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CHIEF OF POLICE

## BROOKLINE POLICE DEPARTMENT

*Brookline Massachusetts*

### Special Order # 2016-11

Subject: Awards, Commendations and Unit Insignia

Effective Date: September 30, 2016

One of the most important ways in which the Police Department establishes policy is through rewards. The most meaningful way the Department can say that a certain kind of behavior is important is to reward people who engage in that behavior.

Traditionally, rewarding police officers fairly and equitably has been extremely difficult. Only awarding officers for a singular event is a practice which fails to take into account the many police officers who consistently do good work but never happen upon that unique situation requiring conspicuous bravery or a noteworthy high profile arrest. Supervisors should also recommend officers who are vigilant in their everyday duties and are problem solvers addressing issues to improve quality of life issues in the community.

The system of awards set forth in this order is designed to encourage the Department to consistently recognize and reward the kinds of behavior that are the basis of high quality police service.

**1. ACTIONS FOR WHICH AWARDS ARE GIVEN:** The Department will give awards for exemplary performance in a variety of categories, among them:

- Extraordinary Bravery in Performance of Duty.
- Meritorious Police Service, for example:
  - Identification of criminal offenders and criminal activity;
  - Apprehension of offenders;
  - Crime prevention activities;



Assisting individuals in danger of physical harm;  
Protecting constitutional rights of individuals or groups;  
Traffic services;  
Assisting people who cannot care for themselves;  
Resolving group conflicts, such as family trouble and tenant-landlord disputes;  
Identifying potentially serious law enforcement or governmental problems;  
Providing extraordinary community service.

- Exceptional Service to the Department, for example:  
Responsible for innovative suggestions for improvement in Department functions or skillful implementation of new programs assisting people who cannot care for themselves;
2. **AVAILABLE AWARDS:** There are a number of Department awards available for different types of commendable behavior all of which are made through the process established in this order. They are listed from lowest to highest.
- A. **The Letter of Commendation** is the basic award of the Department and must be awarded before higher awards can be made. It is given for actions that are exemplary or exceptional. The Letter of Commendation is suitable for officers/employees assisting the primary officer(s) in a critical incident, arrest or situations where the primary officer(s) may be recognized at a higher level. The Letter of Commendation is issued also in conjunction with all higher awards given by the Department Awards Board. In such cases, it reiterates the reasons for the award and is signed by the Chief of Police. A copy of every Letter of Commendation will be placed in the commended Officer's personnel file.
- B. **The Certificate of Commendation** is given by the Department for actions that are outstanding, even when compared to similar actions Department-wide. It is signed by the Chief of Police as is the Letter of Commendation that accompanies and explains it. A Certificate of Commendation in conjunction with a Letter of Commendation is an appropriate award to award officers/employees who has demonstrated a high degree of official accomplishment or exemplary service.
- C. **Military Deployment Medal** Awarded to a Brookline Police Officer who has been ordered to active duty by the United States Military to a combat theater of operation, for not less than 180 days. This award recognizes the numerous sacrifices made by the individual to defend our nation in its time of need. This officer is recognized for their continued public service at a national and international level to improve the quality of life for all people.



- D. **Marathon Week 2013 Citation Ribbon** - On April 15, 2013 terrorism struck the City of Boston which immediately impacted the members of the Brookline Police Department. This event cascaded into a series of incidents which placed the members of the Brookline Police Department on high alert and initiated responsive action by our members. During the period of April 15, 2013 to April 20, 2013 the personnel of the Brookline Police Department demonstrated vigilance, readiness and bravery.

Department members demonstrated great concern for the safety and security of the Town and its citizens. Departmental personnel on duty during this period will be awarded this departmental citation award.

- E. **Public Service Medal** may be awarded to a Brookline Police Officer for outstanding contributions to the Department or community through the success of difficult police projects, programs or situations in which such contributions reflect a high degree of official accomplishments. The award winner will be presented an award bar.
- F. **Life Saving Medal** may be awarded to an Officer who saves or attempts to save a human life through the application of medical efforts exceeding the normal call of duty or by saving or attempting to save a life by the rescue of a person that is imminent danger of death. The Life Saving Medal may also be awarded to an Officer who takes extraordinary action well beyond the call of duty to de-escalate a situation in which death or serious bodily injury was imminent. In consideration of this award efforts should go well beyond applying aid that Officers are trained to accomplish through application of standard first responder first aid treatment such as Narcan, AED or CPR. Use of these measures does not preclude Officers for consideration, but actions should exceed normal call of duty in their use and other extenuating circumstances should be present. Same standard should be present for rescues, attempted rescues and de-escalation in which death or serious bodily injury was imminent. The award should be reserved for the most extraordinary circumstances.
- G. **Police Officer of the Year Medal** To be presented to a Brookline Police Officer each calendar year that has distinguished himself or herself conspicuously, by exceptional conduct, outstanding performance or extraordinary contributions in accomplishing the Mission Statement of the Brookline Police Department. The recipient of this award shall receive a medal and award bar. The Award Board will forward at least two nominees to the Chief of Police who then shall make a final selection.
- H. **Commendation Medal** To be presented to a Brookline Police Officer who has demonstrated a record of outstanding and exemplary service to the Department by having received a minimum of five (5) Certificates of Commendation.



- I. **Joseph P. McMurray Medal of Valor** May be awarded to a Brookline Police Officer for a heroic deed and exceptional meritorious conduct involving exemplary courage, risk and danger to his or her personal safety.
- J. **Joseph P. O'Brien Medal of Honor** May be awarded to a Brookline Police Officer who voluntarily distinguishes himself or herself conspicuously by gallantry and extraordinary heroism. The act must be in excess of normal demands and of such a nature that the officer was fully aware of the imminent threat to his or her personal safety and acted above and beyond the call of duty at the risk of his or her life. This is the highest award presented by the Brookline Police Department.

Each recipient of a specific Department medal shall receive an insignia which shall be distinctive for each type of award. This bar, or insignia, shall be worn centered over the right breast pocket of the uniform shirt or jacket. If awarded multiple awards the insignia(s) shall be centered with the highest award closest to the heart and on the highest row. Multiple recipients of individual awards will have a stars) added to the original award.

**3. PROCEDURES FOR RECOMMENDING AWARDS:** Recommendations for awards may be made by any Supervisor in the Department. All recommendations must be submitted specifically as a Recommendation for Commendation, to the Police Superintendent and include any associated police reports supporting the recommendation.

In considering the recommendation for commendation, each case will be reviewed. All available reports and, as necessary, persons who can shed additional light on the recommendation will be interviewed. Once the Superintendent has fully considered a recommendation, it will be forwarded to the Chief of Police who may decline to commend the member's action or may issue a Letter of Commendation and/or a Certificate of Commendation.

If a Certificate of Commendation is awarded, the Chief will also forward the case to the Police Superintendent/ Chairman of the Department Awards Board to be considered for a higher award.

The Department Board, also in making its evaluations, will explore all available sources of information.

Before the Annual Awards Presentation Ceremony, the Department Awards Board will meet and consider all recommendations for higher awards along with those awarded certificates of Commendations.



Any member of the Board who has knowledge of a Department member who meets the requirement for the Military Deployment medal shall present this officer's name to the Board for verification and awarding at the next presentation ceremony.

**4. DEPARTMENT AWARDS BOARD:** The board is made up from sworn personnel from within the Brookline Police Department. The Police Superintendent will be the Chairman of the Board. The board shall be comprised of a Patrol Officer, Sergeant and Lieutenant. Each division will be asked for a representative (Patrol, Detectives, Traffic & Community Service). The Patrol Division will offer a selected representative initially. Based on who is selected from the Patrol Division the remaining divisions will contribute an Officer, Sergeant or Lieutenant to represent their division to comprise the Board of members of each rank below Captain. The Union will be asked for a representative. All members of the Board will enjoy equal status in voting.

The Chairman of the Board is responsible for seeing that the board is formulated and that the board meets in February to select award winners for the previous year. The Chief will act on any votes which result in a tie vote.

#### **5. Unit Insignia**

**A. SRT Unit Pin** – SRT Units have a traditional pin in law enforcement that is worn on the uniform of active members of the SRT. The pin is to be worn on the uniform shirt above the pocket on the shirt's right sleeve side. The pin is to be centered with the button of the pocket and the crease of the shirt and one inch above the top of the pocket. When Officers wear Department issued awards the unit pin is worn centered above the award bars. Officers who are active members of the SRT having served on the unit for one year are eligible to wear the pin on their uniform while performing normal duties. Officers who serve on the SRT for five consecutive years are eligible to wear the unit pin for the remainder of their careers if they depart the team in good standing. The SRT Pin is silver in color for patrol officers and gold colored for Sergeants and above.



**B. CIT Unit Pin** A statewide Massachusetts Crisis Intervention Team (CIT) pin has been created and is being distributed to participating police departments to be worn on officer's uniforms. CIT pins are silver in color for patrol officers and gold colored for Sergeants and above. Brookline officers who have completed the CIT training and are part of the CIT unit may wear the pin on their uniforms. The CIT pin should be worn on the flap of the uniform shirt pocket below the badge on the bottom corner closest to the button line.

6. This Special Order is issued to establish the system by which the Department rewards sworn and civilian members for outstanding performance. It is effective immediately, superseding all previously issued rules, orders, bulletins, and other directives regarding awards given by the Department.

  
Daniel C. O'Leary  
Chief of Police

