



SPRINGFIELD TOWNSHIP POLICE DEPARTMENT
Wyndmoor, Pennsylvania

Policy 5-09

Policy Title: Commendations

Date of Issue: December 1, 2022

Rescinds: None

By Authority of:

Chief of Police

I. Purpose

Official commendations may be awarded to the Springfield Township Police Department personnel in recognition and appreciation for outstanding acts of public service. Such citations are not automatic and are evaluated on an individual basis. The purpose of this policy is to describe the process of recognizing outstanding or exemplary conduct or acts of public service.

II. Policy

It is the policy of the Springfield Township Police Department that officers shall be given official recognition for outstanding performance of their duties. Awards given to signify this recognition are not to be construed as automatic, but shall be awarded after a thorough evaluation of each request.

III. Definitions

- A. Commendation for Valor: For an extraordinary act of outstanding courage, without regard for personal safety, while in actual combat with an armed and dangerous adversary.
Designation: Bar with Red background and "Valor" in silver letters
- B. Commendation for Bravery: For the performance of an outstanding arrest where the officer's effort is met by an armed and dangerous adversary.
Designation: Bar with Red-White-Red-White-Red
- C. Commendation for Heroism: For an act of heroism and outstanding courage without the regard for personal safety, which results in the saving of a life.
Designation: Bar with Blue-Gold-Blue-Gold-Blue
- D. Life-Saving: Shall be awarded to the member who acted in a manner that saved the life of another human being, whether by verbal communication or physical act.
Designation: Red-White-Red

- E. Commendation of Merit: For an act of intelligent and valuable police service, demonstrating faithfulness or perseverance, including an especially important arrest, accomplished through highly intelligent police performance.
Designation: Yellow and Light Blue
- F. Unit Citation: For exceptional police service where the outstanding accomplishment is the result of teamwork rather than that of individual/s.
Designation: Blue Bar with Silver Star
- G. Commendatory Letter: For an arrest or any public service, which is exceptional, and beyond the requirements of routine duty.
- H. Citizen's Commendation: Whenever a citizen renders valuable or courageous assistance to a member of the police department, the supervisor shall submit a detailed report of the facts to the Evaluating Committee. If the request is deemed worthy, a Commendation shall be awarded.
- I. Highway Safety Award: Sergeants are to review year-end records and nominate one officer. The nomination should include the officer's activity for the year to include DUI arrests, hazardous moving violation citations, overall citations, warnings, and parking violation enforcement, traffic recommendations, and any traffic / crash training attended within the year.

IV. Procedure

- A. Requests for commendation or award:
 - 1. The supervisor, or any employee in the event the recommendation is for a supervisor, may submit a report requesting consideration of individual/s for a commendation.
 - 2. Recognition requests must be made within 30 days of the exemplary act of service.
 - 3. The request shall briefly summarize the facts of the case.
 - 4. Where more than one officer is to be recognized, describe the exact role of each officer in the case.
 - 5. The request for commendation shall be evaluated by an Evaluating Committee established by the Patrol Lieutenant and shall include both supervisors and officers.
 - 6. The final decision on awards and types will be determined within 30 days of the official request by the Chief of Police.
 - 7. The Commendation Memorandum (Attachment A) may be used as a template for requests.
- B. Citizens Complementary Letters

All letters received by the department originating from outside sources commending a member's conduct and or performance of duty shall be directed to the Chief of Police. The citizen's letter shall be placed in the officer's personnel file with a copy in the Department's Commendation file.

C. Complimentary Comments by Telephone

A telephone call made to police headquarters to commend an officer's conduct or performance of duty will be referred to the Chief of Police when convenient; otherwise to the officer in charge. The officer in charge shall take the call and notify the Chief of Police of same as soon as it is feasible. Citizens should be encouraged to address their remarks in writing to the Chief of Police.

D. Restrictions

1. No award of any kind may be solicited
2. No award of any kind may be accepted by a member of the department without the official approval of the Chief of Police.
3. Any Commendation Bars received may only be worn in the prescribed manner.

E. Display

1. Commendation Bars are to be worn over the officer's right shirt pocket, above the nametag. They are to be worn from top to bottom in the following order as applies to the individual officer.
 - a. Valor
 - b. Bravery
 - c. Heroism
 - d. Life Saving
 - e. Merit
 - f. Unit Citation
2. An American Flag Bar shall be worn directly above the nametag, and below the Commendation Bar/s.
3. Nametags, Commendation Bars, Flag Bars and all other approved items should be level and centered with the pocket and each other.
4. Second and subsequent awards of specific commendations shall be designated on the uniform by a star or additional stars being placed on the initial Commendation Bar. This will continue until there are five (5) stars on the bar. Another Commendation Bar shall be awarded for anything above that, with the process starting over.

5. For uniformity, Commendation Bars awarded to personnel by outside agencies shall be exchanged for the equivalent and appropriate Springfield Police Commendation Bar with the approval of the Chief of Police.
 6. Special Duty Bars or Pins- May be worn by those members who are on a special unit or assignment and have received specialized training in any of the following fields:
 - a. Field Training Officer
 - b. Montgomery County Special Weapons and Tactics / Negotiator
 - c. Firearms Instructor
 - d. Traffic Safety Unit
 - e. MIRT Team
 7. Veteran Recognition Bars-The acknowledgement of the members of our department who have served our country in the Armed Forces.
 8. In the event a member has received several Commendation Bars, the member has the discretion as to which bars above the flag bar to display on the uniform at any given time, however it is recommended that on special occasions or events that all appropriate bars are displayed.
- F. Presentation of Awards
1. Written notice of an award shall be issued to the recipient and posted on the hallway bulletin board.
 2. Award documentation shall be placed in the member's personnel file.
 3. A formal award presentation shall be made at a Springfield Township Board of Supervisors meeting with information made available for the media.