





## **POLICIES AND PROCEDURES MANUAL**

	<b>AWARDS AND RECOGNITIONS</b>	
	<b>POLICY NUMBER: 26-3</b>	ISSUING AUTHORITY 
	<b>EFFECTIVE DATE: January 1, 2025</b>	Christine A. Elow Police Commissioner

### **I. GENERAL CONSIDERATIONS AND GUIDELINES**

Awards and recognitions highlight the good work and sacrifices department members make to support and achieve the department's mission and values. Public recognition of good work builds confidence in the face of the ever-present uncertainties of everyday policing in a complex urban community. It is an affirmation of all that is right and good about the department and a statement of belief in its members. An awards ceremony can leave all members of the department and guests with a powerful lasting impression of unity, mutual respect, and incentive to face future challenges.

### **II. POLICY**

It is the policy of the Cambridge Police Department to:

- A. recognize members of the department in a public forum for unusual actions or achievements and/or for exceptional performance in carrying out the department's mission, either at a yearly all-staff meeting or throughout the year as events may warrant;
- B. establish a transparent procedure for nomination and selection of award recipients; and
- C. establish written criteria to guide nominations, which may be put forward by any member of the department or any citizen who has benefited from department services.

### **III. DEFINITIONS**

- A. *Department Awards and Ribbons*: The second highest level of formal recognition that may be awarded to a member or unit of the department; these also include awards that may be given to other members of the law enforcement community or members of the general public.
- B. *Letters of Commendation*: Letters of commendation are messages written to express gratitude and general recognition for a special deed. They are usually unsolicited.

- C. *Service Medals*: These represent the highest level of formal recognition that is awarded to any sworn member of the department.

## IV. PROCEDURES

### A. Administration

#### 1. Cambridge Police Awards Committee

- a. The Committee is comprised of a Deputy Superintendent appointed by a Superintendent; the Director of Planning, Budget, and Personnel; up to five members of the department Superior Officers Association; five members of the department Patrol Officers Association; and the Office Manager of the Patrol Operations Division. Each year, the Committee may add up to two additional members by mutual agreement.

#### 2. Nomination Process

- a. Any member of the department may recommend any other member of the department for an award by submitting a written memo with applicable supporting documentation, if available, to a member of the Command Staff.
- b. Nominations are then forwarded to the Awards Committee for review.

#### 3. Selection and Appeals

- a. The Awards Committee reviews those nominations and decides which candidates will receive awards; the review process and subsequent decisions shall be based on criteria established in this policy.
- b. Members of the department whose nominations are not selected for awards may appeal to the Commissioner who makes the final decision.

### B. List of Awards

#### 1. Service Medals

- a. *Lawrence W. Gorman Medal of Honor*
- b. *William Loughrey Medal of Valor*
- c. *Albert G. Eckardt Medal of Commendation*
- d. *Thomas J. Riley Lifesaving Medal*
- e. *Distinguished Service Medal*
- f. *John G. Guthrie Purple Heart Medal*
- g. *Louis A. DePasuale De-escalation Award Medal*

#### 2. Awards and Ribbons

- a. *Ruth & Carl Barron Employee of the Year Awards*

- (1) *Patrol Officer of the Year*
  - (2) *Detective of the Year*
  - (3) *Specialist Officer of the Year*
  - (4) *Superior Officer of the Year*
  - (5) *Non-sworn Employee of the Year*
- b. *Larry Burke Community Policing Award*
- c. *Cambridge Police Law Enforcement Award*
- d. *Administrative Award of Merit*
- e. *Years of Service Award Ribbons*
- f. *United States Military Service Ribbons*
- g. *Retirement Award*
- h. *Allen T. McPherson Citizen's Service Award:*
- i. *Commissioner's Unit Award/Ribbon*
- j. *Herbert Halliday Lifesaving Ribbon*
3. Commendations
  - a. *William J. Carroll Letter of Commendation*
  - b. *Commissioner's Letter of Commendation*
- C. Descriptions of Awards
  1. Descriptions of the awards shall be distributed to employees of the department by Command Staff in charge of the awards ceremony.
- D. Criteria for Selection
  1. The criteria for selection of each type of recognition will be based on the specific acts, activities, conduct, services, or performance related to the intent of each award. In all cases, consensus recommendations will be based on the betterment of the Cambridge Police Department and the City of Cambridge.
  2. The Committee will consider personal qualities such as devotion to the community and public service, heroism in the face of danger, quality of work and responsiveness to public needs, as well as maintaining a high level of productivity.
  3. Other factors the Committee will consider include the ability to embrace the tenets of procedural justice, support for the mission and values of the police department, and the desire to sustain these qualities over time.
- E. Annual Awards Ceremony

1. The Annual Awards Ceremony is a public event and celebration held the first week in May each year. Family members and friends are cordially invited.
2. Nominations for awards are solicited each November and December; the Awards Committee meets several times during the following January and February; orders for the awards are submitted to vendors in March; and all preparations for the event are concluded thereafter.

F. Wearing of Department Ribbons and Service Pins

1. The following is the order of display/wear for the Cambridge Police Department's medals and ribbons. The order of precedence is highest and from the left (closest to the heart).
  - a. Lawrence W. Gorman Medal of Honor
  - b. William Loughrey Medal of Valor
  - c. Albert G. Eckardt Medal of Commendation
  - d. Thomas J. Riley Lifesaving Medal
  - e. Distinguished Service Medal
  - f. John G. Guthrie Purple Heart Medal
  - g. Louis A. DePasquale De-escalation Award Medal
  - h. Commissioners Unit Award/Ribbon
  - i. Herbert Halliday Lifesaving Ribbon
  - j. Years of Service Award Ribbon
  - k. Training Ribbon
  - l. U.S. Military Service Ribbon
  - m. Boston Marathon 2013 Commemorative Ribbon