



**OFFICE OF THE DIRECTOR
THE UNIVERSITY OF TEXAS SYSTEM POLICE
POLICIES AND PROCEDURES MANUAL**



TITLE: AWARDS PROGRAM FOR UNIVERSITY OF TEXAS SYSTEM POLICE		
POLICY NUMBER: B-15	EFFECTIVE DATE: February 11, 2009	RESCINDS / AMENDS: B-15 (September 1, 2004)
RELATED LAWS:		RELATED STANDARD(S) / RULE(S):

I. PURPOSE:

- A. Establish the Awards Program for the University of Texas System Police.
- B. Create a uniform system-wide nomination review and presentation process and to ensure that awards presented are commensurate with the conduct and behavior recognized.

II. POLICY:

- A. It is the policy of The University of Texas System Police to honor individuals, groups and any other entity that has made an outstanding contribution to the law enforcement efforts of The University of Texas System.
- B. This awards program is intended to recognize acts above and beyond that which is expected of any law enforcement official or citizen, exceptional effort, and other contributions having a major impact upon any operation, law enforcement effort, mission or function of an institution police department.

III. PROCEDURE:

- A. Structure of The University of Texas System Police Awards Committee shall consist of five members appointed by the Director of Police.
 - 1. The awards committee shall be comprised as follows:
 - a. Assistant Director of Police;
 - b. An Inspector from the Office of the Director of Police;
 - c. An employee from the System Office of Employee Services; and
 - d. Two at large members appointed by the Director of Police.
 - 2. The composition of the System Police Awards Committee will allow a more timely review of award nominations and presentation of the awards.

- B. The Assistant Director or his designee shall serve as the chairperson of the committee and have the following responsibilities:
 - 1. Establishing a central repository for all committee documents;
 - 2. Coordinating the preparation and dissemination of all correspondence, programs, plaques, pictures, etc.; and
 - 3. If necessary, appointing a sub-committee for the purpose of proofing the accuracy of all written materials.

- C. Institution Police Department Screening:
 - 1. The Chief of Police of each institution will develop a screening and recognition process for awards. This will involve the establishment of a Screening Committee consisting of at least three members, selected by the Chief.
 - 2. Following the approval of the local Screening Committee, nominations for awards to be presented by the Director of Police will be forwarded to the Assistant Director of Police for dissemination to the System Awards Committee.
 - 3. A committee member may not serve simultaneously on the department screening committee and the System Police Awards Committee.

- D. Duties of Police Chiefs:
 - 1. Chiefs of Police may submit nominations and/or consider nominations for recognition.
 - 2. The chief will notify those individuals submitting nominations of the departmental committee's final recommendation.
 - 3. When a Chief receives a nomination recommending an award for an officer employed by another institution police department, the nomination form will be forwarded to the nominee's Chief.

- E. Meetings and Administrative Matters of the System Police Awards Committee:
 - 1. Meetings will be called by the Assistant Director of Police or designee who will provide written notification of meetings to the Director of Police and each committee member. Whenever possible to insure that the awards given are timely, there shall be at least two meetings each year or on an as needed basis.
 - 2. Meetings will require the presence of at least three members to conduct official business.

3. The Assistant Director of Police will keep minutes and related records of all meetings. It will be the responsibility of the Assistant Director of Police to provide the committee members and the Director of Police with a copy of the minutes of the meeting.
4. The committee may interview those individuals being considered for recognition and others whose information is relevant.
5. Only nominations submitted by the Chancellor, Executive Vice Chancellors, Vice Chancellors, Presidents and Vice Presidents of institutions, Chiefs of Police, or the Director of Police may be reviewed by the System Awards Committee.
6. The Awards Committee may recommend a different award than a nomination recommends to maintain the integrity of the award system.

F. Nomination Requirements:

1. Any police department employee may nominate another employee or private citizen for an award. Nominations will be submitted through the Chief of Police to the applicable departmental Screening Committee.
2. To nominate a group for an award, a nomination form should be completed for each group member. The nomination form should summarize the group's noteworthy accomplishment and set out each individual's specific contribution. Example: Rape Crisis Center or Emergency Room Personnel. Group nominations failing to meet these criteria will not be considered.
3. Required documentation:
 - a. The Award Nomination Form (DP Form # 46) shall be utilized. (Attachment A)
 - b. All documents that support the nomination should be submitted. Examples include: newspaper articles, photographs, witness statements, medical reports, etc.
 - c. All nomination forms must be completed in their entirety and contain all relevant information and appropriate signatures. Nomination forms are to be neatly typed or printed.
4. Notification of awards:
 - a. The U.T. System Police Awards Committee will submit recommendations to the Director of Police. The Director of Police reviews and has final approval over all recommendations for awards made by the Awards Committee. If a nominee is to receive an award, the employing Chief of Police will be notified by letter.
 - b. The U. T. Office of Public Affairs shall be notified by the Awards Committee when the following awards are to be presented:

1. Award for Valor
2. Purple Heart
3. Police Shield
4. Police Cross
5. Life Saving Medal

G. Awards and Criteria:

1. The **Award for Valor** may be awarded by the Office of the Director of Police to a University of Texas System Police Officer or employee for exceptional bravery and courageous action in the performance of duties while aware of an imminent risk of serious bodily injury or death. All acts of courage, no matter how great, must be voluntary and cannot be performed in the course of carrying out written or verbal orders. The award shall consist of a medal, a ribbon and a certificate, which shall become a permanent part of the employee's personnel file. Appropriate public attention shall be given to such award, and a copy of the certificate shall be posted in an appropriate manner in the police department for a period of at least 30 days. The medal and ribbon may be worn upon the uniform.
2. The **Purple Heart Award** may be awarded by the Office of the Director of Police to a University of Texas System Police Officer or employee who, while in performance of duties, is injured while faced with deadly force or force intended to cause serious bodily injury or death. The award shall consist of a medal, ribbon and a certificate, which shall become a permanent part of the employee's personnel file. A copy of the certificate shall be posted in an appropriate manner in the police department for a period of at least 30 days. The medal and ribbon may be worn upon the uniform.
3. The **Police Shield** may be awarded by the Office of the Director of Police to University of Texas System Police employees who are seriously injured in the line of duty as a result of an assault, fire, or explosion. The recipient's conduct must be acceptable by all standards. Accidental injuries resulting from falls and motor vehicle collisions are specifically excluded unless all reasonable safety precautions were exhausted. The award shall consist of a medal, ribbon and certificate. A copy of the certificate shall be posted in an appropriate manner in the police department for a period of at least 30 days. The medal and ribbon may be worn upon the uniform.
4. The **Police Cross** may be awarded by the Office of the Director of Police to a University of Texas System Police officer's next of kin when the officer lost his life in performance of duty under honorable circumstances. The Police Cross may be awarded in addition to any other award the officer may be entitled to in making the supreme sacrifice. The award shall consist of a medal, a ribbon and a certificate presented to a member of the immediate family by the Director of Police or his/her designee at an appropriate time and place.
5. The **Meritorious Conduct Award** may be awarded by the Office of the Director of Police to a University of Texas System Police Officer or employee who, while in the performance of their duties, demonstrates exemplary behavior or perseverance above and beyond normal expectations. The award shall consist of a ribbon and a certificate,

which shall become a permanent part of the employee's personnel file. A copy of the certificate shall be posted in an appropriate manner in the police department for a period of at least 30 days. The ribbon may be worn upon the uniform.

6. The **Life Saving Bar** may be awarded by the Office of the Director of Police to University of Texas System Police employees directly responsible for the saving of a human life. The Life Saving Bar may be presented in addition to a high award where the circumstances indicate that the recipient is entitled to both. For uniformed personnel, the recognition shall consist of a ribbon, which may be worn upon the uniform, and a certificate. A copy of the certificate shall be posted in an appropriate manner in the police department for a period of at least 30 days. If the employee serves in a position in which no uniform is worn, a Life Saving Certificate may be presented in lieu of a bar.
7. The **Police Commendation Bar** may be awarded by the Office of the Director of Police to University of Texas System Police officers:
 - a. for outstanding performance of duty involving risk to the officer's personal safety;
 - b. for outstanding contributions to law enforcement through the implementation and success of difficult police projects; or
 - c. who has received three or more certificates of merit, three or more certificates of achievement, or three or more of a combination of the two, when at least one year has elapsed since the awarding of the third and where the officer's continued performance justifies the award.

The recognition shall consist of a ribbon, which may be worn upon the uniform, and a certificate. A copy of the certificate shall be posted in an appropriate manner in the police department for a period of at least 30 days.

8. The **Certificate of Merit** may be awarded by the Office of the Director of Police or institution police department to University of Texas System Police employees:
 - a. For outstanding performance of duty under unusual, complicated, or hazardous conditions;
 - b. For the prolonging of human life to the extent that the individual could be turned over to medical units;
 - c. For outstanding performance of an assignment over a prolonged period of time when the exceptional performance clearly places the individual above others of equal rank and/or similar position.

For uniformed personnel, the recognition shall consist of a ribbon, which may be worn upon the uniform, and a certificate. If the employee serves in a position in which no uniform is worn, a certificate shall be presented. A copy of the certificate shall be posted in an appropriate manner in the police department for a period of at least 30 days.

9. The **Certificate of Achievement** may be awarded by the Office of the Director of Police or institution police department to University of Texas System employees:

- a. who bring favorable recognition to the institution department through involvement in civic affairs while acting as a representative of the department; or
- b. who distinguish themselves by participating in one hundred or more hours of community service that is not part of the employee's normal assignment. This may include, but is not limited to, public speaking, P.A. L., DFYIT, Special Olympics, etc.

For uniformed personnel, the recognition shall consist of a ribbon, which may be worn upon the uniform, and a certificate. If the employee serves in a position in which no uniform is worn, a certificate shall be presented. A copy of the certificate shall be posted in an appropriate manner in the police department for a period of at least 30 days.

10. The **Supervisor/Civilian/Officer of the Year Award** may be awarded by the Office of the Director of Police or institution police department to University of Texas System Police personnel. These personnel should have received numerous commendations throughout the year and there must be justifiable documentation of outstanding performance. For uniformed personnel, the recognition shall consist of a ribbon, which may be worn upon the uniform, and a certificate. For non-uniformed personnel, the award shall consist of a certificate. A copy of the certificate shall be posted in an appropriate manner in the police department for a period of at least 30 days.
11. The **Public Service Award** may be awarded by the institution police department to an employee, who through initiative, creates or participates in a program or system, which has a significant positive impact on the general population of a community, which would exceed the normal expectations of job performance.
12. The **Chancellor's Trophy Pistol Team** is awarded by the Office of the Director of Police to University of Texas System Police Officers who are winners of the two officer team competition of the Chancellor's Trophy. This award expires annually on the date of the following Chancellor's Trophy Pistol Match. The award shall consist of a medal and ribbon which may be worn upon the uniform.
13. The **Academic Achievement Ribbon** may be awarded by the Office of the Director of Police or institution police department to University of Texas Police uniform personnel who has successfully submitted documented proof that he/she has obtained a Bachelor, master, or Doctorate degree from an accredited university. The award shall consist of a ribbon which may be worn upon the uniform.
14. The **Certificate of Recognition** may be awarded by the Office of the Director of Police or institution police department to civilians outside the police department who have exhibited exceptional effort and have significantly contributed to the operation of the department.

H. Presentation of Awards:

1. Awards may be presented as specified by the Director of Police. Individuals may receive more than one award in connection with a single incident or activity.

2. In the event of posthumous award presentations, a surviving family member may receive the award for the nominee.

I. Other Recognition:

Special certificates or letters of commendations or appreciation may be recommended in lieu of an award.

J. External Awards:

In the event an employee of the U. T System Police is nominated for consideration for awards outside of the U. T. System (i.e., International Association of Chiefs of Police, Texas Police Association, etc.), the Director of Police shall be notified.

K. Possession of Awards:

Awards presented to employees shall remain the property of the Office of the Director of Police and/or component institution police departments; however, awards will remain in the possession of the recipient unless reclaimed by the Director of Police for reasons deemed to be in the best interest of the U. T. System Police.

John T. Slettebo

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