	Houston Independent School District Police Department Directives	DIRECTIVE: 420-022
	SUBJECT: Employee Awards and Recognition	EFFECTIVE DATE: April 2, 2014 REVISED DATE: June 30, 2022

PURPOSE

This policy identifies the presentation procedures and categories of departmental awards. This directive applies to all Houston Independent School District Police Department Personnel.

POLICY

The Houston ISD Police Department's policy is to recognize and encourage those employees who have given exceptional service to the department and the community or those who have attained exceptional goals or achievements.

The HISD Police Department will develop and maintain programs and services to recognize and award employees for their performance. All personnel is encouraged to nominate individuals for awards or recognition for outstanding job performance, heroism, professional achievements, student service, and fellow employees.

DEFINITIONS

Annual Awards: Presented each year at an appropriate type of ceremony. Nominations are based on service or actions during the previous year.

Awards Committee: A committee/board appointed by the Chief of Police or designee to review, investigate, and make recommendations regarding nominations for departmental awards. A sergeant or employee of higher rank chairs the Committee. Other members include two (2) sworn officers and one (1) civilian employee.

RESPONSIBILITY

Committee Chairperson

The chairperson will be responsible for convening a meeting of the Awards Committee within two weeks of receiving nominations for a department award.

It will be the responsibility of the Awards Committee to review and make recommendations concerning issuing a department medal, award, citation, or other recognition within one week of having been convened by the Chief of Police.

PROCEDURES

Nominations

The Awards Committee will accept nominations for awards for acts between July 1 of the previous school year and July 31 of the current school year. I.E., An employee who committed an act of bravery on July 15, 2021. The same officer saved a student's life on July 20, 2022. The employee's supervisor can nominate both acts because they occurred during the time outlined above.

It is the responsibility of all department personnel to nominate those who have displayed superior work and fulfill the qualifications for department awards. Each nomination must be accompanied by all

available supporting documentation or should be referenced to be easily located. Nominations are not required for awards made for proficiency, skill, safety, or length of service

AWARD RECOMMENDATIONS

The Awards Committee will review and make final decisions on recommendations for the following awards:

1. Medal of Valor Ribbon
2. Medal of Honor Ribbon
3. Life-Saving Ribbon
4. Meritorious Conduct Ribbon
5. Eagle Award Ribbon
6. Field Training Officer Ribbon
7. Community Service Award Ribbon
8. Rookie of the Year Award Ribbon
9. Officer of the Year Award Ribbon
10. Supervisor of the Year Award Ribbon
11. Patrol Officer of the Year Award Ribbon
12. Campus Officer of the Year Award Ribbon
13. Dispatcher of the Year Award Ribbon

The following will be awarded yearly upon selection as specified in this directive:

1. Supervisor of the Year
2. Officer of the Year
3. Rookie of the Year
4. Civilian Employee of the Year
5. Campus Officer of the Year
6. Dispatcher of the Year
7. Field Trainer of the Year

The Chief of Police or designee may authorize awards not listed in this directive. Any member of the Houston ISD Police Department may recommend a citizen's certificate of recognition to be awarded to private citizens, regardless of residency, for their actions assisting the Houston ISD Police Department and any of its members.

MAJOR AWARD ELIGIBILITY CRITERIA

Any employee, regardless of rank, classification, or position, may nominate for an applicable award any individual (employee or not) the employee believes has demonstrated actions deserving recognition.

All major award nominations shall be submitted directly to the Awards Coordinator. Support documentation such as incident reports, medical reports, witness statements, and other pertinent information should be attached to the form. All nominations must be forwarded to the awards coordinator within six months of the significant occurrence. If an internal investigation is in progress and related to the nominee, the supporting documentation should 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 Committee.

All major awards outlined in this section shall be conferred to each recipient in a presentation binder with a citation page and a certificate. Awards shall be presented at an awards ceremony as closely as practical to the events for which the employees are honored.

Medal of Honor

The Police Medal of Honor is the highest award in the department. To be awarded to an officer who voluntarily distinguishes themselves conspicuously by gallantry and extraordinary heroism. The act must be more than normal demands and of such a nature that the officer was fully aware of the imminent threat to their safety and acted above and beyond the call of duty at the risk of their life.

Police Medal of Valor

The Police Medal of Valor Award may be presented to officers who received life-threatening injuries while acting judiciously and in the line of duty. Officers may be eligible to receive the Police Medal of Valor in conjunction with another, such as the Meritorious Service Award or the Lifesaving Award. Injuries due to negligence or minor injuries not requiring hospitalization are not eligible.

Life-Saving Award

Awarded to any employee for the saving of human life. This award is intended for all employees directly responsible for saving human life. Documentation and supporting evidence, such as statements from witnesses, supervisors, physicians, etc., must be included to substantiate the award.

This award may also be made where evidence indicates that the actions by the employee prolonged a human life to the extent of the victim being released to the care of medical authorities, even though the victim may later die. It may be awarded in addition to awarding a higher medal where the facts show the recipient is entitled to such award.

Meritorious Service Award

The Meritorious Service Award may be presented to officers who have distinguished themselves by one of the following:

- a. Conduct during a criminal investigation or law enforcement action while demonstrating a high level of courage.
- b. Actions resulting in the apprehension of a felon under dangerous or unusual circumstances.

Community Service Award

The Community Service Award is presented to members of the community who ;

1. Completed a minimum of 80 hours of community service within one year.
2. Submitted an original idea developed through a program development that resulted in significant changes in departmental procedures and improved service to the community.
3. Any act which may be of such an exceptional degree as to call community-wide awareness and desire to commend an employee.

Eagle Award

The Eagle Award recipient is chosen by the Chief of Police and presented to any department employee who demonstrated a high degree of professional excellence or initiative through the success of initiating,

developing, or implementing difficult projects, programs, or investigations. The performance shall not have involved personal hazard to the individual.

Campus Officer of The Year

This award may be presented to a campus officer who has demonstrated exceptional courage, a lifesaving effort, outstanding investigative ability, or personal initiative in a problem-solving program; or the officer who 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 an officer who has demonstrated outstanding work performance throughout the year by the 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 a police officer at the time of the action being acknowledged and have continuously served in that assignment for the previous twelve months.

Civilian Employee Of The Year

Open to any Houston ISD Police Department employee who does not hold a commission as a police officer. The nominee must have at least one (1) year of service at the time of their nomination and have demonstrated exemplary conduct and excellence in performing their duties for the preceding years.

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 relentlessly apprehending suspects. An officer may receive this award when the employee has demonstrated excellent investigative skills when conducting criminal investigations or planning and implementing crime prevention initiatives in the community. In addition, the recipient must have a good working relationship with other employees.

The recipient must have held the rank of a 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.

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 certified to train probationary police officers and working as a field training officer for at least six months of 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 who 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 an officer who has demonstrated outstanding work performance throughout the year by the 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 a police officer at the time of the action being acknowledged and have continuously served in that assignment for the previous twelve months.

Police Cross

Awarded to the family of an officer who loses their life performing their 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. A flag will be presented to the family member.

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 who 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.

Supervisor Of the Year

This award may be presented to a 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. In addition, the sergeant must have worked as a patrol supervisor for at least six months of the calendar year being acknowledged.

Tele-Communicator of the Year

Presented to a dispatcher who displays superior performance above and beyond normal expectations and demonstrates exceptional skills while performing job duties. Remains professional while performing job duties. Displays a willingness to help in crises and emergencies. General willingness to help others and promote teamwork, including but not limited to a positive rapport with the public, system users, and coworkers. Give more of themselves for the good of the organization.

ASSIGNMENT AWARD RIBBONS

Assignment award ribbons are awarded to commend officers and employees for individual achievements in the law enforcement profession. The following ribbons are based on an officer's assignment or achievement of education. The Awards Committee does not vote on these awards.

Master Peace Officer Ribbon

Awarded to any classified employee who attains their TCOLE Master Peace Officer Certification.

Advanced Peace Officer Ribbon

Awarded to any classified employee who attains their TCOLE Advanced Peace Officer Certification.

Intermediate Peace Officer Ribbon

Awarded to any classified employee who attains their TCOLE Intermediate Peace Officer Certification.

Basic Peace Officer Ribbon

Awarded to any classified employee who attains their TCOLE Basic Peace Officer Certification.

TCOLE Instructor Ribbon

Awarded to any classified employee who attains their TCOLE Instructor Certification.

Field Training Officer Ribbon

Awarded to any classified employee who has completed the FTO Instructor Course and has trained more than three probationary officers in the past school year.

Crisis Intervention Officer Ribbon

Awarded to any classified employee who has completed the TCOLE course #1850. The employee must provide proof of the completion of the course.

Firearms Instructor Ribbon

Awarded to any classified employee who has completed and passed the Firearms Instructor course. The employee must provide proof of the completion of the course.

Canine Officer Ribbon

Awarded to any classified employee who has been certified by the National Narcotics Detection Dog Association. The employee must provide proof of the completion of the course.

Emergency Response Team Officer Ribbon

Awarded to any classified employee who has completed the Emergency Response Team training course. The employee must provide proof of the completion of the course.

Crisis Intervention Officer Ribbon

Awarded to any classified employee who has completed the TCOLE course #1850. The employee must provide proof of the completion of the course.

Investigative Detective Ribbon

Awarded to any classified employee who is currently assigned to the Investigations Unit. Previous service can also be recognized.

Tele-Communicators Ribbon

Awarded to any classified employee who is currently assigned to the Dispatch and has been awarded a Basic Tele-Communicators license by TCOLE.

CORE Officer Ribbon

Awarded to any classified employee who is currently assigned to the CORE Unit. Previous service can also be recognized.

DARE Officer Ribbon

Awarded to any classified employee who has completed the DARE Officer training course.

Safe Driving Award

This award is based on five (5) year increments of safely driving department-owned or leased vehicles. The employee will not qualify for the award if one of the following exists:

1. A chargeable motor vehicle accident that may require reporting to the State (ST-3), or
2. The officer has caused vehicle damage that must be reported under the guidelines of the Accident Review Board (refer to departmental procedures for reporting an accident and equipment damage).
3. Any formal sustained documented reprimand regarding unsafe driving practices.

Once the Internal Affairs Division indicates in writing that an officer has no chargeable accidents, damaged vehicles, or formal sustained documented reprimands regarding unsafe driving practices during the qualifying period, the award will be issued automatically without a board vote.

Academic Achievement Ribbon

To be awarded upon completion of a four-year College Degree (Bachelors) or above from an accredited university. The award will be made without a vote of the board upon receipt of proof of diploma.

Military Service Ribbon

Awarded to a classified employee who has honorably completed two or more years of service in any Armed Forces branch of the United States. The award will be made without a vote of the board upon receipt of proof from the employee.

FBI LEEDA/National Academy/Senior Management Institute for Police

Awarded to a classified employee who has completed a professional development course from FBI LEEDA, FBI National Academy, or PERF. The award will be made without a vote of the board upon receipt of proof from the employee.

Law Enforcement Management Institute of Texas (LEMIT)

Awarded to a classified employee who has completed one or more professional development courses from LEMIT. The award will be made without a vote of the board upon receipt of proof from the employee.

CERTIFICATE OF MERIT AWARD

A Certificate of Merit Award may be presented to any police employee for the outstanding performance of their duties under unusual, complicated, or hazardous conditions over any period. The Certificate of Merit may be awarded to any police employee from another law enforcement agency qualifying under the above conditions if earned while aiding, assisting, or working with any Houston ISD Police Department officer.

Employees may receive a Certificate of Merit under the following conditions:

1. To be awarded to any police employee for outstanding contributions to law enforcement in general and to any employee in cases where the service of said employee has contributed, to a high degree, to the success of a difficult project or job over a period of time.
2. To be awarded to any police employee who demonstrated the outstanding and superior performance of any police "assignment" over one (1) year. This will only be awarded to those employees whose performance of police "duties" are exceptional and place them above and beyond all others of equal position.

3. To be awarded to any police employee for outstanding heroic or meritorious deeds of such a nature that they would not be eligible for a higher award, but under no circumstances will this award be given in conjunction with another higher award for the same service or deeds.

Recommendations for this award must come from the employee's supervisor. Recommendations will be routed to the awards selection board, which will take action within five (5) working days.

SERVICE BAR

To be given upon completion of 2, 5, and additional 5-year increments of continuous employment with the Houston ISD Police Department. Any employee meeting the qualifying criteria should contact their immediate supervisor. The award will be made without a vote of the board upon receipt of proof of certification. See HISD Police Department Directive 430-002 Equipment and Uniforms for proper wear of the service bar.

CHIEF'S LETTER OF COMMENDATION

A letter from the Chief of Police commending an employee for a specific action worthy of special recognition.

SELECTION PROCESS FOR AWARDS

Any department member may submit a letter of nomination for another member or person detailing the qualifications of the named individual for the award. The nomination letter must be routed through the nominated employee's immediate supervisor, who will attach their comments and, if necessary, provide additional information which might be helpful to the awards selection board in determining the nominee's qualifications for the award.

If the nominating employee is the nominated employee's immediate supervisor, the nomination letter will be submitted directly to the Awards Committee. In all other cases, the immediate supervisor of the nominee will forward the letter of nomination with any comments directly to the Awards Committee and, at the same time, notify the nominee of the nomination.

The deliberations of the Awards Committee will be confidential. The board will render a vote on each nomination received. In the sole judgment of the board, awards appropriate to the cited actions will be given upon approval of a two-thirds vote of the board. Upon the vote, an Awards Committee action report will be completed and distributed to the nominator, nominee, and supervisor and posted.

The appeal of disapproval of a nomination by the board will be in writing by the nominee, nominator, or nominee's supervisor, who will be allowed to appear before the board to plead their case. Second disapproval by the board is final and subject to reversal only if additional evidence is brought to the board's attention. Third, disapproval by the board is final and not subject to reversal.

PRESENTATION OF AWARDS

Upon certification by the Awards Committee, those specific individuals have met the criteria for those awards specified in this directive; the Committee would formally approve the awards. The recipients of all other awards will be presented to the Chief of Police. The Chief or his designee will present each award in a ceremony appropriate to the status of the award.

Award recipients will receive the following:

1. Medal of Honor and Medal of Valor will receive a uniform bar, a ribbon medal for special dress occasions, a plaque, and a certificate of award.
2. Police Cross: The surviving member of the officer's family will receive a flag and certificate.
3. All other non-annual awards will receive a uniform bar.
4. Supervisor, Officer of the Year, Rookie of the Year, Campus Officer of the Year, Tele-Communicator of the Year, and Investigator of the Year will receive a uniform bar and plaque.
5. Civilian Employee of the Year will receive a uniform bar and plaque if in a uniformed position.
6. Non-uniformed personnel will receive a plaque and certificate.

All assignment award ribbons following awards will be forwarded to the immediate supervisor of the qualifying individual for presentation:







































Approved By



Pedro Lopez Jr., Chief of Police

ATTACHMENT A

HOUSTON ISD POLICE EMPLOYEE AWARDS AND RECOGNITION RIBBON

Ribbon Image	Vanguard Part #	Award Name	Device Image	Eligible Device Requirements
Order of Precedence Awards Presented at Awards Ceremony				
	3302	Medal of Honor	★	Subsequent Issuance of Award up to 4 Stars
	3646	Medal of Valor	★	Subsequent Issuance of Award up to 4 Stars
	3318	Life Saving Award	★	Subsequent Issuance of Award up to 4 Stars
	1350	Meritorious Conduct	★	Subsequent Issuance of Award up to 4 Stars
	3714	Eagle Award	★	Subsequent Issuance of Award up to 4 Stars
	3227	Master Peace Officer Ribbon		
	1501	Advanced TCOLE Ribbon	★	
	5214	Intermediate Peace Officer Ribbon		
	3506	Basic Peace Officer Ribbon		
	3707	TCOLE Instructor		Silver Oak Leaf for Advanced TCOLE Instructor Certification
	5154	Field Training Officer Ribbon	E	Silver E awarded serving as a Field Training Evaluator (FTE)
	3600	CIT Ribbon		
	3003	Firearms Instructor		
	4216	Canine Ribbon		
	3512	ERT	C	Silver C denotes Team Leader
	3606	Investigator		
	5129	Dispatcher	★	Gold star denotes Senior Dispatcher
	3242	CORE Ribbon		
	1130	DARE		
	3624	Community Service Award	★	Subsequent Issuance of Award up to 4 Stars
	5000	Military Service Ribbon	★	Star for each combat deployment up to 4 Stars
	4007	Academic Achievement Ribbon	◆   	Bachelors - silver diamond; Masters - silver lamp; Doctorate (PhD) - gold lamp; Juris Doctorate (J.D.) - gold torch
	4022	FBI LEEDA	★	Subsequent Issuance of 1, 2, 3
	3508	LEMIT RIBBON	★	Subsequent Issuance of Award up to 4 Stars
	3616	Safe Driving Ribbon		
	3613	Rookie of the Year Award		
	3500	Officer of the Year	★	Subsequent Issuance of Award up to 4 Stars
	3501	Supervisor of the Year	★	Subsequent Issuance of Award up to 4 Stars
	4024	Patrol Officer of the Year	★	Subsequent Issuance of Award up to 4 Stars
	1502	Campus Officer of the Year	★	Subsequent Issuance of Award up to 4 Stars
	5213	Dispatcher of the Year	★	Subsequent Issuance of Award up to 4 Stars
	3601	Field Training Officer of the Year Ribbon	★	Subsequent Issuance of Award up to 4 Stars
	3706	Investigator of the Year	★	Subsequent Issuance of Award up to 4 Stars