




**RICHMOND POLICE DEPARTMENT  
GENERAL ORDER**



<b>Subject: AWARDS AND CITATIONS</b>	Chapter 5	Number 9	Pages 10
References: CALEA Standards: 26.1.2	Related Orders:	Effective Date: 01/18/2024 Revised By: <b>PD-132</b> Prv. Rev. Date: 04/14/2022	
Chief of Police:  <div style="text-align: center; font-family: cursive; font-size: 1.2em;">  </div>			

**I. PURPOSE**

The purpose of this directive is to explain the various types of awards and citations that are available to members of the Department.

**II. SUMMARY OF CHANGE**

***This revision was created to add the Sergeant LeGouffe Leadership Award, a new Department Award to honor Sergeant Jean-Guy LeGouffe.. Specific changes are noted in bold italicized text throughout the document.***

**III. POLICY**

The Richmond Police Department (RPD) will recognize outstanding performance of employees, other public safety employees, citizens and organizations making substantial personal contributions to the Department and the community. The Department will identify and recognize specific acts of heroism, bravery or notable accomplishments and establish guidelines to identify those who have distinguished themselves through performance of those acts or accomplishments.

The Department bestows awards and commendations in the form of medals and accompanying commendation bars, plaques, certificates and letters of achievement. All communications relating to the awards and commendations process shall be routed through the chain-of-command. In order to maintain the credibility of the Awards Program, thorough documentation supporting the nomination is mandatory and shall be attached to the nominating correspondence.

The Department will maintain records of employee recognition. Department members will ensure that all appropriate entities are notified when employees are recognized for their service. Supervisors will utilize proper notification methods by using a PD-46B for awards that are not captured, tracked or approved by the Honors Board. On a monthly basis, supervisors will use the PD-46B to inform the Officer-In-Charge of Personnel and Recruitment of employee awards and recognition that do not require Honors Board

approval. The Honors Board will notify the OIC of Personnel and Recruitment of all approved awards. [CALEA 26.1.2]

#### IV. ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines set forth in this general order. Failure to comply will result in appropriate corrective action. Responsibility rests with the Division Commander to ensure that any violations of policy are investigated and appropriate training, counseling and/or disciplinary action is initiated.

This directive is for internal use only, and does not enlarge an employee's civil liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this Department, and then only in a non-judicial administrative setting

#### V. PROCEDURE

A. Nomination and Selection Procedure: [CALEA 26.1.2]

1. Any member of the Department may nominate an individual for an award, citation or certificate, except the Chief's Citation. In order to ensure that the qualifications as described in this policy are present, the nominator should have knowledge of the event/action by personal observation or as a result of investigation of the event/action. The nominator must complete a PD-46 and forward it, along with any supporting documentation, to the Honors Board, as directed on the form. In case of multiple nominations being submitted in one packet, a PD-46 shall be completed for each nominated individual.
2. The PD-46 contains a section allowing the nominator to write a "Narrative of Nomination." The Narrative of Nomination section shall include, but is not limited to, the following information:
  - a. A statement from at least one eyewitness, if possible;
  - b. Precise time and location of the event/action, if applicable;
  - c. Names of all persons involved and any eyewitnesses;
  - d. Description of any injuries received by the nominee; and,
  - e. A detailed narrative of the event/action and other pertinent information.
3. Timely nominations are essential for the Awards Program to be successful. Each nomination packet shall be submitted to the Public Affairs Unit and the nominee's Divisional Commander. To expedite the nominations, electronic submissions of the PD-46 and any supporting documentation can be emailed to [media.relations@richmondgov.com](mailto:media.relations@richmondgov.com) including a carbon copy (cc) to the nominee's divisional commander so that they arrive one month prior to the scheduled Quarterly Awards Program.

4. The nomination may include related news media accounts, recorded radio and telephone transmissions, incident reports and/or any other documentation the nominator believes would be helpful.

B. Honors Board Selection Procedure: [CALEA 26.1.2]

1. The Chief of Staff or designee will appoint the members of the Honors Board.
2. The Board may consist of the following members who will serve a minimum of two years:
  - a. One Captain who will serve as the Board Chairperson;
  - b. At least two Lieutenants;
  - c. At least two Sergeants;
  - d. At least two police officers;
  - e. At least two civilians; and,
  - f. The Officer-in-Charge (OIC) of the Public Affairs Unit (ex-officio member).
3. If possible, a representative will serve from each Division.

C. Honors Board:

1. The Honors Board shall meet at the call of the chairperson to review nominations and make recommendations to the Chief of Police. Members of the Richmond Police Department and graduates of the Citizen Police Academies appointed by the Chief of Staff or designee will serve on the Board.
2. If a member of the Board becomes eligible for any award, he/she shall excuse himself/herself from voting. A designated Department member selected by the Board shall vote instead.
3. A Department member who believes *they are* entitled to an award may request the Board to act on the request by writing a letter through *their* Commander or Civilian Manager.
4. If a member of the Department is recommended for an award but rejected by the Board, the member may be given either a Letter of Appreciation or a Citation Certificate.
5. The Board will review and vote on each nomination.
  - a. A majority vote determines if a recommendation will be forwarded, as submitted by the nominator, to the Chief of Police.

- b. The Board Chairperson will serve as an ex-officio member and vote only in the case of a tie.
- c. The Board, at its discretion, may recommend the presentation of a different award, if it is deemed more appropriate.
- d. The Board will forward its recommendation to the Chief of Police for review and approval.
- e. The final decision to grant the award rests with the Chief of Police.

D. Civilian Medals/Ribbons:



Q916 - Years Service

1. This bar is earned over a five-year period of continuous service and is awarded to volunteers participating in the Neighborhood Assistance Officers Program. This medal/ribbon comes in five year increments.

E. Police Medals and Bars:



1. Medal of Honor – This medal and bar is awarded for the performance of an act of gallantry and bravery above and beyond the call of duty when the level of danger is such that a member’s death or serious injury is a reasonable result.



2. Medal of Valor – This medal and bar is awarded for an act of outstanding bravery, intelligently performed in the line of duty at imminent personal hazard of life under circumstances evincing a disregard of personal consequences.



3. Police Medal – This bar is awarded for an act involving grave personal danger in the intelligent performance of duty.



4. Life Saving Bar – This bar is awarded for an act involving the rescue that sustains the life of another.



5. De-escalation Bar – This bar is awarded to employees who in the line of police duty, utilize exceptional tactical skills, verbal approaches and/or techniques to de-escalate a situation that could have resulted in the use of deadly force or used to sustain human life. These situations would include those where suicidal or homicidal individuals are acting in such a way that

without intervention the results would most likely end in self harm or harm to others.



6. Meritorious Police Conduct Bar – This bar is awarded for the following:

- a. An intelligent and valuable police service demonstrating special faithfulness, attention to duty and perseverance over an extended period of time;
- b. Completion of 20 years of honorable service as determined by the Personnel Unit; and,
- c. Removal of at least 20 illegal firearms from public circulation.



7. Excellent Police Conduct Bar – This bar is awarded for the following:

- a. An intelligent act contributing to a valuable police accomplishment or for submission of a device, process or method adopted by the Department to increase efficiency in administrative or tactical procedure; and,
- b. Removal of at least 10 illegal firearms from public circulation.



8. Rookie of the Year – This bar is awarded to the most outstanding rookie of each recruit class based on the candidate's recommendation *from* their supervisor outlining their achievements and performance of duties during the probationary year. **The candidate may not have prior law enforcement experience.**

F. Police Awards:



1. Unit Citation Bar – This bar is awarded for exceptional performance by a Unit within the Department over a 12-month period. Only those members who have served at least six months of the qualifying period shall be eligible to receive the award. Once a member receives the unit citation bar, *they* may wear it throughout their career regardless of assignment. Assignment into a unit that has already earned the unit citation would not entitle the transferee to wear the citation.



2. Good Conduct Bar – This bar is earned over a five-year period of continuous service with yearly ratings

received during this period of at least “successfully meets expectations.” In addition, the sworn member shall not have received any major penalty for Department charges other than a reprimand or counsel.



3. Safe Driving/Flying Bar – This bar is awarded for a three-year period of safe and satisfactory driving or for pilots who have acquired at least 2,000 hours of safe flight time. All authorized drivers who regularly operate licensed motorized equipment in the performance of their duties shall be eligible for this award. A driver must complete three years of operating a city vehicle without having had an accident defined by the Accident Review Board as “Out of Policy.” However, cumulative periods of broken driving service, without a chargeable (Out of Policy) accident, totaling three years constitute eligibility for a safe driving award.



4. Police Instructor Bar – This bar is awarded to those Department members who have been certified as a Police Instructor by the Department of Criminal Justice Services and have maintained this status for five consecutive years of active service as determined by the Training Division.



5. Police Firearms Bar – This bar is awarded to those Department members who receive a qualifying score of 95 or better on the state-mandated firearm course. Officers must provide documentation to the Quartermaster in order to receive the medal. Once achieved, members who fail to maintain this score will no longer be eligible to wear this medal.

6. ***The Jean-Guy LeGouffe Leadership Award – This award will be given to the Sergeant who embodies the qualities that Sergeant LeGouffe demonstrated every day throughout his career. This bar is awarded for the following:***

- a. ***Unselfish mindset***
- b. ***Creating a culture of trust***
- c. ***Encourage diversity of thought***
- d. ***Foster leadership in others***
- e. ***Value people***
- f. ***Humility***

*This medal is awarded to a Sergeant each year based on the candidate's recommendation from their supervisor outlying their achievements, performance, and demonstration of the Department's core values and values of servant leadership.*

7. Special Unit Service Bar – Awarded to past and present members who have voluntarily served one year of service in good standing.

	a. Accident Reconstructionist
	b. Canine Officer
	c. Crowd Management Team
	d. Detective
	e. Explosive Ordnance Disposal
	f. Field Training Officer
	g. Focus Mission Team – Tactical Unit
	h. General Instructor
	i. Honor Guard
	j. Hostage Negotiator
	k. Motors Officer
	l. Mounted Officer
	m. Police Training Officer
	n. School Resource Officer
	o. SWAT / Police

G. Police Department Citations:

1. Chief's Citation – This award is presented to the employee or employees that have made an outstanding contribution to the Richmond Police Department as determined by the Chief of Police.
2. De-escalation Citation – This award is presented when situations occur that may not rise to the level deserving of a De-escalation Medal; however, the officer utilized their skills to de-escalate the situation to a safe resolution that had the potential to be detrimental / dangerous to a citizen or public safety.
3. Department Citation – This award is presented to the employee that has been recommended for a Department medal but, upon review, the Honors Board did not feel the actions rose to the level required for the issuance of the recommended bar. The circumstances were such that the employee performed his/her duties in an exemplary manner and made a considerable contribution to the Richmond Police Department.
4. Lifetime Achievement Citation – In cooperation with the Fraternal Order of Police, this award is presented to individuals who during their careers have had a significant positive impact on the Richmond Police Department or public safety in the City of Richmond. The Honors Board reviews nominations and recommendations are forwarded to the Chief of Police for selection.
5. A Step Above Award – This award is presented to the civilian employee that goes above and beyond *their* normal duties and/or who demonstrates sustained high performance making substantial contribution to the Department to stand a step above other employees. The winner must be ‘in good standing’ at the time of award, i.e. without disciplinary or misconduct charges pending or in effect. The “A Step Above” winner will be awarded an administrative day off. This award does not require approval through the chain of command.
  - a. Nominations are submitted through the “A Step Above” application on the Police Intranet site and are reviewed and voted on by the “A Step Above” award committee. Members of the award selection committee shall be appointed by the Chief of Police or designee.
6. Service to Law Enforcement – This certificate is given to public safety employees, citizens, organizations or other law enforcement agencies in recognition of achievements that demonstrate a sense of community and commitment that promote goodwill, improved quality of life and service to others; for acts or deeds that are performed in response to a specific problem action or need; for working in conjunction with the Richmond Police Department for commendable service that occur over an extended period of time in support of the overall mission of the Department.



7. Problem-Solver of the Quarter Award – This award is presented to officers working specialized assignments at the precinct level such as the Focus Mission Team (FMT), Environmental, Bicycle or Detectives. The winner must be ‘in good standing’ at the time of award, i.e. without disciplinary or misconduct charges pending or in effect. Each precinct must submit at least one nomination each quarter for this award, with a maximum of two nominations. Nomination letters shall be submitted through channels to the Public Affairs Unit. The criteria for the award shall be based upon five focus points: Sector/Community Policing, Professionalism, Outside of the Box Thinking, Accountability and Trust Account. This award is separate from the Officer of the Quarter award.
8. Sergeant of the Quarter – This award is presented to Sergeants who have exhibited exceptional performance throughout the quarter. The winner must be ‘in good standing’ at the time of award, i.e. without disciplinary or misconduct charges pending or in effect. Each precinct submits at least one nomination letter with supporting material, for the award each quarter, with a maximum of two nominations per award. Nomination letters shall be submitted through channels to the Public Affairs Unit. The criteria for the awards shall be based on the productivity of the nominee or any other activity which merits recognition during the quarter of the nomination. A Sergeant can be nominated only once per quarter.
9. Officer of the Quarter – This award is presented to officers assigned to patrol duties in Operation Areas 1 and 2. The winner must be ‘in good standing’ at the time of award, i.e. without disciplinary or misconduct charges pending or in effect. Each precinct must submit at least one nomination letter with supporting material, for the award each quarter, with a maximum of two nominations. Nomination letters shall be submitted through channels to the Public Affairs Unit. The criteria for the award shall be based on the quality of impact of an arrest, volunteerism/outreach, or any other activity which merits recognition. An officer may only be nominated once per quarter.

H. Reporting Departmental Awards:

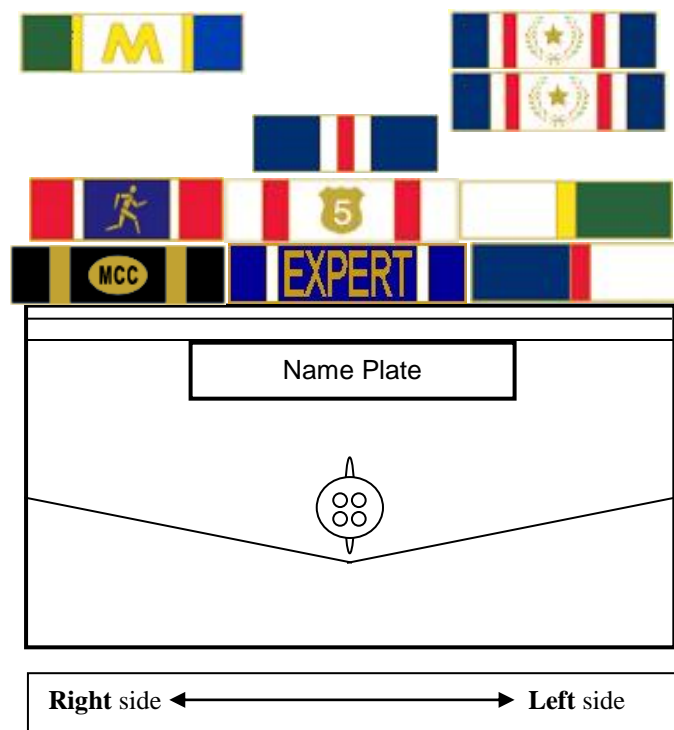
The Honors Board will notify the OIC of the Personnel and Recruitment Unit of all approved Departmental awards.

I. Reporting of Non-Departmental Awards and Employee Recognition: [CALEA 26.1.2]

Several awards, including Letters of Appreciation, do not require Departmental approval. Upon verification that an employee has received an award, commendation, written recognition, citizen citation, etc., that does not require the Honors Board approval, the recipient’s supervisor shall electronically complete a PD-46B (Notification of Employee Recognition) and forward it, and any documents provided in support of the nomination, to the OIC of the Personnel and Recruitment Unit.

J. Wearing of Award Medals and Bars:

1. Breast bar awards shall be worn with the Class A – long sleeve uniform and with the formal dress uniform (white shirt and jacket).
2. Breast bar awards shall not be worn with the Class A – short sleeve uniform, Class B uniform or Department sweater unless directed by the Chief of Police or designee.
3. The Department breast bars shall be worn horizontally above the right breast pocket, centered along the top pocket seam.
4. When wearing more than one bar, each bar shall be worn horizontally, centered as a group above the pocket, with the highest award worn on the left, closest to the center of the uniform. There shall be no more than three bars in each row.
5. All non-departmental medals, i.e. awards received from other law enforcement agencies and other approved recognizing organizations, shall be worn on the right shirt pocket flap, centered above the button.
6. The medals are to be worn top to bottom in the order of their ranking as described on page 1 with the lowest medal in the cluster above the nameplate.



VI. FORMS

- A. PD-46 (Nomination and Award Letter)
- B. PD-46B (Notification of Employee Recognition)