



## LINCOLN POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 1410  
**TOPIC:** RECOGNITION AND AWARDS  
**ISSUED BY:** TERESA EWINS, CHIEF OF POLICE  
**DATE:** 1-1-2022  
**SUPERSEDES:** G.O. 1410, 2017  
**REFERENCE:**

### I. POLICY

The Lincoln Police Department seeks to recognize commendable performance by employees. The purpose of this General Order is to describe the formal process for employee recognition. (26.1.2)

### II. PROCEDURE

A. Several means may be utilized to formally recognize employees for outstanding performance. In some cases, it is entirely appropriate for performance to be recognized in more than one way.

1. Employee Incident Report (EIR): The EIR is used to document exceptional performance and should be completed by the employee's supervisor whenever outstanding work comes to their attention, even when the performance results in some other form of recognition as well.
2. Letter of Commendation: From time to time, the chief of police will issue a personal letter of commendation for excellent performance. Supervisors may request that the chief consider a letter for an employee by contacting the chief's office.
3. Mayor's Award of Excellence: The mayor maintains a program for recognizing outstanding performance by selecting a monthly and annual recipient. Any person may nominate an employee for this award.
4. Lincoln Police Department Awards: The department maintains a system of formal awards, administered by the Awards Committee.

#### B. Departmental Awards

1. The Lincoln Police Department Awards Committee will administer a program of awards and recognition for LPD employees. The Awards Committee will:
  - a. Be chaired by a command officer;
  - b. Be comprised of the chair and eleven voting members;

- c. Establish bylaws and operating procedures, subject to approval by the chief of police.
2. The Awards Committee will receive nominations from employees and bestow the following awards, in order of precedence:
  - a. Police Medal of Honor: Awarded to officers who voluntarily distinguish themselves through a conspicuous act of gallantry and heroism, in circumstances where the officer was fully aware of the threat and acted above and beyond the call of duty at the risk of life and limb.
  - b. Meritorious Conduct: Awarded for heroic deeds of courage at risk of personal safety, or for meritorious service above and beyond the call of duty in assignments of great responsibility.
  - c. Life Saving: Awarded for saving a human life. This award may be bestowed with any other award, if merited.
  - d. Valiant Action: Awarded for valiant lifesaving efforts even though the victim perished. This award may be bestowed with any other award, if merited.
  - e. Exceptional Duty: Awarded for excellence in police work, or outstanding performance of duties under unusual, complicated, or hazardous conditions. Also awarded for outstanding performance over a prolonged period of time or for designing and implementing exemplary problem-solving projects in cooperation with the community.
  - f. Civic Achievement: Awarded for exemplary performance in voluntary off-duty community service or civic affairs.
  - g. Safe Driver: Awarded to employees who have had no preventable crashes as determined by the Safety Committee, at three-year increments. Employees who operate vehicles for at least half of their work time are eligible.
  - h. Marksmanship: Awarded to officers who have maintained a sidearm qualification score of at least 95% for three consecutive qualifications.

- i. Physical Fitness: Awarded to employees who successfully meet department fitness standards, as recognized by the Personnel Sergeant through participation in annual assessment for three consecutive years.
- 3. Each of these awards will be recognized with a suitable plaque or certificate and will be accompanied by an award ribbon which may be worn as part of the uniform.
- 4. Safe Driver, Marksmanship and Physical Fitness awards will be presented to employees by their supervisor. All other awards will be presented personally at a department awards ceremony.

C. Other Department Recognition

- 1. Police Officer of the Year: The Awards Committee will select an officer in January to represent the department throughout the year. Nominations may be made by any employee but must be presented through the endorsement of the Team or Unit commanding officer by December 31st. The nomination should be based primarily on exemplary service during the preceding year. Nominees may be awarded the Exceptional Duty Award, if merited.
- 2. Civilian Employee of the Year: The Awards Committee will select a non-sworn employee following the same procedure as Police Officer of the Year.
- 3. Volunteer of the Year: The Awards Committee may select a community member who has performed regular volunteer service to the department following the same procedure as Police Officer of the Year.
- 4. Line of Duty Death: The Awards Committee will select an appropriate medal or token to be presented with a coffin flag to the survivors of any officer killed while on duty or in the performance of a law enforcement function while off-duty. Officers killed in the line of duty are eligible for any other department award, which may be bestowed posthumously.
- 5. Career Service: The chief of police will bestow an appropriate plaque or other token of appreciation upon employees who retire from service.
- 6. K-9 Service: The Awards Committee may present a suitable token of recognition to a police dog and its handler when the dog is killed, disabled, or retires from service.

D. Recognition for Members of the Public

- 1. Letter of Appreciation: Employees may request that a letter of appreciation be sent to a community member to acknowledge their service or assistance to the department. These requests should be forwarded to the requesting employee's unit manager or commanding officer. Several sample letters are available from the chief's office. A copy of the letter should be forwarded to the Awards Committee.
- 2. Certificate of Merit: The Awards Committee may bestow a certificate upon a community member or organization whose actions merit recognition by the police department.
- 3. Community Meritorious Conduct Award: Awarded to community members who voluntarily place themselves in danger while coming to the aid of an officer or another community member, or for deeds of courage at risk of personal safety.
- 4. Community Exceptional Service Award: Awarded for outstanding performance under unusual, complicated, or hazardous conditions. Also awarded for exemplary service over a prolonged period of time or for designing and implementing problem solving projects in the community.
- 5. Community Life Saving Award: Awarded for saving a human life, or for valiant life saving efforts, even though the victim may perish. This award may be bestowed with any other award, if merited.
- 6. These awards will be presented at the department awards ceremony, whenever possible.

E. Recognition for Outstanding Assistance from an Outside Law Enforcement Agency

- 1. Outside Law Enforcement Agency Certificate of Merit: Awarded to a law enforcement agency or a member of an agency, other than the Lincoln Police Department, for assistance which rises above and beyond the normal level of interagency cooperation. Whenever possible, this award may be presented at department award ceremonies.

F. Outside Award Nominations for LPD Employees

- 1. Nominations for outside awards may be made by any employee but must be approved by the nominated employees' chain of command prior to submission.