



Wichita Police Department Policy Manual

Approved by:

Policy 201 – Awards/Decorations

Page 1 of 6

Maintained by:
Chief of Police

Issue/Rev.: R 07-08-2013

- 201.01 An awards program will be maintained by the Wichita Police Department to provide tangible recognition of extraordinary services both by members of the Department and citizens.
- 201.02 The Awards Committee, which consists of three (3) Deputy Chiefs, three (3) commissioned officers, (one from each Division), and one civilian employee, will administer the awards program of the Police Department. The Division representatives and the civilian will serve on the committee for a period of no more than two years. The Deputy Chief of the Investigations Division will serve as the Awards Committee Chairperson and will select, with the approval of the Chief of Police, the award committee members.
- 201.03 The Awards Committee Chairperson's responsibilities will include the following:
- A. Receive recommendations for awards, and prepare copies for each Committee member;
 - B. Call a meeting of the Committee once each month to consider recommendations from the previous month;
 - C. Conduct any investigation the Committee deems necessary to validate the recommendations;
 - D. Submit a report to the Chief of Police, outlining the recommendations of the Committee, within five (5) working days after the Committee has met.
 - E. Notify the Bureau Commander of the nominating party and the nominee of the Awards Committee decision.
- 201.04 Awards Committee decisions on awards are forwarded to the Chief of Police for final approval. Any member that desires to appeal an Awards Committee decision shall do so in writing through their chain of command within 20 days of the Awards Committee results being published.
- 201.05 Any member of the Department, regardless of rank or position, may nominate any person he/she deems worthy of an award by forwarding a report to the Chairperson of the Awards Committee.
- 201.06 There are fourteen (14) awards that may be given by the Wichita Police Department for service. They are as follows:
- A. The Gold Wreath of Honor:
A Wichita Police Officer who shall, in the line of duty, perform an act or acts of outstanding bravery, gallantry, or courage in furthering the basic police purposes by:
 - 1. Protection of life and property;
 - 2. Enforcement of the law;
 - 3. Preservation of the public peace;
 - 4. Prevention of criminal acts;
 - 5. Apprehension of criminals; and who shall perform this act or acts without regard for his/her own safety or at great physical risk, prompted only by his/her sense of duty to mankind and when such act or acts are above and beyond the ordinary call of duty and are performed without thought of reward or gain, shall be eligible to receive the Gold Wreath of Honor.
 - B. The Silver Wreath of Valor:
A Wichita Police Officer, or other police officer affiliated with the Wichita Police Department, who shall, in the line of duty, perform an act or acts in furthering the principles of law enforcement at the risk of personal injury and who shall perform this act or acts without regard for his/her personal safety but in the best interests of the public welfare, displaying outstanding bravery, intelligence or devotion to duty, or any person who, at the risk of great bodily injury or death shall assist the Wichita Police Department, displaying outstanding public interest and self-sacrifice, shall be eligible to receive and wear the Silver Wreath of Valor, which shall be the second highest award the Wichita Police Department can bestow.
 - C. The Bronze Wreath of Valor:
Any officer of the Wichita Police Department, or any other officer or employee affiliated with the Police Department, who shall, by their act or acts, further the cause of law enforcement in the City of Wichita by displaying bravery, intelligence or devotion to duty, and who, in the performance of such act or acts, shall be motivated solely by the desire to serve the city without thought of personal gain or advantage, shall be eligible to receive and wear the Bronze Wreath of Valor, which shall be the third highest award bestowed by the Wichita Police Department.

- D. The Bronze Wreath of Merit:
Any member of the Department, who shall, by their act or acts, tangibly and conspicuously further the cause of law enforcement in the City of Wichita by outstanding inventiveness, intelligence, diligence or devotion to duty, and who, in the performance of such act or acts shall be motivated solely by the desire to benefit the city without thought of personal gain or advantage, or who shall have completed twenty (20) years and thirty (30) years of service, as well as the commissioned officer and non-commissioned employee of the year, or has committed 10 or more consecutive years within one of the Departments "Specialty Units" (ie. CISM, SWAT, EOD, Mounted, CAT, Honor Guard) and have left the unit in good standing shall be eligible to receive and wear the Bronze Wreath of Merit, which shall be the fourth highest award bestowed by the Wichita Police Department.
- E. The Life Saving Award:
The Life Saving Award shall be awarded to any member of the Wichita Police Department or Reserve officer who is directly responsible for the saving of a human life. Documentation and supporting evidence must be included to substantiate the award, such as statements from witnesses, physicians, or supervisors. The Life Saving Award may be awarded in addition to a higher medal where the facts show the recipient is entitled to such an award.
- F. The Police Shield:
The Police Shield shall be awarded to any member of the Department or Reserve Officer who is seriously injured in the line of duty due to an assault, fires, explosions, etc. The Police Shield may be awarded in addition to a higher award where the facts show the recipient is entitled to such award. The injury must not be the result of, or concurrent with, conduct of the recipient that is less than acceptable by all standards. The Awards Committee may not consider injuries sustained from falls on ice, motor vehicle accidents, or other routine hazards.
- G. The Distinguished Service Award:
The Distinguished Service Award may be issued to any member of the Department who displays outstanding service by achieving success in a difficult police project, program, or situation. Such conduct must distinguish the Departmental member, or bring favorable recognition to the Department by a high degree of professional accomplishment and/or initiative.
- H. The Civic Achievement Award:
The Civic Achievement Award may be issued to any member of the Wichita Police Department, who brings favorable recognition to the Department through their involvement in a civic affairs project or program, which improves the quality of life in the community, while acting in a volunteer capacity representing the Department.
- I. The Safe Driver Award:
All Department members who are currently, or have been, assigned to a position that requires driving City vehicles on City business as part of the daily function of the position, are eligible for this award. A member of the Department may be assigned a position wherein he/she does not actually drive a City vehicle each day, yet the responsibilities require frequent use of a city vehicle during the period of an assignment as directed by a supervisor. In such instances, the assignment will not render the member ineligible to accumulate time toward this award. The award is based on increments of five years. The years are to be consecutive. To receive an award, a member must have five, ten, fifteen, etc consecutive years without a preventable accident. No previously issued award will be canceled. When a member has been charged with a preventable accident, a new increment is begun the day following the accident.
- If a member is transferred to a non-driving assignment, his/her accumulated time will stop and will pick back up at that point only when transferred again to a driving assignment.
- Bureau Commanders are responsible for sending a request to the Awards Committee when they feel an award is due one of their personnel. Awards may be issued retroactively to a beginning increment date of May 1, 1985. If an employee receives subsequent driving awards, i.e. 10-, 15-, 20, 25, 30-year awards, they are only authorized to wear the highest driving award bar on their uniform.
- J. The Perfect Attendance Award:
The Perfect Attendance Award shall be awarded to all members of the Police Department who distinguish themselves by perfect attendance. The award is based upon five-year increments. To receive an award, a member must have five, ten, fifteen, twenty, etc. consecutive years without the use of sick leave. No previously issued award will be canceled. When a member has taken sick leave, the day following sick leave begins a new increment. If an employee receives subsequent attendance awards, i.e. 10, 15, 20, 25, 30-year awards, they are only authorized to wear the highest attendance award bar on their uniform.
- Bureau Commanders are responsible for sending a request to the Awards Committee when they feel an award is due one of their personnel. Awards may be issued retroactively to a beginning increment date of May 1, 1985.
- K. The Certificate of Commendation:
The Certificate of Commendation is to be presented to members of the Wichita Police Department, sworn and non-sworn, or to any other officer affiliated with the Department, who perform unselfishly in advancing and promoting the image of the WPD.

L. Marksmanship Awards:

The Marksmanship Awards of Master, Expert, and Sharpshooter will be authorized by Special Order following each in-service, firearm-proficiency testing period. Officers must qualify for such an Award at each scheduled proficiency-testing period in order to be authorized to wear it.

1. The Master Marksman Award will be awarded to an officer who scores 98% or above during the spring or fall proficiency-testing period;
2. The Expert Marksman Award will be awarded to an officer who scores at least 90% during the spring or fall proficiency-testing period;
3. The Sharpshooter Marksman Award will be awarded to an officer who scores at least 80% during the spring or fall proficiency-testing period.

Officers who possess a Marksmanship Award, but fail to re-qualify for it, shall return the award to the Training Section. Only officers listed on the most current Authorization Special Order will wear the Marksmanship Award.

M. Outstanding Citizen Assistance Plaque:

Any citizen of the community who tangibly and conspicuously aids law enforcement may be eligible for this award. Examples include: providing key witness assistance to help solve a major crime, directly aiding an officer in the apprehension of an offender, providing a level of service to a community member, in conjunction with police, that significantly improves the quality of life.

N. The Certificate of Appreciation:

Any civilian who shall render services to the community and citizens of the City of Wichita, Kansas in the interest of better law enforcement shall be eligible to receive the Certificate of Appreciation. Nominations for Certificates of Appreciation may be approved immediately by the chairperson of the Awards Committee without further action by the committee.

- 201.07 The four (4) highest awards; the Gold Wreath of Honor, the Silver Wreath of Valor, the Bronze Wreath of Valor and the Bronze Wreath of Merit, shall be presented in the form of a Wreath, bar and certificate. If an officer has received both the bar and Wreath for an award, only one may be worn at a time. All other awards shall be presented in the form of a bar and certificate except for the Certificate of Appreciation, the Certificate of Commendation, Perfect Attendance and safe driver award to non-uniformed personnel, which shall be given in certificate form only.

WEARING OF AWARDS:

- 201.08 Award bars will be worn on the blouse, centered over the right pocket, one-half inch above the name plate and one-quarter inch below the shooting badge, if worn. Two (2) or three (3) award bars may be worn in a row. The Marksmanship Award will be worn centered 1/4 inch over any Award Bars worn. Multiple Awards for The Gold, Silver, and Bronze Wreaths will be denoted by the addition of a "Rocker" to the Wreath and a gold star to the bar. Multiple Awards for the Life Saving Award, Police Shield, and Civic Achievement Award will be denoted by the addition of a Gold Star to the Bar. When authorized, the Gold, Silver, or Bronze Wreaths will be worn on the shirt or blouse, centered over the right pocket, inches above the Marksmanship Award or other Award Bar(s).
- 201.09 Officers who have received previous awards from another law enforcement agency, which closely correspond to the Wichita Police Award classifications, may make a specific request to the Awards Committee for their previous awards to be issued, in bar form only, as the appropriate Wichita Police award. It will be the responsibility of the requesting officer to furnish specific and complete documentation substantiating the request. The Awards Committee ruling will be final. The original awards from other law enforcement agencies may be worn with the written approval of the Chief of Police.
- 201.10 The Gold Wreath of Honor, Silver Wreath of Valor and Bronze Wreath of Valor will be presented by the Chief of Police. The Bronze Wreath of Merit and Life Saving Award and the Police Shield will be presented by the officer's Division Commander. All other awards will be presented by the member's Bureau or Division Commander.

REPLACEMENT OF AWARDS:

- 201.11 All requests for award replacements will be verified. If the award was broken on duty, an Officer's Report, through channels, must be completed before the Department will replace the award. An officer may request duplicate awards for another uniform. The officer is charged a fee. He or she can pay in cash or check and/or the money can be taken off his or her clothing allowance.
- 201.12 The Annual Officer of the Year Award:
- A. In August of each year, Departmental members may nominate any commissioned officer for the Annual Officer of the Year Award by forwarding a report to his/her Division Commander, through channels. The Division Commander will then forward all of the nominees to the Awards Committee, through channels.

- B. Letters of nomination should be based on information from the past 12 months and include:
1. Overall performance for the year;
 2. Commendations and Departmental awards;
 3. Specific incidents of exemplary performance;
 4. Work on special projects;
 5. Attendance record;
 6. Civic activities (community involvement);
 7. Any other items worthy of mention.
- C. The officer must have completed one (1) year of service prior to September of the year for which the award is being given.
- D. The Awards Committee will review the letters of nomination and select an Officer of the Year who will be awarded the Bronze Wreath of Merit, and the Officer of the Year Award Bar.
- 201.13 The Annual Non-Sworn Employee of the Year Award:
- A. In August of each year, Departmental members may nominate any non-sworn member for the Annual Non-Sworn Employee of the Year Award by forwarding a report to his/her Division Commander, through channels. The Division Commander will then forward all of the nominees to the Awards Committee, through channels. Public Service Officers will be included in this category.
- B. Letters of nomination should be based on information from the past 12 months and include:
1. Overall performance for the year;
 2. Commendations and Departmental awards;
 3. Specific incidents of exemplary performance;
 4. Work on special projects;
 5. Attendance record;
 6. Civic activities (community involvement);
 7. Any other items worthy of mention.
- C. The non-sworn employee must have completed one (1) year of service prior to September of the year for which the award is being given.
- D. The Awards Committee will review the letters of nomination and select a Non-Sworn Employee of the Year who will be awarded the Bronze Wreath of Merit. Should the Non-Sworn Employee of the Year be a non-uniformed Department member, the Wreath will be mounted on an appropriate plaque for presentation.
- 201.14 Should a member of the Department receive an award recommendation but fail to receive an award as determined by the awards committee, a copy of the recommendation will be included in his/her personnel file.
- 201.15 The Cooper/McKee Volunteer of the Year Award:
Any volunteer, not an employee of the Wichita Police Department, who displays outstanding service to the Wichita Police Department through their volunteer effort, shall be eligible for the Volunteer of the Year Award. The Award recognizes the unselfish commitment made to law enforcement by citizens who volunteer their time and effort on the behalf of the Wichita Police Department. The Award will be presented in the form of a plaque once a year to the selected recipient.
- 201.16 The Wichita Police Department Educational Scholarship:
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- A. In March of each year, applications will be accepted for the Wichita Police Department Educational Scholarship. This scholarship is available to the children of any Wichita Police Department Member who has been slain or physically disabled in the line of duty. The scholarship will be awarded to one (1) individual each year. A

disbursement of \$2000 will be awarded, in \$1000 increments, during two consecutive semesters. Applications must be received by the WPD Awards Committee by March 31st for consideration.

- B. The WPD Awards Committee shall be responsible for establishing scholarship criteria, recruitment and analysis of applicants, interviewing finalists, and selection and notification of the recipient of the scholarship. The committee will also notify individuals who applied for, but not selected for the scholarship.
- C. The Scholarship Application and Terms of the WPD Scholarship will be posted on the WPD Web Site for all eligible employees. Terms of the scholarship include:
 - 1. Must be a high school senior or college student.
 - 2. Must be the child of a WPD Member who has been disabled or slain in the line of duty.
 - 3. Must attend an accredited junior college (community college) or four-year university.
 - 4. Undergraduate level students must enroll in a minimum of 12 credit hours per semester. Graduate level students must enroll in 6 hours or incur at least \$1000.00 in tuition and fees during the qualifying semester.
 - 5. Must participate in an oral interview process conducted by the WPD Awards Committee if so requested.
 - 6. Must attach a resume (no longer than one type written page) detailing future academic and life goals.
 - 7. Must attach a current photograph.
 - 8. Must submit certified High School and/or College (if applicant has attended college) transcripts with the application.
 - 9. The \$2,000 Scholarship will be paid in two \$1000 installments in the first and second semesters, (Student must verify enrollment during both semesters to receive funding and must maintain a minimum 2.5 cumulative GPA to obtain the second \$1000.00 installment).

201.17 Specialty Assignment Insignia:

Officers assigned to special duty in the following categories may wear the approved insignia over the left pocket button of the shirt or blouse with the top of the insignia one inch below the top of the pocket seam:

- A. Field Training Officer
- B. Helicopter Pilot
- C. EOD Technician
- D. Mounted Unit
- E. Canine Officer
- F. Special Weapons and Tactics Unit
- G. D.A.R.E. Instructor
- H. President's Volunteer Service Award
- I. Honor Guard

The methods for qualifying for the Specialty Assignment Insignia will be delineated in the Standard Operating Procedures of the individual units involved. Only one Specialty Assignment Insignia may be worn.

201.18 The Chief of Police at his/her discretion may convene the Awards Committee at any time for special consideration of an award or awards.

201.19 A summary of awards presented will be published and distributed via the Intranet.

COMMENDATORY PERFORMANCE REPORTS

201.20 Whenever any member of the Wichita Police Department gains personal knowledge of an action, set of actions, or general conduct of a co-worker which he/she considers to be praiseworthy, exemplary, and/or meritorious, but that does not meet the criteria set forth above, he/she should complete a Commendatory Performance Report and forward it to the commended member's immediate supervisor.

201.21 The middle section of the Commendatory Performance Report should contain a brief explanation of the member's commendable actions and/or performance. Additional sheets of blank paper may be attached if needed. In the case of letter-commendations from citizens, these may be attached to the Commendatory Performance Report without completion of the "Description of Commendable Action(s)" section.

- 201.22 Whenever a letter, telephone call, or in-person communication is received by any Department member who commends the actions of another Department member, it shall be the responsibility of the person receiving the call or letter to bring the occurrence to the attention of a supervisor. This shall be accomplished by either:
- A. Forwarding the letter to the commended member's immediate supervisor, or
 - B. Committing the pertinent data from a phone call or personal contact to writing, then forwarding this information to the commended member's immediate supervisor.
- 201.23 The commended member's immediate supervisor shall be responsible for initiating the completion of a Commendatory Performance Report. After securing the signatures on all documents pertaining to the incident and affixing his/her own to them, the Division Commander shall then forward them to the Chief of Police.
- 201.24 After the Chief signs the CPR, his/her secretary shall forward it to the recipient's Division secretary, whose responsibility it shall be to make a copy of the CPR and forward it to the Fiscal Affairs Section Payroll Unit to place in to the recipient's Departmental personnel-file. The Division secretary shall forward the original CPR to the Bureau commander whose responsibility it shall be to award the CPR to the employee who is being commended.