



**California State University, Los Angeles**  
**Department of Public Safety**

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NUMBER: I-25 APPROVED: \_\_\_\_\_  
Gregory D. King, Chief of Police

EFFECTIVE: May 1, 2007

SUPERSEDES: 12/1/2003 Reviewed/Revised: \_\_\_\_\_ May 1, 2010

SUBJECT: **Honors, Awards, and Recognition Program**

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I. PURPOSE:

To establish procedures for the implementation of employee honors, awards, and recognition program within the Department.

II. POLICY:

It is the policy of this Department to provide awards and recognition to all Departmental employees, or other citizens as recommended. The following achievements awards are the only authorized awards by this Department:

- A. Heroic actions wherein an employee attempts or saves the life of another person, either on-duty or off-duty, which goes beyond providing medical attention/actions, and such action brings credit upon the individual member, the Department, or the University. This recognition may also be given for members who have performed their duties that placed themselves in extreme dangerous conditions in order to save a life, protect injured parties for further acts of life threatening aggression, or otherwise placed themselves in positions that could be deemed heroic in nature.
- B. Purple Heart for members who are severely injured in the line of duty, while involved in the suppression of criminal acts, or involved in life saving efforts.
- C. Life saving actions that include the treatment of a person with a degree of service that provides life saving measures to the person, whether the person actually survives or not.
- D. Meritorious service for actions not deemed heroic or life saving, but rise to a level that warrants significant recognition.
- E. Educational achievement for persons attaining a regionally accredited college degree of an Associates level or higher.
- F. Job specific recognition for certain positions held within the Department of Public safety.
- G. Service awards in recognition of specific years of service.

- H. Community and civic achievement in recognition of excellence in providing outstanding service to the community or civic organizations.
- I. Weapons qualification for any sworn member who qualifies with their service weapon.

### III. DEFINITIONS:

- A. Awards Committee: A five-person panel appointed at the direction of the Chief of Police who will review all recommendations for personal awards involving heroic acts, live saving actions, or community service recognition, and report their recommendations to the Chief of Police.
- B. Awards Ceremony: A formal annual ceremony, which is Department sponsored, wherein formal recognition to Department members is provided.
- C. Award Recipient: A Department member who has been selected by the Awards Committee, and approved by the Chief of Police; or, a person other than a Department member who's actions are worthy of special recognition.
- D. Medal: A Department award that contains a medal with attaching ribbon. Exclusively reserved for the Medals of Honor and Valor.
- E. Ribbon: A Department award that is worn on the official uniform that signifies specific awards/recognition received by a Department member. Ribbons vary in color and look; however, their size are all 3/8" x 1". The wearing of awarded ribbons by non-uniformed members is optional. When non-uniformed members wear ribbons they will be worn on a ribbon holder that will be affixed to the rear of the Department identification card by use of a specially designed ribbon holder.

### IV. PROCEDURES:

- A. Department employees may only be recommended for certain awards by citizens, peers, subordinates, or superiors. Employees may only be recommended for awards that involve heroic acts, live saving actions, superior performance, or community service recognition. All recommendations will be forwarded to the Chief of Police, via the chain of command. The Chief of Police will convene an Awards Selection committee that will meet at least twice a year, and will make their recommendations known to the Chief of Police.
- B. Awards will be categorized into two specific areas:
  - 1. Recommended awards/recognitions: Recommended awards are awards presented to Department members who, upon recommendation from a citizen, peer, subordinate, or superior, and upon approval of the Chief of Police, shall be provided special recognition due to performing a heroic act, live saving measure, or substantial service to the community. Other meritorious acts that do not rise to the level of the three previously mentioned actions will also be awarded based on recommendation, review, and approval.

2. Job Based awards/recognitions: These awards and recognitions are based on the following factors:
  - a. Years of service;
  - b. Specialized additional duties;
  - c. Education; and,
  - d. Weapons qualifications.

Awards within the job-based category will be provided to the Department member based on the member's request for the award; and, when the award is verified by actual documentation provided by the member. Department members will not incur any costs for the issuance of these awards.

- C. Any employee or citizen may make a recommendation that any Department member, or in some cases, a non-Department member may be the recipient of a recommended award. All nominations of Department members by other Department members will occur by use of the Appendix (1), an Awards Recommendation Form. Department members will provide as much information as possible regarding the nomination and reason(s) for the nomination. This information should include, but is not limited to, police reports, eye witness accounts, video coverage, etc.
- D. Non-Department member must provide appropriate information regarding their nomination of a Department member. This would include, but not limited to, the facts and circumstances surrounding the incident, and any witnesses to the action.
- E. Awards are provided to the Department member to recognize members for their service and conduct. Other than stipends already received, and as a result of receiving these awards, employees are not authorized any additional pay increases, time off, or stipends.

V. AWARDS:

The following awards are authorized by this Department:

- A. Recommended Awards/Recognitions:
  1. Medal of Valor
  2. Medal of Honor
  3. Life Saving
  4. Purple Heart
  5. Community or Civic Service
  6. Meritorious Conduct
- B. Job Based Awards/Recognitions:
  1. Service year awards (5/10/15/20/25/30);
  2. Field Training Programs (FTO/FTO Sgt);
  3. Weapons Qualifications;
  4. Honor Guard;
  5. Certified Instructor (All subjects);
  6. Firearms Instructor;

7. Education (Masters and Bachelors degrees);
  8. POST Certifications (Excludes Basic POST);
  9. CERT;
  10. Certificate of Merit (Recommended by Supervisory/Management personnel);
  11. Chief's Gold Shield Award (Certificate of recognition); and,
  12. LEAD/Mini-LEAD Program completion.
- C. The awards/recognitions ribbons listed in paragraphs V, A and B, will be worn 1/8" and centered above the right uniform pocket. The name tag will be worn 1/4" below the top right shirt pocket seam and centered.
- D. Service stripes shall be sewn on the left sleeve of the long sleeve uniform shirt at a 45 degree angle. The lower end of the stripe shall be toward the inside seam of the sleeve, 3/4" above the top edge of the shirt cuff, with the complete stripe displayed in front of the center press of the sleeve. The Department's uniform and personal appearance directive provides additional guidelines regarding service stripes.
- E. Department members who are awarded the Medal of Honor, or the Medal of Valor, are authorized to wear the appropriate issued medal during special events where the Chief of Police has directed that these medals be worn.
- F. Order placement of the ribbons on the uniform will be in the same manner as listed in paragraphs V, A and B. The Medal of Honor or Medal of Valor will be considered the highest award issued by this Department, then in transcending order from V,A3 through V, A6, and V, B1 through V, B11 respectively. Appendix (2) is a copy of the authorized Department ribbons.
- G. Employees must request approval to be issued awards/recognitions for items in paragraph V, B1 through B11 by use of Appendix (3), Job Based Awards/Recognition Request form. Forms will be submitted to the member's supervisor for review, approval, and inclusion into the employee's file held within the Chief of Police's Office. Members must provide the appropriate documentation with the form in order for supervisors to approve the request. Supervisors will then obtain the appropriate ribbons from the Chief of Police's executive assistant and provide the authorized ribbons to the requesting member.
- H. Once issued, Department members will wear a maximum of nine awards/recognitions on their Department uniform at all times.
- I. Military ribbons may be worn at the direction of the Chief of Police. Military ribbons will not be mixed with Department issued ribbons. When authorized by the Chief of Police, only one group of ribbons, either military or Department issued, will be worn on the Department uniform at any one given time.
- J. When provided at no expense to the employee, a standardized American Flag pin will be worn by all members who are in uniform. This pin will replace all other American Flag pins worn by Department members. This

pin will be placed ½” above, and ½” to the left (side closest to the shirt buttons) of the lower left corner of the right uniform shirt pocket flap.

VI. APPENDICES:

- (1) Awards Recommendation Form.
- (2) Listing of all authorized Department ribbons.
- (3) Request for job based awards/recognition.
- (4) Sample Chief’s Gold Shield Award

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DEPARTMENT OF PUBLIC SAFETY

**AWARD RECOMMENDATION FORM**  
(Please neatly print all information on this form).

Name of person making nomination: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Best time to contact you \_\_\_\_ AM/PM

Name of Department member nominating: \_\_\_\_\_

Date/Time of incident: \_\_\_\_\_ Report # (If applicable) \_\_\_\_\_

Nature of nomination (Please provide detailed information/Use additional pages if needed):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is there supporting documentation attached? Y / N

Type supporting documentation: \_\_\_\_\_

Nominator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*AWARDS COMMITTEE REVIEW\*\*\*\*\*

Date of committee review: \_\_\_\_\_ Time of review: \_\_\_\_\_

Committee recommendation: Award recommended/Award not recommended (Circle one)

Type of award recommended: \_\_\_\_\_

Committee member assigned to prepare citation: \_\_\_\_\_

**\*CHIEF OF POLICE ACTION\***

Approved / Disapproved (Chief's comments (if any)):

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Chief of Police

\_\_\_\_\_  
Date

Distribution: Employee file

**CALIFORNIA STATE UNIVERSITY, LOS ANGELES  
DEPARTMENT OF PUBLIC SAFETY**

**AUTHORIZED AWARDS**



Metal of Honor



CERT



Field Training Ofcr



Valor



Masters Degree



Field Training Sgt



Certificate of Merit



Bach./Assoc. Degree



Instructor



Purple Heart



Firearms Instructor



Weapons Cert.



Life Saving



POST Executive



Five Yrs Service



Meritorious Conduct



POST Management



10 Yrs Service



Chief's Gold Shield



POST Supervisory



15 Yrs Service



Community Service



POST Advanced



20 Yrs Service



Honor Guard



POST Intermediate



25 Yrs Service



LEAD/Mini-Lead



30 Yrs Service

CALIFORNIA STATE UNIVERSITY, LOS ANGELES  
DEPARTMENT OF PUBLIC SAFETY  
***JOB BASED AWARDS/RECOGNITION REQUEST FORM***

**This form is completed by the Department member and verified by the member's supervisor.**

Employee name: \_\_\_\_\_ ID #: \_\_\_\_\_

DPS Section: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Type of award/recognitions being requested (Employees are required to provide documentation for all awards/recognitions they are requesting approval for):

Type of award:	Documentation (Supervisor verification)
_____	Documentation Verified by: _____ Approve/disapprove
_____	Documentation Verified by: _____ Approve/disapprove
_____	Documentation Verified by: _____ Approve/disapprove
_____	Documentation Verified by: _____ Approve/disapprove
_____	Documentation Verified by: _____ Approve/disapprove
_____	Documentation Verified by: _____ Approve/disapprove
_____	Documentation Verified by: _____ Approve/disapprove
_____	Documentation Verified by: _____ Approve/disapprove
_____	Documentation Verified by: _____ Approve/disapprove
_____	Documentation Verified by: _____ Approve/disapprove

I certify that I believe that I am entitled to the awards/recognitions listed above. I understand that if approved, I will wear these awards on my official uniform while on-duty. I further understand that these awards will be issued to me at not cost to me. I understand that notification to me will be given by my supervisor via a copy of this form. I also understand that a copy of this form will be placed in the employee's Department file for future reference.

\_\_\_\_\_  
Signature of member                      ID #                      Date



California State University, Los Angeles  
Department of Public Safety

Chief's Gold Shield Award



Presented to:

Corporal Robert Sample

For

Meritorious service as follows:

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Gregory D. King,  
Chief of Police