

OFFICE OF THE CHIEF OF POLICE

ADMINISTRATIVE ORDER NO. 2

January 23, 2020

SUBJECT: INDIVIDUAL AWARDS FOR SERVICE – REVISED

PURPOSE: This Order amends Department Manual Section 3/756.10, *Individual Awards for Service*, to revise existing language and to expand the award criteria for the Police Meritorious Achievement Medal.

PROCEDURE: Department Manual Section 3/756.10, *Individual Awards for Service*, has been revised. Attached is the revised Department Manual Section with the revisions indicated in italics.

AMENDMENT: This Order amends Section 3/756.10 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



MICHEL R. MOORE
Chief of Police

Attachment

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**DEPARTMENT MANUAL
VOLUME III
Revised by Administrative Order No. 2, 2020**

756.10 INDIVIDUAL AWARDS FOR SERVICE. Individual awards for service are based on exceptional performance of duty, clearly above that normally expected, which has contributed materially to the success of a major project or field operation. Long and faithful service is not considered for purposes of such an award.

Police Distinguished Service Medal. The Police Distinguished Service Medal is the Department's highest award for service and may be awarded to employees who distinguish themselves by performing exceptional service in a duty of great responsibility or of critical importance to law enforcement.

The Police Distinguished Service Medal is awarded by the Board of Police Commissioners in the name of the Department and presented by the President of the Board, or the President's designee, at an appropriate ceremony. The award consists of a medal, ribbon, lapel pin, and citation.

Police Meritorious Service Medal. The Police Meritorious Service Medal may be awarded to employees who perform meritorious service similar to, but to a lesser degree than required for the Police Distinguished Service Medal.

It is awarded by the Chief of Police in the name of the Department and presented by the Chief, or the Chief's designee, at an appropriate ceremony. The award consists of a medal, lapel pin, and ribbon.

Police Meritorious Achievement Medal. The Police Meritorious Achievement Medal *may be awarded to Department personnel* for either sustained, long-term, noteworthy achievement *or service*; or for a single significant, noteworthy achievement, *including but not limited to*, administrative, clerical, or craft-type duties. These achievements are of a lesser nature than those required for the Police Meritorious Service Medal, but greater than those for a bureau commendation. *The Police Meritorious Achievement Medal may be awarded to an individual or to an organizational entity (e.g., members of a task force, unit, section, division) within the Department.* The award consists of a medal, lapel pin, and ribbon.

The remainder of this section remains unchanged