



CITY OF AKRON, OHIO
POLICE DIVISION
STEPHEN MYLETT, CHIEF OF POLICE

NUMBER P-2023-073	EFFECTIVE DATE September 25, 2023	RESCINDS
SUBJECT Awards and Recognition Procedure		ISSUING AUTHORITY Chief Stephen Mylett

I. PURPOSE

To recognize Akron Police personnel who perform their duties in an exemplary and extraordinary manner as well as citizens who perform heroic acts and/or contribute to the overall effectiveness of the Akron Police Department.

II. POLICY

It is the mission of the Akron Police Department to enhance the quality of life through crime prevention, enforcement of laws, promotion of safety, and the reduction of fear. At times, members of the department perform their duties in a manner that exceeds the high standards of this organization. There should be official recognition of these employees. Similarly, when a member of the public performs outstanding services to the community in the furtherance of police objectives, they are also deserving of the department's appreciation and recognition. This procedure provides guidelines for the special recognition of officers and citizens who have made unusually remarkable contributions towards the police mission in the line of duty.

III. DEFINITIONS

- A. Awards Review Committee (ARC): A committee composed of seven (7) members of the Akron Police Department who collectively review, approve, and make recommendations regarding specific award nominations to the Chief of Police. The Chief of Police will select one person who holds the rank of Captain or higher to serve as the ARC Chairperson. The ARC Chairperson, in consultation with the Chief of Police or his/her designee, will select the remaining members of the ARC. There will be at least one committee member represented from each of the three (3) subdivisions of the Department (Uniform, Investigations, and Support Services). ARC members will serve a minimum term of one (1) calendar year and no more than three (3) consecutive years. ARC members may, at any time, be removed from the ARC at the discretion of the Chief of Police.

IV. PROCEDURE

A. General Guidelines

1. To be considered and/or selected for any award set forth in this policy, an individual must first be nominated.

2. Only those nominations for acts/achievements/events occurring in the period under review shall be accepted for review.
 - a. If previously undisclosed information is revealed which may warrant an award to be issued retroactively, the Chief of Police or his/her designee may direct the ARC to review nominations from a previously reviewed period.
3. Nothing in this procedure prevents Bureau Chiefs or Unit Commanders from recognizing their employees formally or informally for accomplishments outside of those listed through written commendations, letters of appreciation or letters of recognition etc. All formal and informal awards or recognition shall be added to Blueteam.

B. Nomination Process

1. Any sworn member, except the Chief of Police, civilian employee, or member of the public may, and is encouraged to, submit a nomination for any commendation or award listed in this policy.
2. Sworn members should submit all nominations through BlueTeam. To submit a nomination, employees should select "*Awards and Commendations*" for the Incident Type and complete all detailed information. The BlueTeam should be forwarded to the Group called "Commendation Committee."

Alternatively, sworn members may submit a recommendation for a commendation or award via email to APDawards@akronohio.gov and attach a confidential detailing nomination information set forth in this section. The ARC is responsible for entering any nominations received via email into BlueTeam.

3. Civilian employees and any member of the public may make nomination submissions through the Chief's Office or Patrol Operations. Upon receipt of a nomination from a civilian employee or the public, the Chief's Office or Patrol Operations shall create a BlueTeam entry and attach the nomination to send it to the ARC.
4. Each nomination should include information that precisely explains the nominee's actions that would merit the award for which they are being nominated.
5. If there are multiple nominations arising out of a single event or accomplishment, the nomination submission should include a distinct narration for each nominee that supports the nomination.
6. The person submitting a nomination should include the following information as it would appear on the award:
 - Type of award for which the candidate is being nominated.
 - For sworn members: Nominee's full name, ID number, rank, and assignment.
 - For civilian nominations: Full name and assignment.
7. If a nominee is nominated for multiple awards, they should be reviewed for the highest award first and, if needed, they will be considered for other applicable awards.
8. All awards and nominations shall be copied to the member's personnel file by the ARC.

9. ARC members may nominate other employees for awards and are eligible to be nominated for awards; however, should an ARC member be nominated for any award, or should they nominate someone for an award, they shall recuse themselves from ARC committee discussions and votes regarding their nomination(s).

C. Selection Process

1. The ARC shall meet monthly to review and vote on nominations received. In the event of a tie, the Committee Chairperson shall serve as the tie-breaking vote.
2. Recommendations of the Committee shall be forwarded to the Chief of Police.
3. The Chief of Police shall make the final determination for all awards and commendations.
4. When selecting monthly/quarterly/annual awards as set forth in Section V(B), below, the ARC will select the top 3 nominations in each category and submit their recommendation to the Chief of Police for selection.

V. AWARDS, RECOGNITIONS, AND COMMENDATIONS

A. Awards Recognizing Actions in Special Situation(s)

1. **Medal of Valor:** The highest commendation presented to an officer for acts of personal bravery performed beyond the call of duty and involving an incontestable risk of life. Recipients of the police medal of valor shall receive a police medal of valor in addition to their commendation and ribbon. (medal and ribbon)
2. **Police Cross:** This award will be presented when an officer loses their life in the performance of 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. The immediate surviving family member will be awarded the medal. (medal)
3. **Police Shield:** This award will be presented to an officer who suffers serious bodily injury in the line of duty. Serious bodily injury includes an injury that leads to permanent disfigurement or long-term disability. (ribbon)
4. **Police Lifesaving Award:** This award will be presented to an officer or officers who rescued or attempted to rescue a fellow officer or any person from imminent danger, or who performed actions that directly contributed to preserving a human life. (ribbon)
5. **Human Relations Award:** This award is presented to an officer or officers who have gone above and beyond the call of duty in their response to fellow human beings, solved a significant community problem, or shown a commitment to community policing by including and encouraging community members to participate in efforts to prevent crime, promote safety, and reduce fear. (ribbon)
6. **Distinguished Service Award:** This award is presented to officers who demonstrate a high degree of personal initiative, perform substantially beyond standard requirements in an exemplary manner, contribute significantly to the achievement of law enforcement goals or consistently perform at the highest levels of law enforcement excellence as indicated by a unique faithfulness to duty. (ribbon)

7. **Special Commendation Award:** This certificate recognizes an employee who has performed above normal expectations in a single incident. Examples include employees who have handled a difficult situation exceptionally well or who have greatly demonstrated the Akron Police Department values of honesty and integrity, fairness, competence, trust, and respect in their interaction with a citizen above normal expectations. Officers who are awarded *five* Special Commendation Awards are eligible to receive consideration for the Distinguished Service Award. (ribbon)
8. **Citizen Award:** This award is presented to civilians, including members of the public or are employed by the City of Akron outside of APD, who distinguish themselves through performance of a heroic act involving significant personal risk and/or contribute significantly to the furtherance of law enforcement within the City of Akron.
9. Additional Information
 - a. Recipients of the awards for special actions shall receive an award commendation and an award uniform ribbon and/or medal. Recipients of a uniform ribbon may wear the ribbon on their duty uniform in accordance with department policy.
 - b. Should an officer receive the same award for which a ribbon is issued on more than one occasion, the officer will receive the appropriate ribbon with a star affixed to it to indicate the employee has received the award more than once. Any subsequent awards of the same type will be similarly issued with additional stars affixed to the ribbon to indicate the number of times the officer has received the award.
 - c. Recipients of the awards for special actions shall be formally recognized and presented with their commendation, ribbon and/or medal during the annual awards ceremony.

B. Awards Recognizing APD Employee Performance During a Period of Time

1. **Detective of the Year Award:** This award is presented to a detective that has mastered attention to detail. This detective devotes time and energy to attain the highest level of commitment to justice. This detective seeks truth in difficult investigations, prepares and cooperates thoroughly in the trial process, and plays a crucial role in obtaining justice for victims of crime. Detectives receiving this award will be judged for a body of work during the preceding 12-month period.
2. **Police Officer of the Year:** This award is presented to a sworn employee below the rank of Sergeant who has demonstrated an outstanding devotion to duty and who consistently and uniquely performed their assigned duties to the highest degree beyond the level established by one's peers. The police officer receiving this award will be judged for a body of work that occurred during the preceding 12-month period.
3. **Sergeant of the Year:** This award is presented to the Sergeant who possesses exemplary leadership skills, who consistently provides effective direction and guidance to their subordinates, who serves as a role model for others to emulate and who actively embodies APD values and principles (Honesty and Integrity, Fairness, Competence, Trust and Respect). The sergeant receiving this award will be judged for a body of work during the preceding 12-month period.
4. **Civilian Employee of the Year:** This award is presented to a civilian employee of APD who has demonstrated an outstanding devotion to duty and who consistently and uniquely performed their assigned duties to the highest degree beyond the level established by one's peers. The employee receiving this award will be judged for a body of work that occurred during the preceding 12-month period.

5. **FTO of the Training Cycle:** This award is presented to recognize an FTO who volunteered to train new officers and who has shown leadership in mentoring, training, and passing along his/her knowledge to their assigned officer in training. Only Shift Commanders may submit nominations for this award.
6. **Officer of the Month:** Officers nominated for this award should consistently demonstrate a high quality of work performance and service to the Akron community and police mission statement, or who show an outstanding level of service in a single incident during a given month. Recipients of this award may also be considered for Officer of the Year and shall be recognized at roll call.
7. **Detective of the Month:** Detectives nominated for this award will have demonstrated outstanding dedication to their work and/or customer service. The detective will have gone above and beyond the expectations of their job. This could be demonstrated by, among other things, volunteering to assist with a case unrelated to their work, a tenacity to see an investigation through to its completion despite obstacles encountered or time elapsed, or any other exceptional investigatory actions. Detectives may also be nominated for providing exceptional service to victims of crime or a significant positive impact in the community. Recipients of this award may also be considered for Detective of the Year.
8. **Civilian Employee of the Quarter:** Employees nominated for this award should consistently demonstrate high quality of performance and service to the Akron Community and Akron Police Department to be recommended for employee of the quarter. Recipients of this award may also be considered for Employee of the Year and shall be recognized during recipient's hours during the award period.
9. Additional Information
 - a. The awards recognizing performance in a given time will be presented throughout the year, as appropriate, and will be included in the list of award recipients during the annual awards ceremony.
 - b. Monthly and annual award winners will be awarded a certificate and/or a symbol of the employee's achievement (i.e., plaque, acrylic award, etc.).

C. Awards Issued by Outside Organizations

The following awards offered by other outside organizations will also be recognized at the Annual Awards Ceremony following the date they are received:

1. **Optimist Club Officer of the Year:** This award is for the officer that best displays the tenets of the Optimist Club. These include optimism, cheerfulness, enthusiasm, continual improvement of self and genuine interest in others' success. These are the officers that come to work each day with a great attitude. Officers that are still enthusiastic about the job and make their teams better through that enthusiasm, consistently looking for ways to improve their own performance, and thrives on the challenge of sharing their knowledge and improving the performance of others.
2. **American Red Cross Lifesaving Award:** This award is for any officer who saves a life by performing CPR or providing first aid, on or off duty. The American Red Cross makes a distinction between on or off duty in making the award. *Officers nominated for this award may also receive consideration for the Police Lifesaving Award.* This award is given by the American Red Cross through the Office of the Chief of Police.

By Order Of,

Stephen L. Mylett

Stephen L. Mylett, Chief of Police

Date September 25, 2023