



MEDFIELD POLICE DEPARTMENT

POLICY NO. 4.40

EMPLOYEE RECOGNITION

MASSACHUSETTS POLICE
ACCREDITATION STANDARDS
REFERENCED:**26.1.2**

ISSUING AUTHORITY:

Michelle Guerette
Chief of Police

DATE OF ISSUE:
07/16/2023
EFFECTIVE DATE:
07/16/2023
REVISION DATE:
10/31/2025

BACKGROUND:

As essential as it is for a police department to have an internal disciplinary process, it is equally important to have a positive program of recognition for a department's employees. Employees who take action and perform above that which is normally expected of a police officer in the routine performance of his/her duties should be commended for their accomplishments. The Medfield Police Department feels that officers who act "above and beyond" should be recognized for their efforts.

POLICY:

It is the policy of the Medfield Police Department to recognize members of the Department for their superior performance by issuing commendations and awards that recognize an employee's efforts.

PROCEDURES:

1. Based on a review of the criteria for a specific award as it relates to an action performed by an employee, the Chief may recognize a member of the Department by issuing him or her one of the following Department awards listed herein from highest to lowest. Commendation bars that are issued with awards are authorized to be displayed while wearing the Departments dress uniform in accordance with Uniform Code and

Appearance Policy. The Medal of Valor shall be authorized to be worn on the employees' regular duty uniform.

A. Medal of Valor Ribbon

Awarded to any active member of the Department who distinguishes him or herself conspicuously, by gallantry and intrepidity, at the risk of great danger, conspicuous among his/her comrades, clearly distinguishing his/her bravery above and beyond the call of duty. This is the Police Division's highest honor and may be awarded posthumously. Necessary elements may include:

- Perform an individual act of extraordinary bravery at extreme risk and danger to life in the line of duty; an act where the bravery of the officer is beyond doubt; or
- Actions that are clearly above and beyond the call of duty and are of the type that if not taken would not reflect negatively on the officer due to their extreme risk; or
- An act of selflessness and self-risk that is worthy of recognition of the highest order.

The authorized commendation bar for this award shall be a Blackington model A11540. The colors shall be DR6_8 and white.



B. Military Service Ribbon

Awarded to an employee of the Department that has received an Honorable Discharge or is currently serving in one of the branches of United States Armed Forces.

The authorized commendation bars for this award shall be a Blackington model A7140-TT (Army), A7140-UU (Navy), A7140-VV (Marines), A7140-WW (Air Force), A7140- XX (Coast Guard).



C. Distinguished Service Ribbon

Awarded to any active member of the Department who performs an individual act of heroism, not amounting to that required for the Medal of Valor, or individual acts of extreme high levels of service that extend over a period of time.

The authorized commendation bar for this award shall be a Blackington model A8105. The colors shall be DR4_6, DR6_73 and white



D. Meritorious Service Ribbon

Awarded to a member of the Department who knowingly performs (1) an act, while involved in a criminal investigation and the act demonstrates a high level of courage and credible police enforcement action; or (2) life-sustaining actions which involve no personal hazard to the officer; or (3) an act or duty that goes "above and beyond" to provide a service to the community that does not have a criminal aspect.

The authorized commendation bar for this award shall be a Blackington model A11290. The colors shall be DR6_73 and white



E. Combat Cross Ribbon

Awarded to a member of the Department who, acting intelligently and in the line of duty, performs an act which upholds the high standards of the law enforcement profession, while engaged in personal combat with an armed suspect.

The authorized commendation bar for this award shall be a Blackington model A8711. The colors shall be VHB_68 and DR6_73.



F. Purple Heart

Awarded to a member of the Department who, in the line of duty, receives a significant injury. This award is primarily intended to recognize officers who are injured as a result of a felonious assault, but it may be awarded for injuries from other, non-intentional events such as fires, explosions, collisions, etc.

The authorized commendation bar for this award shall be a Blackington model A9874. The colors shall be DR5_2 and white.



G. Letter of Commendation / Recognition

Awarded to member of the Department who provides superior services while providing a police function. This is to include both criminal and non-criminal matters.

A letter of commendation or recognition will be written on Police Department letterhead and will be signed by the Chief of Police. This letter will contain in its body an outline of the citation and the reasons for the award. Letters of commendation/recognition are to be read at roll call and a copy placed in the Officer's personnel file.

H. Civilian Service Citation

A special citation, when appropriate, may be awarded to a citizen who has performed a commendable and laudable act or action which has been of aid and assistance to the Police Department or to an officer in the performance of police duty.

2. Selection of Awards

Annually, the Chief of Police will appoint two supervisors and one patrolman to serve on the Department's Awards Board.

To be considered for any Department award, there must be documentation supporting the incident or individual. Documentation accompanied by a formal request for consideration for a specific department award may be submitted to a member of the Awards Board by any superior officer. A member of the Department may request that an

award be bestowed by making a written recommendation to any superior officer. Awards will be considered on a calendar year (January 1st – December 31st) basis. All documentation for awards must be turned in no later than the January 15th following the incident.

The Board will meet after January 15th of each year to discuss all those considered for awards from the prior year. The Board will assess whether the documentation submitted meets the criteria of the Department award. If the criterion for the requested award is met, the Board will nominate the individual for the award. If the criterion is not met for the requested award but is for another Department award, the Board can nominate the individual for a different award. All members of the Board must be in agreement for a nomination to go forward. All nominations will then be presented to the Chief for final approval.

Award recipients will be notified of their selection by the Chief. Awards will be issued at the annual Recognition Ceremony. Recipients will be issued the designated ribbon and medal for the selected award.