forwarded back to all committee members for their records.
2. In the event there are an equal number of recommendations for two different awards, the higher of the two awards will be awarded.

B. SPECIAL COMMENDATION AWARD

1. Eligibility for this award consists of outstanding performance in the line of duty or numerous commendations received during the calendar year.
2. The Awards Committee shall review recommendations and commendations to judge which Division member is eligible to receive a "Special Commendation Award."

C. DWI ENFORCEMENT AWARD

1. All Patrol Commanders, Night Executive Officers and the Officer-In-Charge of the Traffic Services/Planning & Research Unit are eligible to submit the names of at least one candidate to receive the DWI Enforcement Award.
2. Recommendations for this award shall summarize the accomplishments and high level of job performance of candidates in the area of DWI enforcement, which took place during the calendar year. All nominations must be submitted to the Awards Committee.

D. THE COLONEL EVERITTE ST. JOHN CHAFFEE AWARD

Eligible candidates for this award will be private citizens who displayed distinguished and meritorious service to the Rhode Island State Police during the calendar year. All nominations must be submitted to the Awards Committee.

VI. PROVISIONS

- A. Any State Police Award may be issued posthumously to next-of-kin.
- B. The Superintendent reserves the right to issue the above listed or additional awards, to additional recipients, at any time.
- C. A record of each award will be inserted into and become a permanent part of each Division employee's personnel file.



By Order of Colonel Manni

James M. Manni
Colonel
Superintendent