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**KANSAS CITY, KANSAS POLICE**  
**GENERAL ORDER**

ORDER NUMBER: **30.01**  
ISSUED DATE: 05/28/2021  
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SUBJECT: Exemplary Service Awards

REFERENCE: CALEA CH.26

CROSS REFERENCE:

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**I. PURPOSE**

- A. To recognize commendable/honorable deeds or acts performed by Department members in the line of duty and citizens of the community for actions taken to assist law enforcement.

**II. AWARD DEFINITIONS**

A. *Valor Award*

1. Department members who distinguish themselves by conspicuous bravery, heroism, or other outstanding action, and were aware of great personal danger prior to the performance of the act are eligible for the Exemplary Service Award for Valor. Any Department member whose life is given in the line of duty and circumstances indicate an act of valor was performed will automatically be eligible for the posthumous awarding of the Exemplary Service Award for Valor.
2. In order to preserve the importance of this award, nominees will be carefully reviewed by the Review Committee. The award is based on the performance of a heroic act in excess of the normal demands of police service under circumstances wherein the officer was fully aware of the scope of the feat attempted and the imminent threat to his or her physical safety, having knowledge that the objective attempted is possible of accomplishment.

B. *Meritorious Service Award*

1. A Department member who performs an exceptional act; unaware of great personal danger prior to initiating the act, but performs in a commendable manner upon becoming aware of the danger is eligible for the Exemplary Service Award for Meritorious Service.

C. *Distinguished Service Award*

1. Any member who performs an act, worthy of merit in a commendable manner, such as saving the life of another person, but where no actual danger existed for the officer is eligible for the Exemplary Service Award for Distinguished Service.

D. *Lancaster/Melton Service Award*

1. This is awarded to the hard working officer(s) that put their colleagues and the citizens of Kansas City, Kansas above themselves. This includes, but is not limited to, Officers who make an outstanding arrest or dedicate long and countless hours to accomplish an extensive task that makes Kansas City, Kansas a better and safer place to live and work.

E. *Certificate of Commendation and Coin*

1. A Department entity or member who performs an act that distinguishes itself by exceptionally admirable quality service to the department, the community or the member personally, for performance of duty or duties clearly above that which would be normally expected, thus bringing credit to the department or community, is eligible for the Certificate of Commendation.
2. This award may be given in lieu of any other award when it is determined the circumstances surrounding a particular act do not warrant a higher award but do warrant recognition of the officer.
3. This award may also be given to a citizen of the community for commendable action taken to assist law enforcement.

F. *Citizen Plaque*

1. This award may be given to a citizen of the community for action taken to assist a Department member that was clearly above that which would normally be expected.

G. *Awards for Outside Agency Personnel*

1. When an officer from another jurisdiction performs in a manner for which an award would be warranted, the officer may be nominated to receive an award from the Department.
2. When actions by an outside agency officer's actions merit recognition, it must be considered whether it would be more appropriate to nominate an officer for an award through our Department or to contact the outside agency and pursue nominating the officer for an award through procedures established by the outside agency.

H. *Letter of Appreciation*

1. A supervisor may present a Letter of Appreciation to any deserving employee for a deed, which is worthy of recognition, but does not fall within other award guidelines. Approval from the Awards Committee is not necessary, but the letter will first be reviewed by the Unit or Division Commander. The letter should not be awarded with any other award for the same service or deed.

I. *Safety First, Courtesy Always Award*

1. Throughout the year, officers will distribute citizen surveys while on routine patrol or answering calls for service. The officer receiving the most positive responses for the year will be presented with an award for their service and courtesy.

### III. AWARD POLICY

- A. It is the policy of the Kansas City, Kansas Police Department to recognize sworn and non-sworn police employees, police units, and citizens who perform outstanding acts of heroism or quality service delivery by awarding individuals with an Exemplary Service Award, a Certificate of Commendation/Coin, Citizen Plaque, or Letter of Appreciation.
1. The Awards Committee will only review the circumstances/facts surrounding nominations for Exemplary Service Awards.
  2. The Division or Unit Commander will review and approve all Letters of Appreciation and Certificate of Commendation/Coin. (See Section G)
- B. The awards and commendations referred to in the policy do not restrict or limit awards presented to members by civic organizations or other agencies.
- C. Only Department awarded and issued citation ribbons are authorized for display on a member's uniform.
1. Officers will wear only the highest service ribbon awarded below the Department approved badge.
  2. Any other service awards and citations will be represented by the "Multiple KCKPD Award Citations" ribbon described in General Order 40.07, Uniform Dress Code and Appearance, and worn over the right above the nameplate.
- E. Any Department member may nominate an employee or outside agency employee for an Exemplary Service Award in any category in accordance with Section V. of this order.
1. Nominations should be done in a timely manner. Bureau Directors will use discretion in forwarding nominations to the Awards Committee that have been unreasonably delayed.
  2. Delayed nominations that compel some recognition for an officer's conduct but are not forwarded to the Awards Committee, should be given some form of written commendation from the Division/Unit Commander.

- F. Any requests for information from outside organizations that wish to consider a specified or unspecified member or division/unit for an award will be directed to the Chiefs Office.
- G. The Letter of Appreciation and Certificate of Commendation/Coin do not require submission to the Awards Committee.
  - 1. The letter will be forwarded to the Division Commander for final approval. The Commander will decide if the award is approved or deserving of a higher recognition.
    - a. If a letter of appreciation is approved, one copy will be retained and a copy will be forwarded to the Chief's Office and placed in the employee's personnel jacket.
    - b. Only commanders shall award, upon approval from the Chief of Police, Deputy Chief of Police or a Division Commander, a Department Certificate of Commendation/Coin. The Department member will retain the original Certificate and a copy will be forwarded to the Chief's Office and placed in the employee's personnel jacket.

#### **IV. AWARDS COMMITTEE**

- A. The composition of this Committee will be composed of two (2) officers appointed by the Chief of Police and two (2) officers appointed by the Fraternal Order of Police Lodge #4.
- B. The committee will meet as often as necessary to review recommendations. However, the members of the committee will be advised in writing at least one week in advance of the date, time, and place of the next meeting. Each committee member will also be furnished with an agenda and copies of all reports that pertain to the nominations.
- C. The chairperson will:
  - 1. Receive recommendations for awards, and prepare copies for committee members.
  - 2. Convene a meeting of the committee when necessary to consider recommendations from the previous months.
  - 3. Submit a report in memorandum form with all pertinent reports and memos, to the Chief of Police or his designate, outlining recommendations of the committee, within five (5) working days after the committee has met.
  - 4. Ensure all interdepartmental correspondence and all reports associated with the reviewed incidents are forwarded to the Chief's Office.
  - 5. Receive award requests from outside agencies, police publications or organizations involving Department members or units.
  - 6. Participate in planning and coordinating the awards ceremony.
- D. The Chief will have the final review.

#### **V. NOMINATION PROCEDURE**

- A. When an incident comes to the attention of a supervisor about an officer's actions that merit recognition, by either the recommendation or formal nomination of an officer, a citizen, or through direct knowledge, the supervisor may prepare a letter of appreciation to the employee stating the circumstances surrounding the incident and what actions the member took which deserve recognition.
  - 1. A letter of appreciation is a less formal means of recognizing a member for a job well done during the course of duty that may not warrant recognition through the Department award process.
  - 2. All letters of Appreciation will be forwarded to the Division/Unit Commander prior to dissemination.
- B. If the Division/Unit Commander feels the incident merits a Certificate of Commendation/Coin they will submit a letter to the Chiefs office for completion. The Division/Unit Commander will present the award.
- C. If the Division/Unit Commander feels the award may meet the criteria for an Exemplary Service Award they should forward all documents to the Committee for a final review.
- D. At the meeting of the Awards Committee, the committee will review all recommendations and conduct an investigation in to the facts and circumstances surrounding the nominated incident. The Awards Committee Chairperson will prepare a written report directed to the Chief of Police in memorandum form outlining whether or not the officer or employee should be presented an Exemplary Service Award and in which category.
- E. Police Department employees receiving an award will be notified by interdepartmental mail and invited with their families to attend the next awards ceremony. A copy of the letter will be placed in the recipient's personnel file.
- F. The Chiefs office will prepare a press release and assist with the planning and coordination of the awards ceremony.

#### **VI. EXEMPLARY AWARD RIBBONS**

- A. Valor Award
  - 1. Family or survivors of Department members posthumously awarded the Exemplary Service Award for Valor, will receive a military citation ribbon with five (5) stars.
  - 2. Department members awarded the Valor Award by this Department will receive a military citation ribbon with three (3) stars suitable for wearing on the duty uniform shirt or the Eisenhower Uniform Jacket directly below the Department approved badge.
- B. Meritorious Service Award
  - 1. Department members awarded the Meritorious Service Award will receive a military citation ribbon with 2 (2) stars suitable for wearing on the duty uniform shirt or the Eisenhower Uniform Jacket directly below the Department approved badge.
- C. Distinguished Service Award
  - 1. Department members awarded the Distinguished Service Award will receive a military citation ribbon with one (1) star suitable for wearing on the duty uniform shirt or the Eisenhower Uniform Jacket directly below the Department approved badge.

## **VII. PURPLE HEART**

- A. Purple Heart
  - 1. An officer who has been injured on duty as the result of trauma intentionally or recklessly inflicted by another person is eligible to receive the Purple Heart.
  - 2. The awards committee will review nominations for the Purple Heart made in accordance with Section V. of this order for all incidents that occur after January 1, 2001.
  - 3. Officers injured in the line of duty prior to January 1, 2001 may submit a request for consideration to wear the Purple Heart Ribbon in writing to the Office of the Chief of Police.
- B. Purple Heart Ribbon
  - 1. An officer awarded the Purple Heart will receive a purple ribbon. The ribbon will be worn on the side of the uniform above the nameplate.
  - 2. Multiple Purple Heart Ribbons will be recognized with a silver star placed in the ribbon. One star can be worn for each additional Purple Heart.
  - 3. An officer who is the survivor of a family member also in law enforcement, killed in the line of duty may wear the Purple Heart Ribbon with a gold star placed in the center.
  - 4. An officer killed in the line of duty will be posthumously awarded the Purple Heart Ribbon with a large gold star placed in the center.

## **VIII. AWARDS**

- A. Officers receiving an Exemplary Service, Purple Heart or the Lancaster/Melton Service Award will receive an engraved trophy detailing the name, badge number, type of award and the date of the incident.. In the case of the Valor Award present posthumously, the recognition will be presented to the officer's family.

## **IX. CHIEFS OFFICE RESPONSIBILITY**

- A. Prepare event synopsis, awards and certificates.
- B. Maintain a file of all awards presented to members and citizens.
- C. Provide assistance to the Chairman of the Awards Committee in planning and coordinating the award ceremony.
- D. Prepare a press release for dissemination to the media.

## **X. AWARD CEREMONY**

- A. An award ceremony will be conducted quarterly or as otherwise directed by the Chief of Police.
- B. The following awards will be conferred at the award ceremony:
  - 1. Citizen Plaques and Certificates;
  - 2. Distinguished Service Award;

3. Meritorious Service Award;
4. Valor Award;
5. Lancaster/Melton Service Award
6. Safety First, Courtesy Always Award
7. Any other award at the discretion of the Chief of Police.
8. Outside Agency