

# General Order

## Houston Police Department



**ISSUE DATE:**

February 5, 2021

**NO.**

**200-20**

**REFERENCE:** Supersedes all prior conflicting Circulars and Directives, and General Order 200-20, dated November 8, 2019

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**SUBJECT: AWARDS AND COMMENDATIONS**

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### POLICY

The department honors employees and nondepartmental individuals who provide exceptional service to the department or the public at large.

This General Order applies to all employees.

### **1 AWARDS COORDINATOR**

The department's awards coordinator ensures the continuity of the awards process and is assigned to the Office of Public Affairs.

The awards coordinator is responsible for:

- a. Accepting and preparing all Major and Police Week award nominations for submission to the Awards Selection Committee.
- b. Coordinating all award ceremonies.
- c. Serving as the department's liaison to employee groups, service organizations, and clubs (e.g., The 100 Club, Rotary Club, civic groups, Veterans of Foreign Wars of the United States) that give awards and commendations to police employees.

Employees who wish to utilize these outside groups for awards or commendations for fellow employees shall contact the awards coordinator.

### **2 AWARDS SELECTION COMMITTEE**

The Awards Selection Committee (hereinafter referred to as the Committee) is composed of a chairperson and 13 members. The members include nine classified employees, two civilian employees, and two members of the community who are actively involved with the department (e.g., Positive Interaction Program [PIP], Citizen Patrol). The chairperson presides over all meetings but does not vote except in the case of a tie vote.

Committee members are selected as follows:

- a. Committee chairperson: an assistant chief or classified division commander selected by the Chief of Police.
- b. One classified employee from each of the eight commands.

- c. One civilian employee and one classified employee from the Chief of Police Command including the Office of the Chief of Police, the Office of Budget and Finance, and the Office of Legal Services.
- d. One civilian employee from each of the two executive commands with two-year alternating terms. Because their terms are alternating, these employees will serve one at a time. Employees may be selected from any of the subordinate commands.
- e. Two members of the community approved by the Chief of Police.

Departmental members of the Committee shall be appointed by the assistant chief, executive assistant chief, or Chief of Police of the concerned command as outlined above from a list of those who have expressed a desire to serve. Members serve for two years from July 1 of their first year through June 30 of their second full year. Seven members of the Committee shall be appointed during alternating years to ensure retention of experienced Committee members at all times. The chairperson serves as directed by the Chief of Police.

The Committee shall meet monthly to consider all nominations provided by the awards coordinator. The Committee shall be guided solely by the criteria listed in this General Order for each award category. Members shall make a decision as a group whether each nomination meets the criteria specified for each award.

### **3 NOMINATIONS FOR AWARDS**

Any employee regardless of rank, classification, or position may nominate, for an applicable award, any individual (employee or not) whom the employee believes has demonstrated actions deserving recognition. Employees shall refer to the pertinent sections of this General Order to determine the appropriate award or recognition category.

Except as otherwise noted, Major Award nominations shall be submitted directly to the awards coordinator on the *Houston Police Department Awards Recommendation* form (available on the department's Intranet Portal). Support documentation such as incident reports, medical reports, witness statements, and other pertinent information shall be attached to the form. Except for the Blue Heart Award, all nominations shall be forwarded to the awards coordinator within six months after the significant occurrence. If an internal investigation is in progress and related to the nominee, the supporting documentation shall be submitted after the completion of the investigation.

Division commanders shall review letters of commendation received from citizens and other outside sources. If the division commander determines the commendation worthy of awards consideration, it shall immediately be converted to the *Awards Recommendation* form and forwarded to the awards coordinator for consideration by the Awards Selection Committee.

### **4 AWARDS OR COMMENDATIONS INVOLVING CRITICAL INCIDENTS**

The Houston Police Department encourages its employees to recognize the outstanding work done by the employees of the Houston Police Department every day. This is especially true during critical incidents. However, when there are critical incidents, all administrative or criminal

investigations of the subject officer shall be completed before commendations or award nominations are submitted up the chain of command.

Commanders shall be responsible for ensuring that all administrative and criminal investigations for critical incidents are complete prior to submitting commendations or award nominations up the chain of command for approval.

## 5 MAJOR AWARDS

All Major Awards outlined in this section, with the exception of the Chief of Police Unit Citation, shall be conferred to each recipient in a presentation binder with a citation page and a certificate. Recipients will also receive the appropriate award ribbon or star device. Only the initial ribbon may be worn. Subsequent awards in the same category will be indicated by an authorized star device placed on the first award ribbon with up to four stars representing a total of five awards. See *Attachment D* of this General Order.

Awards shall be presented at an awards ceremony held as close as practical to the events for which the employees are being honored. Awards may be delayed until all investigations related to the events are concluded. All Major Awards will be noted within the Police Personnel System on the employee's departmental profile. Replacement ribbons may be obtained by submitting the *Service Ribbon Request* form, found on the department's Intranet Portal, to Uniform Supply with verification by display of notation on the Departmental Resume.

### Awards for Classified Personnel Only

#### **Medal of Valor:**

The Medal of Valor may be presented to officers who judiciously performed voluntary acts of conspicuous gallantry and extraordinary heroism, above and beyond the call of duty, knowing that taking such action presented a clear threat to their lives. The Medal of Valor may be presented posthumously.

#### **Hostile Engagement Award:**

The Hostile Engagement Award may be presented to officers who acted judiciously in the line of duty and performed acts upholding the high standards of the law enforcement profession while engaging in hostile confrontations with suspects wielding deadly weapons. Individuals who sustained non-life-threatening or minor injuries resulting from an assault by a deadly weapon are also eligible.

### Awards for Classified or Civilian Personnel

#### **Sergeant Paul S. Weido Lifesaving Award:**

The Sergeant Paul S. Weido Lifesaving Award may be presented to an employee when a person would more than likely have died or suffered permanent brain damage if not for the employee's actions. The event must have involved specific and direct intervention by either rendering exceptional first aid or making a successful rescue.

**Blue Heart Award:**

The Blue Heart Award may be presented to an employee who received life-threatening injuries while acting judiciously and in the line of duty. In addition, this award may be conferred if serious injury from a projectile was averted by the use of body armor. Employees may be eligible to receive the Blue Heart Award in conjunction with another award such as the Meritorious Service Award or the Sergeant Paul S. Weido Lifesaving Award. Injuries due to negligence or minor injuries are not eligible.

**Meritorious Service Award:**

The Meritorious Service Award may be presented to employees who have distinguished themselves during a criminal investigation or law enforcement action by demonstrating a high level of courage or by their actions resulting in the apprehension of a felon under dangerous or unusual circumstances.

**Distinguished Command Award:**

This award will not be routed through the awards coordinator or the Awards Selection Committee for consideration. Nominations for this award shall be sent by a division commander to the Executive Staff for consideration.

The Distinguished Command Award is conferred on an employee for distinguished command as demonstrated by any of the following:

- a. Exceptional and courageous command during critical times which required extraordinary police service.
- b. Clearly exceptional command and leadership of an extremely difficult or hazardous task or project which was highly successful or brought great recognition to law enforcement.
- c. Clearly exceptional command and leadership which have been consistently demonstrated over an extended period of time.

**Chief of Police Commendation:**

The Chief of Police Commendation may be presented to an employee who demonstrated a high degree of professional excellence or initiative through the success of starting, developing or implementing difficult projects, programs, or investigations. The performance shall not have involved personal hazard to the individual.

**Chief of Police Unit Citation:**

The Chief of Police Unit Citation may be presented to two or more employees who performed an act or a series of acts over a period of time that demonstrated exceptional bravery or outstanding service to the department or the community. Their combined efforts as a functioning team must have resulted in the attainment of a departmental goal and increased the department's effectiveness and efficiency. Employees and other agency members of special programs, initiatives, or task forces involving a multiagency effort are also eligible to receive the department's Unit Citation.

### Other Major Awards

#### **Award of Excellence:**

The Award of Excellence may be presented to individuals who have distinguished themselves by one of the following:

- a. Demonstrated a superior commitment to quality or caring service in the community or the department.
- b. Provided volunteer community service, which results in favorable recognition to the department.
- c. Actions that go beyond the expected duties and responsibilities of the employee's job description.
- d. Performed a voluntary act of donating time, physical effort, financial support, or special talent that promotes the safety, health, education, or welfare of members of the community.

Individuals are not eligible if there were any personal gain, financial compensation, special services, or privileges in exchange for the act.

#### **Public Service Award:**

The Public Service Award may be presented to a nondepartmental individual who voluntarily acted in circumstances requiring unusual courage or heroism while assisting a police officer or other citizen.

Those who do not meet the above criteria, but provided a measure of assistance, shall be sent a letter and a Certificate of Appreciation (no citation page) signed by the Chief of Police.

There is no ribbon presented with this award.

#### **Police Week Awards:**

The awards are listed in section 8.

## **6 AUTHORIZED RIBBONS FOR OTHER AWARDS, ACHIEVEMENTS, AND SERVICE**

To recognize the outstanding achievements of personnel, other Service Ribbons are available to be worn by eligible personnel (e.g., Academic Achievement, Military Service, Crisis Intervention Training, and Special Response Group Ribbon). Classified personnel are eligible to receive a ribbon after completion of their probationary period. Subsequent awards and achievements in the same category will be indicated by an authorized star device placed on the first award ribbon with up to four stars representing a total of five awards, unless specified otherwise below. See *Attachment D* of this General Order.

## Awards

An employee who receives any of the next five awards will be given the appropriate ribbon upon the employee presenting the *Service Ribbon Request* form and a copy of the awarded certificate to Uniform Supply.

### **Mayor's Commendation:**

The Mayor's Commendation may be presented to an employee who the Mayor determines has demonstrated excellent service.

### **Star of Texas Award:**

The Star of Texas Award is presented by the Governor of Texas at an award ceremony in September of each year to an officer or family member who was killed or suffered serious injury in the line of duty.

### **The 100 Club Officer of the Year Award:**

The 100 Club Officer of the Year Award is presented by The 100 Club at an annual Heroes Awards Banquet to an employee who has demonstrated exceptional achievement in any police endeavor.

### **International Association of Chiefs of Police Award:**

The International Association of Chiefs of Police Award (IACP) is presented by the IACP to an officer that exhibited leadership, excellence, and professionalism.

### **Safe Driving Ribbon:**

Issued to personnel who exhibit safe driving behavior and meet the criteria set forth by the Health and Safety Unit.

## Achievements

An employee who receives any of the next two awards will be given the appropriate ribbon upon the employee completing and presenting the *Service Ribbon Request* form, with the listed verification signature of a commander or above. Division commanders, assistant chiefs, and executive assistant chiefs shall obtain a signature from their supervisor.

### **Honorable Conduct Ribbon:**

Issued to personnel for completing ten years of aggregate commissioned service (from sworn date) as long as the officer is in good standing, receives a favorable recommendation from their supervisor, and meets the eligibility criteria.

Calculating eligibility:

- a. Written Reprimand: A written reprimand results in the loss of 6 months of eligibility (other than for a collision or minor traffic infraction).

b. Suspension:

1. A one- to three-day suspension results in the loss of one year of eligibility.
2. A four- to fifteen-day suspension requires ten years of consecutive honorable service starting from the last day of the suspension or results in a loss of five years of eligibility from the aggregate amount, whichever is shorter.
3. A sixteen-day or longer suspension requires ten years of consecutive honorable service starting from the last day of the suspension.

An employee who remains eligible under the above criteria for twenty and thirty years of honorable commissioned service shall add the following devices, as applicable:

- c. One authorized bronze star device for twenty years.
- d. Two authorized bronze star devices for thirty years.
- e. Three authorized bronze star devices for forty years.
- f. Four authorized bronze star devices for fifty years.

**National Leadership Academy Ribbons:**

Issued to personnel who have attended one of the department-approved long-term leadership/management schools listed below. It will be the officer's responsibility to complete the *Service Ribbon Request* form and obtain a signature from their division commander verifying award eligibility in order to receive the service ribbon.

- a. FBI National Academy (FBINA)
- b. Senior Management Institute for Police (SMIP)
- c. MCCA Police Executive Leadership Institute (PELI)
- d. Law Enforcement Management Institute of Texas (LEMIT)
- e. FBI Law Enforcement Executive Development Association (LEEDA)
- f. National Executive Institute (NEI)

Only the initial ribbon will be worn. Subsequent completion of any of the above listed leadership/management schools will be indicated by an authorized star device placed on the first ribbon with up to four stars representing a total of five schools.

**Disaster Response Ribbons**

An employee who receives any of the next two awards will be given the appropriate ribbon upon the employee presenting the *Service Ribbon Request* form, with the listed verification

signature of a supervisor. Subsequent events will be indicated by an authorized star device placed on the first ribbon with up to four stars representing a total of five events.

**Hazardous Deployment Ribbon:**

Issued to personnel who are selected to respond and deploy to a natural or man-made disaster or to a citywide public assembly or mass gathering in a public safety capacity under hazardous conditions inside of the city limits of Houston.

**Natural Disaster Ribbon:**

Issued to personnel who are selected to respond and deploy to a natural or man-made disaster in a public safety capacity under hazardous conditions outside of the city limits of Houston.

**Service Ribbons**

An employee who receives any of the remaining awards will be given the appropriate ribbon upon the employee presenting the *Service Ribbon Request* form, with verification by display of notation on Departmental Resume.

**Academic Achievement Ribbon:**

Issued to personnel who have received a college degree from an accredited university and are eligible for educational incentive pay.

The following devices shall be worn on the ribbon, as applicable:

- a. One single silver diamond device for a Bachelor's degree.
- b. One single silver lamp device for a Master's degree.
- c. One single gold lamp device for a Doctorate degree.
- d. One silver torch device for a Juris Doctor (JD) degree.

**Military Service Ribbon:**

Issued to personnel who are currently serving or honorably discharged from military service in one of the United States military branches (e.g., Air Force, Army, Navy, Marine Corps, Coast Guard, National Guard, or Reserves).

**Master Peace Officer Ribbon:**

Issued to personnel upon successful completion of the Texas Commission on Law Enforcement (TCOLE) criteria for "Master Peace Officer" certification and have been awarded the certification from TCOLE.

**Hostage Negotiation Team Ribbon:**

Issued to personnel who are active full-time or part-time members of the department's Hostage Negotiation Team and have completed the TCOLE Hostage Negotiation certification course.

The following devices shall be worn on the ribbon, as applicable:

- a. One authorized silver oak leaf device for completion of TCOLE Advanced Hostage Negotiator.
- b. One authorized gold oak leaf device for completion of TCOLE Master Hostage Negotiator.

**TCOLE Instructor Ribbon:**

Issued to personnel who have completed the 40-hour TCOLE Instructor course.

One authorized silver oak leaf device for completion of TCOLE Advanced Instructor course shall be worn on the ribbon, as applicable.

**Special Response Group Ribbon:**

Issued to personnel who are active full-time or part-time members of the department's Special Response Group and have been involved in the resolution of crowd-control incidents.

The following devices shall be worn on the ribbon, as applicable:

- a. One authorized silver letter "C" for members of the Crowd Dispersal Team (CDT), upon completion of CDT training.
- b. One authorized gold hurricane device for members completing High Water Rescue Training.

**Field Training Officer Ribbon:**

Issued to personnel who are active Field Training Officers and have completed the Field Training Officer course.

An authorized letter "E" for Field Training Evaluator who has completed the Field Training Evaluator course shall be worn on the ribbon, as applicable.

This ribbon may only be worn while the officer is in that assignment.

**Crisis Intervention Training Ribbon:**

Issued to personnel who have completed the 40-hour Crisis Intervention class and are certified in the department's Crisis Intervention Training.

One authorized gold hourglass device for members of the Crisis Intervention Response Team (CIRT) or Chronic Consumer Stabilization Initiative (CCSI) may be worn on the ribbon, as applicable.

The hourglass may only be worn while the officer is in that assignment.

**Physical Agility Ribbon:**

Issued to personnel who attain a qualifying/passing score on the department's Physical Agility Test in fiscal year 2020 or after.

Only the initial ribbon will be worn. Subsequent service achievements in this category will be indicated by an authorized star device placed on the first ribbon with up to four stars representing a total of five achievements.

**Differential Response Team Ribbon:**

Issued to personnel who are currently members of a Differential Response Team and have completed the required training for certification in Differential Response Practices. This ribbon may only be worn while the officer is in that assignment.

**Crime Suppression Team Ribbon:**

Issued to personnel who are currently members of a divisional Crime Suppression Team or a member of Gang Division's Crime Reduction Unit and have completed TAC school training. This ribbon may only be worn while the officer is in that assignment.

**Traffic Enforcement Ribbon:**

Issued to personnel who are currently members of Traffic Enforcement or Vehicular Crimes Divisions. This ribbon may only be worn while the officer is in that assignment.

Ribbons for officers assigned to these divisions who have completed specialized training or are assigned to a specialized unit listed below, will be indicated by an authorized star device placed on the first ribbon with up to four stars representing a total of four specialized training achievements.

- a. DWI Task Force
- b. Drug Recognition Expert
- c. Intoxilizer Operator
- d. Truck Enforcement

**Crime Prevention Specialist Ribbon:**

Issued to personnel who have received training and are certified as a department Crime Prevention Specialist.

**7 DISPLAY OF RIBBONS**

Classified personnel shall display authorized ribbons centered above the right chest pocket of their uniform, with the name tag centered above the ribbons. Personnel shall display the authorized ribbons while wearing a "Class A" uniform (with tie) and may display the authorized

ribbons while wearing a long sleeve uniform shirt (without tie). Classified personnel at the rank of Commander or above shall display the ribbons while wearing the Command Dress Uniform. The display of ribbons is strictly prohibited on any embroidered uniform, such as the rip stop uniform, and on any short sleeve uniform.

The highest number of ribbons that may be displayed on the uniform is 17 different ribbons. If personnel have earned more than 17 different ribbons, personnel may choose which ribbon they want displayed, but the chosen ribbons shall be displayed in order of precedence.

Personnel displaying any ribbons or attachments that are not authorized or that the employee is ineligible for may be subject to disciplinary actions.

### **Order of Ribbon Precedence**

The ribbons shall be displayed in order of precedence as specified in *Attachment C* of this General Order. The ribbon with the highest precedence shall be placed on the top row of the ribbon rack, closest to the heart. The remaining ribbons shall follow from right to left (heart to shoulder), with each additional row beginning below the first and working in the same order (heart to shoulder). For example, if the officer has six ribbons, the highest precedence ribbon will be on the top row closest to the heart or center buttons of the uniform (top-right). The next in precedence should be placed on the same row next to the highest in precedence (top-middle), and the third ribbon should be next to the second and closest to the right shoulder (top-left). The fourth in precedence should start a new row beneath the top row and be placed below the highest ribbon in precedence (bottom-right). The fifth should be bottom-center, and the sixth bottom-left.

## **8 POLICE WEEK**

National Police Week is the week each year containing May 15, which is National Peace Officers Memorial Day. During that week, HPD holds the annual Police Week Awards Ceremony and the annual Police Week Memorial Service. At the awards ceremony, recipients of Police Week awards are recognized for their achievements.

### **Nominations for Police Week Awards**

Nominations for Police Week awards are submitted for employees who have shown exceptional performance or contributions to the department during the preceding *calendar year*.

Nominations shall be submitted directly to the awards coordinator on the appropriate *Police Week Award Nomination* form (available on the department's Intranet Portal).

Additional civilian employees shall be selected as temporary Committee members to review and vote on civilian nominations.

The awards coordinator shall submit the nominations to all regular and temporary Committee members. Each shall vote via secret ballot, which shall be tallied by the awards coordinator. The tallied votes shall be given to the executive assistant chiefs for final joint review prior to approval by the Chief of Police.

The Police Week awards are categorized below as classified, classified/civilian, or civilian. A detailed description of the award qualifications and criteria can be found on *Attachment A* of this General Order. As indicated on *Attachment A*, eligibility for each civilian only award is based partially on Equal Employment Opportunity Job (EEOJ) code classifications. These civilian job codes and job titles can be found on *Attachment B* of this General Order.

The following awards shall be presented only at the annual Police Week Awards Ceremony.

### **Classified Awards**

The awards listed in this subsection apply to classified personnel only.

- a. Manager of the Year (commander or above)
- b. Mid-Manager of the Year (lieutenant)
- c. Investigative Supervisor of the Year (sergeant)
- d. Patrol Supervisor of the Year (sergeant)
- e. Administrative Classified Employee of the Year
- f. Crisis Intervention Team Officer of the Year
- g. Differential Response Team/Community Service Officer of the Year
- h. Field Training Officer of the Year
- i. Patrol Officer of the Year
- j. Proactive Investigator of the Year
- k. Reactive Investigator of the Year
- l. Partners of the Year
- m. Senior Police Officer of the Year
- n. Specialized Officer of the Year
- o. Tactical Officer of the Year
- p. Technical Support Employee of the Year
- q. Undercover Investigator of the Year
- r. Rookie of the Year

**Classified/Civilian Awards**

The awards listed in this subsection apply to either classified or civilian personnel.

- a. Instructor of the Year
- b. Lifetime Achievement Award

**Civilian Awards**

The awards listed in this subsection apply to civilian personnel only.

- a. Civilian Manager of the Year
- b. Civilian Supervisor of the Year
- c. Civilian Administrative/Para-Professional Employee of the Year (non-supervisory)
- d. Civilian Professional Employee of the Year (non-supervisory)
- e. Civilian Support Services Employee of the Year
- f. Civilian Technical Employee of the Year (non-supervisory)

**Badge Retirement Ceremony**

The badge retirement ceremony may be conducted during the department's annual Police Week Memorial Service for any officer whose badge shall be retired. For additional information regarding the ceremony, contact the Honor Guard office.

**9 EMPLOYEE OF THE MONTH AWARDS**

This is a division or command award in the form of a certificate or other appropriate award. The commander or the appropriate executive staff member presents this award. The criteria and guidelines for Employee of the Month Awards are developed and implemented by members of each division or command. All divisions and commands are encouraged to participate in an employee recognition program.

**10 WRITTEN COMMENDATIONS**

Any individual (employee or not) may submit a written commendation commending any employee of the City of Houston for outstanding performance or special assistance as follows:

- a. Any citizen who commends an employee by sending a written commendation directly to the Chief of Police shall receive correspondence from the Chief. The citizen's original correspondence shall be sent to the employee's command.

When the commended employee and those in the employee's chain of command have signed the citizen's correspondence, the original commendation shall be forwarded to the Employee Services Division (ESD) for placement in the employee's personnel file. A copy shall be placed in the employee's division personnel file.

- b. Written commendations from citizens sent directly to a division or a command shall not be forwarded to the Chief of Police. The division or command shall send correspondence to the citizen acknowledging receipt of the commendation. The employee and the employee's chain of command shall sign the citizen's original correspondence. The original commendation shall be sent to ESD for placement in the employee's personnel file and a copy shall be placed in the employee's division personnel file.
- c. Written commendations for employees originating in the department shall be on yellow interoffice stationery. The correspondence shall be addressed to the Chief of Police and shall be routed through the appropriate chain of command.

After the Chief of Police signs the commendation, the original correspondence shall be forwarded to ESD for placement in the employee's personnel file. ESD shall send a copy of the commendation to the employee's division. The employee's division shall provide a copy to each concerned employee and place the ESD copy in the employee's division personnel file.

- d. Correspondence commending an employee of another City of Houston department prepared for the signature of the Chief of Police and addressed to the Mayor, a City Council member, or another department director (including acting directors), shall be on white interoffice bond stationery.
- e. Written commendations prepared for the signature of the Chief of Police and addressed to an employee of another City of Houston department (other than a department director), shall be on white interoffice plain stationery.
- f. Written commendations from a department employee (not the Chief of Police) to an employee of another City of Houston department shall be on white interoffice plain stationery. This includes commendations sent to City Council members, department directors, and all other City employees. A copy of the commendation shall be kept at the command or division level for future reference.
- g. Written commendations from an employee to an individual who is not a City of Houston employee shall be on City letterhead white bond stationery and prepared for the Chief of Police's signature. A copy of the commendation shall be kept at the command or division level for future reference.

In addition, the Awards Selection Committee may designate an award nomination as a Letter of Commendation. The awards coordinator shall provide the employee written notification of the commendation and send copies of the commendation to the employee's division and to ESD for placement in the employee's personnel file. The employee's division shall provide a copy to the employee and place a copy in the employee's division personnel file.

## 11 FIELD COMMENDATIONS

To commend an employee for outstanding performance or special assistance, first-line supervisors have the option of writing a letter of commendation as outlined in section 10 or utilizing the *Field Commendation* form available on the department's Intranet Portal. If a supervisor submits the *Field Commendation* form, that supervisor is required to have that form read at the next available roll call where the commended employee will be in attendance.

The *Field Commendation* form shall be signed and dated by the lieutenant and commander of the division where the employee is assigned. The original form shall then be forwarded to ESD to be placed in the employee's personnel file and a copy shall be placed in the employee's division personnel file.

## 12 VERBAL COMMENDATIONS FROM CITIZENS

When receiving verbal commendations from citizens about employees (e.g., conversations on the telephone or at civic meetings), supervisors should document it. The following procedures shall be followed when documenting verbal commendations:

- a. A *Houston Police Department Verbal Commendation From Citizen* form (available on the department's Intranet Portal) shall be used to document verbal commendations received by supervisors from a person not employed by the department.
- b. The supervisor taking the verbal commendation shall complete and sign the *Verbal Commendation From Citizen* form and forward it to the employee's immediate supervisor.
- c. The employee, the employee's supervisor, and the division commander shall sign the form. The original form shall be sent to ESD for placement in the employee's personnel file and a copy shall be placed in the employee's division personnel file.

## 13 CERTIFICATES OF APPRECIATION

The Chief of Police may present a Certificate of Appreciation for any of the below events:

- a. The certificate, accompanied with a citation page, is designated by the Chief of Police for the purpose of showing appreciation to any individual (employee or not) who has made a significant contribution of time or service to the department that benefits the department or the community. The certificate shall be placed in a presentation binder.
- b. The certificate may be presented to employees retiring from the department after at least 20 years of service. A citation page detailing the highlights of the employee's career shall accompany the certificate. If no retirement ceremony is planned, it shall be sent to the retiree via the U.S. Postal Service. Certificates shall be placed in a presentation binder. Employees retiring after 20 years of service or more may be presented with a Mayor's Proclamation in addition to the Certificate of Appreciation.
- c. The certificate only, accompanied by a letter from the Chief of Police, may be mailed to nondepartmental individuals to show acknowledgment and appreciation for assistance

in a police situation that does not meet the Public Service Award criteria. This type of certificate shall not be placed in a presentation binder.

**14 REPLACING LOST OR STOLEN AWARDS**

Any Major Awards that are lost or stolen may be replaced for the employee receiving the award or a surviving spouse by contacting the department's awards coordinator.



**Art Acevedo  
Chief of Police**

**GENERAL ORDER 200-20  
ATTACHMENT A  
POLICE WEEK AWARDS**

**CLASSIFIED AWARDS**

Any employee may nominate a classified employee for up to two applicable Police Week awards per nominee per calendar year. Each award nomination shall be submitted on a separate nomination form.

**Manager of the Year**

The recipient must have exhibited outstanding leadership ability or personal initiative in a problem-solving program; or the employee initiated a system affecting the department or the community in a positive manner (e.g., community relations, an innovative approach to police service, or quality of life issues).

The recipient must have held the rank of commander or above for at least six months of the calendar year for which the award is received. The actions being acknowledged must have occurred after the employee was promoted.

**Mid-Manager of the Year**

The recipient must have exhibited outstanding leadership ability or personal initiative in a problem-solving program; or the employee initiated a system affecting the department or the community in a positive manner (e.g., community relations, an innovative approach to police service, or quality of life issues).

The recipient must have held the rank of lieutenant for at least six months of the calendar year for which the award is received. The actions being acknowledged must have occurred after the employee was promoted to lieutenant.

**Investigative Supervisor of the Year**

A supervisor may receive this award when the employee demonstrates self-initiative, expertise, and professionalism in solving crimes and is relentless in apprehending suspects. A supervisor may also receive this award when the employee demonstrates excellent management skills while overseeing officers conducting criminal investigations or planning and implementing crime initiatives that concern the community. In addition, the recipient shall have a good working relationship with other employees. Supervisors selected for this award are willing to lead investigative personnel while maintaining their role as a contributing participant.

The recipient must have held the rank of sergeant and been an investigative supervisor in an investigative division at the time of the honored action. In addition, the sergeant must have worked as an investigative supervisor for at least six months of the calendar year being acknowledged.

### **Patrol Supervisor of the Year**

This award may be presented to a patrol supervisor who has exhibited exceptional leadership tendencies, involvement in day-to-day activities, concern for the welfare of other employees, exceptional courage, a lifesaving effort, outstanding investigative ability, or personal initiative in a problem-solving program; or the employee initiated a system affecting the department or the community in a positive manner (e.g., community relations, an innovative approach to police service, or quality of life issues).

The recipient must have held the rank of sergeant and been working in a patrol division as a patrol, divisional gang unit, or divisional tactical unit supervisor at the time of the honored action. In addition, the sergeant must have worked as a patrol supervisor for at least six months of the calendar year being acknowledged.

### **Administrative Classified Employee of the Year**

This award may be presented to an officer who is distinguished by outstanding performance, personal initiative, or exceptional service to the department.

The employee must have held the rank of police officer, senior police officer, or sergeant at the time of the action being acknowledged. In addition, the employee may have worked in any command but must have functioned in an administrative capacity for at least six months of the calendar year being acknowledged.

### **Crisis Intervention Team Officer of the Year**

The recipient must have been a Crisis Intervention Team certified officer who consistently ran a high volume of Crisis Intervention Team calls and was recognized as having a professional and productive relationship with personnel at the NeuroPsychiatric Center and Mobile Crisis Outreach Team during the calendar year being acknowledged.

The Crisis Intervention Team employee could have held any rank and been assigned to any division in the department.

### **Differential Response Team/Community Service Officer of the Year**

The recipient must have been a certified differential response team officer or a community service officer who had a significant effect on the quality of life in the employee's assigned communities or initiated a system affecting the department or the community in a positive manner (e.g., community relations, an innovative approach to police service, or quality of life issues).

The employee must have held the rank of police officer and been an officer in a differential response team or have been a community service officer at the time of the honored action. In addition, the officer must have worked in one of these positions for at least six months of the calendar year being acknowledged.

### **Field Training Officer of the Year**

The recipient must have been actively training probationary police officers during the calendar year for which the employee is receiving the award. The recipient must have conducted training at an exceptional level through demonstrating exceptional courage, a lifesaving effort, outstanding investigative ability, or personal initiative in a problem-solving program; or the

employee initiated a system affecting the department or the community in a positive manner (e.g., community relations, an innovative approach to police service, or quality of life issues).

The recipient could have held any rank, but must have been both certified to train probationary police officers and working as a field training officer for at least six months of the calendar year being acknowledged. The actions being acknowledged must have occurred while the field training officer was training a probationary police officer.

### **Patrol Officer of the Year**

This award may be presented to a patrol officer who has demonstrated exceptional courage, a lifesaving effort, outstanding investigative ability, or personal initiative in a problem-solving program; or the officer initiated a system affecting the department or the community in a positive manner (e.g., community relations, an innovative approach to police service, or quality of life issues). This award may also be presented to a patrol officer who has demonstrated outstanding work performance throughout the year by example of exemplary work ethics, dedication to excellence, or a desire to make a difference in the community.

The actions noted for the award must have occurred at least one year after the officer's sworn date. The employee must have held the rank of police officer and been assigned to a patrol position at the time of the action being acknowledged.

### **Proactive Investigator of the Year**

An officer may receive this award when the employee has demonstrated self-initiative, expertise, and professionalism in solving crimes, and has been relentless in apprehending suspects. An officer may receive this award when the employee has demonstrated excellent investigative skills when conducting criminal investigations or when planning and implementing crime prevention initiatives concerning the community. In addition, the recipient must have a good working relationship with other employees.

The recipient must have held the rank of police officer and been assigned to a proactive investigative squad in an investigative division at the time of the action being honored and for at least six months of the calendar year being acknowledged.

### **Reactive Investigator of the Year**

An officer may receive this award when the employee has demonstrated self-initiative, expertise, and professionalism in solving crimes, and has been relentless in apprehending suspects. An officer may receive this award when the employee has demonstrated excellent investigative skills when conducting criminal investigations or when planning and implementing crime prevention initiatives concerning the community. In addition, the recipient shall have a good working relationship with other employees.

The recipient must have held the rank of police officer and been assigned to a reactive investigative squad in an investigative division at the time of the action being honored and for at least six months of the calendar year being acknowledged.

### **Partners of the Year**

This award may be presented to two classified employees who have worked in partnership and who have demonstrated exceptional courage, a lifesaving effort, outstanding investigative ability, personal initiative in a problem-solving program, or unwavering determination in solving crimes; and who have been relentless in apprehending suspects. The recipients do not have to be regular partners or work in the same division, but must have worked together for the actions being acknowledged.

The recipients must have held the rank of police officer, senior police officer, or sergeant at the time of the action being honored.

### **Senior Police Officer of the Year**

This award may be presented to a senior police officer who has demonstrated leadership among peers, exceptional courage, a lifesaving effort, outstanding investigative ability, or personal initiative in a problem-solving program; or the officer initiated a system affecting the department or the community in a positive manner (e.g., community relations, an innovative approach to police service, or quality of life issues).

The actions noted for the award must have occurred at least twelve years after the officer's sworn date and the officer must have been designated as a senior police officer at the time of the action being honored.

### **Specialized Officer of the Year**

This award may be presented to an officer of any rank who has trained and worked for a nonpatrol specialized unit of the department. In that assignment, the recipient must have demonstrated exceptional knowledge of the respective job or outstanding investigative ability and initiative in helping in an investigation. In addition, the recipient shall have a good working relationship with other employees. The employee may also have performed an act or a series of acts over a period of time that demonstrated a high degree of professional excellence through the success of a difficult tactical situation or a series of tactical situations.

A supervisor selected for this award must have demonstrated outstanding leadership abilities or a willingness to lead by example, or have been crucial in improving the relationship between the department and the community.

The recipient must have worked in the specialized unit for at least six months of the calendar year being acknowledged. Specialized units include Mounted Patrol, Patrol Canine Detail, Bomb Squad, Special Weapons and Tactics (SWAT) Detail, Driving While Intoxicated (DWI) Task Force, Truck Enforcement Unit, Marine Unit, or any unit requiring unique training and having a primary responsibility other than responding to calls for service and designated as such by the Chief of Police.

### **Tactical Officer of the Year**

An officer may receive this award if the employee's knowledge, expertise, self-initiative, or investigative ability led to the arrest of a high risk and/or high profile criminal. It may also be awarded to an officer who over the course of a year performed outstandingly and due to performance, a noticeable reduction in crime was realized in the officer's assigned area.

The recipient must have held the rank of police officer and been an officer in a divisional gang unit or divisional tactical unit, or the Crime Reduction Unit at the time of the honored action. In addition, the officer must have worked in one of these units for at least six months of the calendar year being acknowledged.

### **Technical Support Employee of the Year**

This award may be presented to an officer of any rank who has demonstrated exceptional skill in a job function or personal initiative in a problem-solving program, or has initiated a system affecting the department or the community in a positive manner (e.g., community relations, an innovative approach to police service, or quality of life issues).

Most of the recipient's duty assignments had to include technical support job functions such as polygraph, computer or electronic equipment operations, or tasks related to a specialized craft or scientific field of expertise.

The employee must have been in the technical support job assignment at the time of the action being honored and for at least six months of the calendar year being acknowledged.

### **Undercover Investigator of the Year**

This award may be presented to an investigative officer who demonstrated self-initiative, expertise, or unwavering determination in solving crimes while working in an undercover capacity. An officer may also receive this award when the employee demonstrated excellent investigative skills while conducting undercover criminal investigations that led to significant arrests or seizures of property or contraband.

The recipient must have held the rank of police officer at the time of the action being honored. Additionally, the officer must have worked in an undercover capacity in an investigative division for at least six months of the calendar year being acknowledged.

### **Rookie of the Year**

This award may be presented to a first-year patrol officer who has demonstrated exceptional courage, a lifesaving effort, outstanding investigative ability, or personal initiative in a problem-solving program; or the officer initiated a system affecting the department or the community in a positive manner (e.g., community relations, an innovative approach to police service, or quality of life issues).

The actions noted for the award must have occurred within one year following the officer's sworn date.

## **CLASSIFIED/CIVILIAN AWARDS**

### **Instructor of the Year**

This award may be presented to any employee whose teaching added significant value to the mission and goals of the department. The employee must have been a Texas Commission on Law Enforcement (TCOLE) certified instructor for the department at the time of the action being honored and have developed or implemented lesson plans that benefited the employees of this or other departments.

The employee may have held any classified rank or civilian classification and have been assigned to any division, but must have performed in an instructor capacity at the time of the action being honored.

### **Lifetime Achievement Award**

This award may be presented to any employee who over the course of a career has exemplified the highest standards of service to the department by virtue of diligence, dedication, and character. This employee also will have displayed unselfish devotion to the department and performed admirably over the course of the employee's career.

The employee may hold any classified rank or civilian classification, but must have completed at least 20 years of service with the department.

## **CIVILIAN AWARDS**

One of the following awards may be presented to a full-time civilian employee who demonstrated exceptional performance or made contributions to the department beyond normal expectations and responsibilities. Efforts may have included innovative approaches to work assignments, initiation of cost reduction measures, or providing exceptional customer service. Any employee may nominate a civilian employee for up to two applicable Police Week awards per nominee per calendar year. Each award nomination must be submitted on a separate nomination form.

The employee must have held a job classification appropriate for the award for at least six months of the calendar year being acknowledged. The action being honored must have occurred while the employee held that classification level. Categories are based on, but not exclusively to, the Equal Employment Opportunity Job (EEOJ) classifications. Eligible EEOJ codes are included below for each award category. See *Attachment B* for job titles and EEOJ codes. If a position is not listed on *Attachment B*, contact the Employee Services Division (ESD) for the EEOJ code assigned to the job title.

### **Civilian Manager of the Year**

This employee supervised two or more units or one unit with a major department function, or supervised supervisors (direct and indirect reports). EEOJ code A and applicable code B positions.

### **Civilian Supervisor of the Year**

This employee was a first-line supervisor. EEOJ codes B, C, and E first-line supervisor positions only.

### **Civilian Administrative/Para-Professional Employee of the Year** (non-supervisory position)

This award is restricted to non-supervisory administrative, secretarial, and clerical positions. EEOJ code F, but also applicable positions in codes B and E.

### **Civilian Professional Employee of the Year** (non-supervisory position)

This non-supervisory employee was tasked with significant responsibility that had a direct impact on administering department policy, finance, public relations, legal issues, or delivering a unique service to the department or residents of the city. EEOJ code B non-supervisory positions.

### **Civilian Support Services Employee of the Year**

This award is restricted to mobility service officers (EEOJ code D), police telecommunicators and senior police telecommunicators (EEOJ code C), police service officers and senior police service officers (EEOJ code E), aircraft mechanics, senior aircraft mechanics, stable attendants, drivers, car attendants, and custodians (EEOJ codes G and H).

### **Civilian Technical Employee of the Year** (non-supervisory position)

This award is a restricted category that includes non-supervisory technical job functions such as photography, computer or electronic equipment operations, or tasks related to a specialized craft or scientific field of expertise. EEOJ code C and applicable EEOJ code B.

**GENERAL ORDER 200-20  
ATTACHMENT B  
CIVILIAN EEOJ CODES AND POSITIONS**

***(Code A – Professional)***

A Administration Manager  
A Administration Manager (Ex)  
A Assistant Director  
A Assistant Police Administrator  
A Chief Inspector  
A Criminalist Lab Manager  
A CH Staff-Mayor Office Ex Level  
A Deputy Director  
A Deputy Director F&A (Ex)  
A Division Manager  
A Police Administrator  
A Senior Superintendent

***(Code B – Professional)***

B Accountant Associate  
B Administrative Assistant  
B Administrative Coordinator  
B Administrative Specialist  
B Administrative Supervisor  
B Affirmative Action Specialist  
B Assistant Operations Manager  
B Assistant Shop Manager  
B Buyer  
B Car Attendant Supervisor  
B Communications Specialist Supervisor  
B Communications Technician Supervisor  
B Community Involvement Coordinator  
B Community Liaison  
B Contract Compliance Supervisor  
B Counselor  
B Criminal Intelligence Analyst  
B Criminalist  
B Criminalist Specialist  
B Financial Analyst I  
B Financial Analyst II  
B Financial Analyst III  
B Financial Analyst IV  
B Fingerprint Technician Supervisor  
B Fixed Asset Manager  
B Hearing Officer  
B Human Resources Assistant

B Human Resources Specialist  
B Human Resources Supervisor  
B Inventory Management Supervisor  
B IRM Manager  
B IT Project Manager  
B Management Analyst I  
B Management Analyst II  
B Management Analyst III  
B Management Analyst IV  
B Microcomputer Analyst  
B Office Service Manager  
B Office Supervisor  
B Operations Manager  
B Operations Supervisor  
B Planner Leader  
B Procurement Specialist  
B Programmer Analyst I  
B Programmer Analyst II  
B Programmer Analyst III  
B Programmer Analyst IV  
B Public Information Officer  
B Records Supervisor  
B Senior Accountant  
B Senior Buyer  
B Senior Community Liaison  
B Senior Contract Administrator  
B Senior Contract Compliance Officer  
B Senior Counselor  
B Senior Fixed Asset Specialist  
B Senior Human Resources Specialist  
B Senior Microcomputer Analyst  
B Senior Public Loss Investigator  
B Senior Staff Analyst  
B Senior Trainer  
B Shop Manager  
B Stable Supervisor  
B Staff Analyst  
B Staff Psychologist  
B Superintendent  
B Systems Accountant II  
B Systems Accountant III  
B Systems Consultant  
B Systems Support Analyst IV  
B Trainer

**(Code C – Technical)**

C Automotive Service Writer  
C Communications Specialist  
C Community Service Inspector  
C Computer Operator  
C Fingerprint Technician  
C Forensic Photographer  
C Forensic Photographer Supervisor  
C Imaging Technician  
C Offset Press Operator  
C Police Telecommunicator  
C Radio Installer  
C Senior Communications Specialist  
C Senior Communications Technician  
C Senior Computer Operator  
C Senior Fingerprint Technician  
C Senior Imaging Technician  
C Senior Inspector  
C Senior Offset Press Operator  
C Senior Police Telecommunicator  
C Technical Hardware Analyst I  
C Technical Hardware Analyst II  
C Technical Hardware Analyst III  
C Telecommunications Specialist  
C Web Designer  
C Web Production Assistant

**(Code D – Protective Services)**

D Mobility Service Officer

**(Code E – Para-Professional)**

E Administrative Associate  
E Fixed Asset Specialist  
E Police Service Officer  
E Senior GIS Technician  
E Senior Police Service Officer

**(Code F – Office & Clerical)**

F Account Clerk  
F Administrative Aide  
F Clerk  
F Clerk Typist  
F Customer Service Clerk  
F Data Entry Operator  
F Executive Office Assistant  
F Fixed Asset Clerk  
F Human Resources Technician  
F Inventory Management Clerk  
F Office Assistant  
F Payroll Clerk  
F Receptionist  
F Records Technician  
F Senior Account Clerk  
F Senior Clerk  
F Senior Data Entry Operator  
F Senior Inventory Management Clerk  
F Senior Office Assistant  
F Senior Payroll Clerk  
F Senior Word Processor  
F Word Processor

**(Code G – Skilled Craft)**

G Aircraft Mechanic  
G Mechanic I  
G Mechanic II  
G Mechanic III  
G Senior Aircraft Mechanic  
G Truck Driver

**(Code H – Service/Maintenance)**

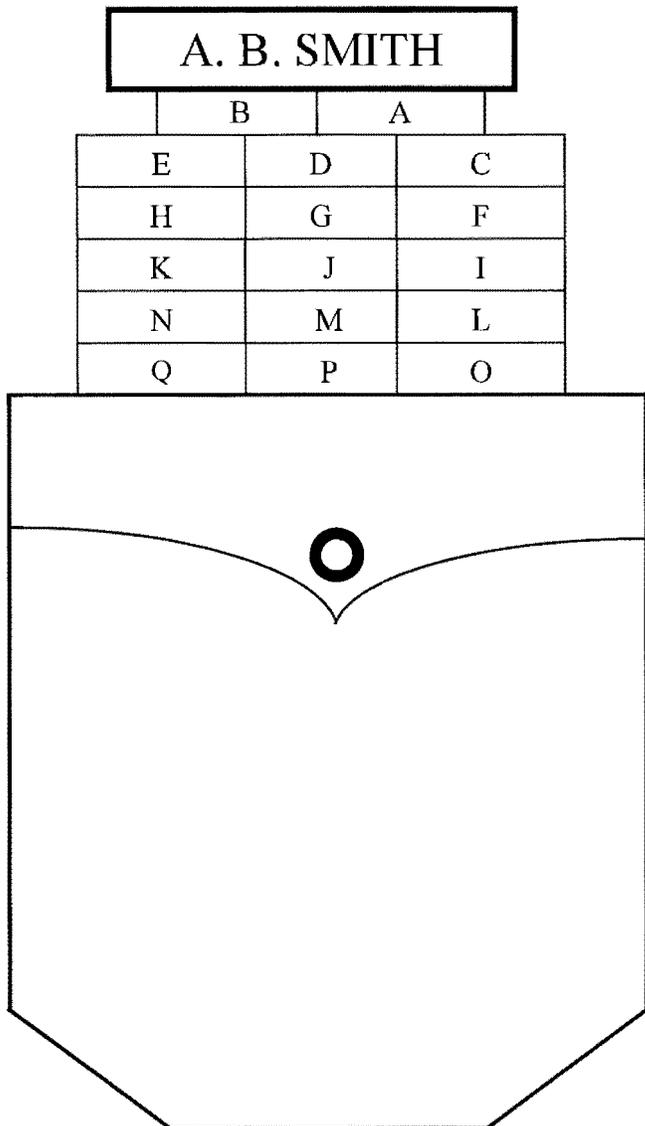
H Car Attendant  
H Custodian  
H Laundry Worker  
H Semi-Skilled Laborer  
H Stable Attendant

# GENERAL ORDER 200-20

## Attachment C – Placement Example

Order of Ribbon Precedence (1-32) is listed for Placement in Positions A – Q on Ribbon Bar.

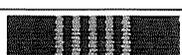
**Example:** If you have ribbons 1, 2, 7, 12 and 18, then they would be in the sequential positions of A, B, C, D and E on a two level bar.



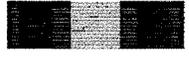
### ORDER OF PRECEDENCE

Ribbon Image	Vanguard Part #	Award Name	Device Image
1	3646	Medal of Valor	★
2	3506	Blue Heart Award	★
3	3318	Sgt. Paul S. Weido Lifesaving Award	★
4	1350	Meritorious Service Award	★
5	3601	Hostile Engagement Award	★
6	3624	Star of Texas Award	★
7	3508	HPD Police Week Award	★
8	3706	100 Club Officer of the Year Award	★
9	3500	iACP Award	★
10	4022	Distinguished Command Award	★
11	3242	Mayor's Commendation	★
12	3501	Chief of Police Commendation	★
13	5213	Chief of Police Unit Citation	★
14	3714	Award of Excellence	★
15	4216	Honorable Conduct Ribbon	★
16	3003	Hazardous Deployment Ribbon	★
17	1501	Natural Disaster Ribbon	★
18	4007	Academic Achievement Ribbon	◆ ⚡ ⚡ ⚡
19	5000	Military Service Ribbon	
20	3302	National Leadership Academy Ribbon	★
21	3227	Master Peace Officer Ribbon	
22	1502	Hostage Negotiation Team Ribbon	👮 👮
23	3707	TCOLE Instructor	👮
24	3512	Special Response Group Ribbon	👮 🚒
25	5154	Field Training Officer Ribbon	F
26	3500	CIT Ribbon	I
27	4024	Physical Agility Ribbon	★
28	3616	Safe Driving Ribbon	★
29	3613	Differential Response Team Ribbon	
30	3606	Crime Suppression Team Unit Ribbon	
31	5129	Traffic Enforcement Ribbon	★
32	1130	Crime Prevention Specialist Ribbon	

**Attachment D - Ribbon and Device Descriptions**

<b>Ribbon Image</b>	<b>Part #</b>	<b>Award Name</b>	<b>Device Image</b>	<b>Eligible Device Requirements</b>
<b>Awards Presented at Awards Ceremony</b>				
	3646	Medal of Valor	★	Subsequent Issuance of Award up to 4 Stars
	3506	Blue Heart Award	★	Subsequent Issuance of Award up to 4 Stars
	3318	Sgt. Paul S. Weido Lifesaving Award	★	Subsequent Issuance of Award up to 4 Stars
	1350	Meritorious Service Award	★	Subsequent Issuance of Award up to 4 Stars
	3601	Hostile Engagement Award	★	Subsequent Issuance of Award up to 4 Stars
	3624	Star of Texas Award	★	Subsequent Issuance of Award up to 4 Stars
	3508	HPD Police Week Award	★	Subsequent Issuance of Award up to 4 Stars
	3706	100 Club Officer of the Year Award	★	Subsequent Issuance of Award up to 4 Stars
	3500	International Association of Chief of Police Award	★	Subsequent Issuance of Award up to 4 Stars
	4022	Distinguished Command Award	★	Subsequent Issuance of Award up to 4 Stars
	3242	Mayor's Commendation	★	Subsequent Issuance of Award up to 4 Stars
	3501	Chief of Police Commendation	★	Subsequent Issuance of Award up to 4 Stars
	5213	Chief of Police Unit Citation	★	Subsequent Issuance of Award up to 4 Stars
	3714	Award of Excellence	★	Subsequent Issuance of Award up to 4 Stars
<b>Awards Not Presented at Awards Ceremony</b>				
	4216	Honorable Conduct Ribbon	★	Subsequent Issuance of Award up to 4 Stars
	3003	Hazardous Deployment Ribbon	★	Subsequent Issuance of Award up to 4 Stars

### Attachment D - Ribbon and Device Descriptions

	1501	Natural Disaster Ribbon		Subsequent Issuance of Award up to 4 Stars
	4007	Academic Achievement Ribbon		BA or BS- silver diamond; MS - silver lamp; Ph.D. - gold lamp; J.D. - gold torch
	5000	Military Service Ribbon		Star for each combat deployment up to 4 Stars
	3302	National Leadership Academy Ribbon		Subsequent Issuance of Award up to 4 Stars
	3227	Master Peace Officer Ribbon		
	1502	Hostage Negotiation Team Ribbon		Silver Oak Leaf - Advanced HNT Certification; Gold Oak Leaf- Master HNT Certification
	3707	TCOLE Instructor		Silver Oak Leaf for Advanced TCOLE Instructor Certification
	3512	Special Response Group Ribbon		Silver C awarded upon completion of Crowd Dispersal Team (CDT) School - Hurricane awarded upon completion of high water rescue training
	5154	Field Training Officer Ribbon		Silver E awarded serving as a Field Training Evaluator (FTE)
	3600	CIT Ribbon		Gold Hour Glass for being assigned to Crisis Intervention Response Team (CIRT) or Chronic Consumer Stabilization Initiative (CCSI)
	4024	Physical Agility Ribbon		Subsequent Issuance of Award up to 4 Stars
	3616	Safe Driving Ribbon		
	3613	Differential Response Team Ribbon		
	3606	Crime Suppression Team Unit Ribbon		
	5129	Traffic Enforcement Ribbon		Single Star for each: DWI Taskforce, Drug Recognition Expert, Truck Enforcement, Intoxilizer Operator
	1130	Crime Prevention Specialist Ribbon		