



**Derbyshire Constabulary**

**AWARDS AND COMMENDATIONS GUIDANCE (External)**

**POLICY REFERENCE AKA**

**This guidance is suitable for Public Disclosure**

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**INDEX**

INTRODUCTION	3
COMMENDATIONS	3
JUDGE'S, MAGISTRATE'S AND HM CORONER'S COMMENDATIONS	3
CHIEF CONSTABLE'S COMMENDATION	3
HEAD OF DEPARTMENT'S/DIVISIONAL COMMANDER'S COMMENDATION	4
TEAM OF THE YEAR	4
COMMUNITY POLICE OFFICER OF THE YEAR	4
NEIGHBOURHOOD TEAM OF THE YEAR	4
LIFETIME ACHIEVEMENT AWARD	4
INVESTIGATOR OF THE YEAR	4
STUDENT POLICE OFFICER OF THE YEAR	4
CUSTOMER SERVICE AWARD	5
LEADERSHIP AWARD	5
POLICE COMMUNITY SUPPORT OFFICER OF THE YEAR AWARD	5
POLICE STAFF MEMBER OF THE YEAR	5
SPORTING ACHIEVEMENT AWARD	5
POLICE AUTHORITY AWARDS FOR MEMBERS OF THE SPECIAL CONSTABULARY	5
SPECIAL CONSTABLE OF THE YEAR	5
FERRERS TROPHY	6
SPECIAL CONSTABULARY LONG SERVICE MEDAL	6
RECOGNITION OF SERVICE - POLICE STAFF	6
40 YEARS' LONG SERVICE AWARD (THE CRYSTAL AWARD)	6
NATIONAL AWARDS	7
SOCIETY AWARDS	7
ACPO POLICE PUBLIC BRAVERY AWARDS	10
DERBYSHIRE CONSTABULARY AWARD	10
LETTERS OF APPRECIATION TO MEMBERS OF THE PUBLIC	10
STAFF SUGGESTION SCHEME	11
MONITORING	12

## **INTRODUCTION**

1. Recognising the good work of staff is very important if staff are to feel valued and maintain their motivation. It is vital that managers at all levels take steps, on a regular basis, to recognise and acknowledge the effort staff make. One way is by the Performance Development Review (PDR) but there are events that warrant a much more formal thank you or award.
2. This leads on to how we can thank those that help us. We do recognise the good work of the public through our Derbyshire Constabulary Award and other eligible awards – it is important that we continue to do so and everyone who comes into contact with the public is encouraged to forward submissions to the Awards Office in recognition of outstanding public support.
3. Awards panels meet to discuss the submissions that are made from Departments/Divisions. They ensure the integrity of the process and judge from the information given in the submission the appropriate award to give.
4. The award ceremonies that follow are an opportunity to celebrate what is good in policing and generate positive media coverage. Let us ensure that we all play a part in that process.

## **COMMENDATIONS**

### **JUDGE'S, MAGISTRATE'S AND HM CORONER'S COMMENDATIONS**

5. When commendations are awarded by a Judge, Recorder, Magistrate or HM Coroner they may be endorsed by the Chief Constable or otherwise.

### **CHIEF CONSTABLE'S COMMENDATION**

6. The Chief Constable's Commendation is awarded in two ways:-

- **Commendation for Outstanding Bravery**

Such actions are usually self-evident and will invariably involve a significant personal risk of danger or harm to the person(s) involved.

- **Commendation for Outstanding Work**

The criterion to be applied in considering nominations for such commendations is: "What was outstanding about this individual's work, over and above what the force would expect them to do as part of their day to day work?" It is important to apply this criterion to each nominee individually, especially where his or her actions occurred within a team environment, in order that the outstanding nature of the contribution can be assessed on a case by case basis.

7. The commendation will take the form of a signed certificate which will be formally presented. Nominations should be forwarded for consideration as soon after the event as practicable.

## **RECOMMENDATIONS**

8. Heads of Departments/Divisional Commanders should forward a report to the Awards Office, Force Headquarters, which includes the following details and a clear indication in which of the above categories the nomination is made:-

- correct names and title to be entered on the certificate
- a précis of the circumstances leading to the nomination(s) with sufficient detail to demonstrate why the actions should be regarded as outstanding
- the wording of the commendation itself should be short, punchy and not include police jargon.

9. This report will be forwarded for a decision by the Deputy Chief Constable or in his/her absence, one of the other executive officers.

## **HEAD OF DEPARTMENT'S/DIVISIONAL COMMANDER'S COMMENDATION**

10. Heads of Departments/Divisional Commanders may issue their own commendations to recognise the work of those whose actions do not fall within the parameters set out above.

## **TEAM OF THE YEAR**

11. A trophy will be presented annually to a team (not Safer Neighbourhood policing team) who it is judged by a panel to be the most outstanding team within the force for exceptional, professional and sustained team performance.

## **COMMUNITY POLICE OFFICER OF THE YEAR**

12. The Chief Constable's Cup is presented annually to a Derbyshire officer who has been judged to be the best community officer.

## **NEIGHBOURHOOD TEAM OF THE YEAR**

13. An annual trophy to the most outstanding Safer Neighbourhood policing team in terms of forging links with the local community, providing public reassurance and tackling crime and disorder. It is essentially for rewarding team effort rather than an outstanding individual.

## **LIFETIME ACHIEVEMENT AWARD**

14. A trophy is awarded annually to a Derbyshire police officer or member of police staff to recognise a distinguished police career spanning 30 or more years.

## **INVESTIGATOR OF THE YEAR**

15. A trophy is awarded annually to a Detective Constable for the most outstanding achievement in the field of crime investigation.

## **STUDENT POLICE OFFICER OF THE YEAR**

16. A trophy is awarded annually to a student officer who has been judged to be the most promising in terms of practical performance and progress.

### **CUSTOMER SERVICE AWARD**

17. A trophy is presented annually to a member of staff for excellence in customer service.

### **LEADERSHIP AWARD**

18. A trophy is awarded annually to a Sergeant with operational responsibility for a team of officers, who has demonstrated outstanding leadership qualities.

### **POLICE COMMUNITY SUPPORT OFFICER OF THE YEAR**

19. A trophy is presented annually to a Police Community Support Officer to recognise their personal contribution within the community in addressing local concerns, fear of crime and on improving reassurance.

### **POLICE STAFF MEMBER OF THE YEAR**

20. An annual trophy to a member of police staff who is judged to have best demonstrated the following criteria:-

- an initiative which was successful in dealing with community issues
- showed a particular skill in carrying out their duties
- resolved a long-standing problem through personal skills
- showed other personal or particular contribution.

### **SPORTING ACHIEVEMENT AWARD**

21. A trophy is presented annually to a full member of the Derbyshire Constabulary Sports Club to recognise sporting excellence, for either their outstanding achievements or their contribution to sport. The winner is selected by the Central Sports Committee at the Sports Club's Annual General Meeting from nominations received via sporting sections/Divisional Sports Club Committees. Nominations shall be based upon excelling either as a team or as an individual in their sport over the last 12 months period but wider supporting evidence of historical nature shall be taken into consideration.

### **POLICE AUTHORITY AWARDS FOR MEMBERS OF THE SPECIAL CONSTABULARY**

22. Derbyshire Police Authority recognises that Special Constables play an integral part in policing Derbyshire. To acknowledge and reward some of the exceptional work they carry out, the Police Authority introduced an award scheme. This will reward two Special Constables per year in each Division with a prize of £500 each and a certificate (a total of eight awards annually).

### **SPECIAL CONSTABLE OF THE YEAR**

23. A trophy is awarded annually to a Special Constabulary officer or group of officers who is judged to have best demonstrated the following criteria:-

- service to the public
- community involvement and/or contribution to neighbourhood policing

- operational skills and achievements
- assistance to regular and Special Constabulary colleagues.

The winner or winning group will be put forward for the Ferrers Trophy.

### **FERRERS TROPHY**

**25.** The Ferrers Trophy is awarded annually by the Home Office to a Special Constable or group of Special Constables adjudged to have best satisfied the following criteria:-

- a particular skilled piece of policing
- a sustained involvement with a successful community initiative
- the application of personal skills to resolve a long standing problem
- some other personal or particular contribution.

### **SPECIAL CONSTABULARY LONG SERVICE MEDAL**

**26.** Recommendations are prepared by the Awards Office, Force Headquarters, at quarterly intervals of officers who have served a period of nine years. Thereafter, for each 10 years' service, a bar and subsequent bars are awarded to the medal. An appropriate ceremony for the presentation of Special Constabulary Long Service Medals and Bars is held at Force Headquarters. Officers awarded the medal will be entitled to wear the ribbon when in uniform.

### **RECOGNITION OF SERVICE - POLICE STAFF**

**27.** Police staff with 20 years' service will receive an engraved crystal paperweight to be presented at the appropriate award ceremony. A Certificate of Service will be issued to all police staff retiring, either through ill-health or age limit, irrespective of the length of service.

### **POLICE LONG SERVICE AND GOOD CONDUCT MEDAL**

**28.** Recommendations are prepared by the Awards Office, Force Headquarters, at quarterly intervals of officers who have completed the qualifying period of 20 years' pensionable or approved service. An appropriate ceremony for the presentation of Police Long Service and Good Conduct Medals is held at Force Headquarters. Officers awarded the medal will be entitled to wear the ribbon when in uniform.

### **40 YEARS' LONG SERVICE AWARD (THE CRYSTAL AWARD)**

**29.** In recognition of loyal service, an award will be given to staff completing 40 years' service with the Derbyshire Constabulary as a member of the regular force, police staff or Special Constabulary. An engraved piece of crystal will be presented at the appropriate award ceremony.

## NATIONAL AWARDS

### GENERAL

30. National awards available to the Police Service for recognition of acts of gallantry are as follows:-

- (a) **The George Cross** – awarded only for acts of gallantry of the greatest heroism or of the most conspicuous courage in circumstances of extreme danger. The award may be granted posthumously and is restricted to British subjects.
- (b) **The George Medal** – this award is granted for gallantry of an extremely high order where the act was one of great bravery. It may be granted posthumously and is not restricted to British subjects.
- (c) **The Queen's Gallantry Medal** - this award is granted for gallantry of a high order where the act was one of exemplary bravery. It may be granted posthumously and is not restricted to British subjects.
- (d) **The Queen's Commendation for Bravery** - this award is granted for gallantry not up to the standards described above but entailing risk to life and meriting national recognition. It may be granted posthumously and is not restricted to British subjects.

### RECOMMENDATIONS

31. Recommendations for awards of gallantry should include a report and all statements relevant to the case together with photographs if appropriate.

## SOCIETY AWARDS

### GENERAL

32. Deeds of bravery in saving or attempting to save life come to the notice of the police on occasions in circumstances which merit public recognition. Societies exist who are anxious to learn of any acts of bravery but it is sometimes difficult to decide whether or not the circumstances of a particular incident justify a recommendation to any of the Societies. To assist with this, information is given below of the conditions and awards made by them. Members of the public and all police employees are eligible for these awards. Nominations should be forwarded to the Awards Office, Force Headquarters, via the Divisional Command Team. Members of staff will first be asked to sign a consent form for the release of personal information to the appropriate Society.

### **SOCIETY FOR THE PROTECTION OF LIFE FROM FIRE**

33. The Society for the Protection of Life from Fire awards framed certificates or in especially meritorious cases, a bronze medal, for acts of meritorious conduct in connection with fire and has requested that the following criteria be borne in mind when reports are submitted for consideration.

34. In the case of a burning building, there must be evidence of entry and exposure to fire, plus rescue or attempted rescue of a person or persons, although awards have been made where entry has not been made but the rescue has been particularly hazardous, e.g. flames from lower windows reaching a ladder. When the fire is in the open, e.g. a burning vehicle, there

must be evidence of exposure to the fire and rescue of a person from fire. Additionally, awards are usually granted for extinguishing burning clothing.

**35.** Awards are not usually given when a close relationship exists between the rescuer and the person rescued but exceptions may be made for meritorious action by children or grandparents. Awards are not given posthumously. In the case of a police officer, the actions should be beyond their normal trained duties or whilst off duty. In all cases, the person saved must live after the rescue. Nominations must reach the Society within six months of the act of bravery. In certain circumstances, where these criteria are not met, a Chief Fire Officer's Commendation may be awarded.

### **ROYAL HUMANE SOCIETY**

**36.** The awards given by the Royal Humane Society are as follows:-

- (a) The Stanhope Gold Medal (awarded annually)
- (b) The Royal Humane Society Police Medal (awarded annually) (for members of the Police Service only)
- (c) Silver Medal
- (d) Bronze Medal
- (e) Testimonial on Vellum
- (f) 'In Memoriam' Testimonial
- (g) Testimonial on Parchment
- (h) Certificate of Commendation
- (i) Resuscitation Certificate.

**37.** The awards, which can be given posthumously, are made to those who, at personal risk, save, or endeavour to save, human life by rescue from drowning, accidents in ships or aircraft, cliffs, tall buildings or other heights, asphyxia in confined spaces, such as wells, sewers, blast furnaces and fallen earth works, electrocution, explosion, fire, e.g. from cars, trains, aircraft and from a building other than from "the seat of the fire", or in other circumstances where risks are run and awards are not available from other sources.

**38.** Additionally, they may be made for the successful resuscitation of those rendered apparently lifeless from the effects of the aforementioned or from failure of heart or respiration. The definition of 'successful resuscitation' is that the restored will be independent of a life support system and able to acknowledge the help of the restorer at some time. Members of the health care professions, professional pool attendants and holders of a formal First Aid Resuscitation Certificate, either on or off duty, are not normally eligible for resuscitation awards.

**39.** The fact that a life has been saved is not in itself sufficient to merit a bravery award, the determining factor being the degree of risk whether appreciated or unknown at the time and the consequent degree of bravery on the part of the rescuer. The skill exhibited by a rescuer whereby definite risk may have been eliminated or minimised will also be taken into consideration. Only in exceptional circumstances are awards made when a close relationship

exists between the rescuer and the person rescued. Nominations must reach the Society within six months of the act of bravery.

#### **THE LIFE SAVING MEDAL OF THE ORDER OF ST JOHN**

40. The Life Saving Medal is granted to those who have endangered their own lives in saving, or attempting to save, life. The degree of danger is reflected in the award of either a gold, silver or bronze medal. Nominees for the award do not have to be members of the Order of St John or St John Ambulance. There are no specific criteria as each case is judged on its own merits. One restriction applies in that a nomination must not have been put forward to another organisation.

#### **THE ROYAL LIFE SAVING SOCIETY UK'S CERTIFICATE OF COMMENDATION**

41. The award is granted to a person who has received or is receiving RLSS UK training and has performed a rescue attempt, whether successful or failed. The training undertaken by all recruits meets the criteria. The rescue must be acknowledged locally to have prevented or attempted to prevent a drowning and show evidence of RLSS UK life saving training. Cases must be reported to the Society within six months of the incident.

#### **GIANCARLO TOFI TROPHY ('THE SAMARITAN AWARD')**

42. To commemorate the courageous actions of Giancarlo Tofi who was killed in 1972 whilst trying to help a person involved in a road collision, 'The Samaritan' Committee has been formed in Petrignano Di Assisi in Italy to reward those who show valour in assisting victims of road collisions. The Committee will award the Giancarlo Tofi Trophy each year to a European citizen who has shown courage and generosity in helping the road injured. Only one person will receive the Trophy each year but other nominees, who have been unsuccessful, are usually awarded a certificate of commendation by the Committee. Presentation arrangements are made locally. Nominations should be submitted to Force Headquarters as soon as possible after the events have occurred.

#### **CARNEGIE HERO FUND TRUST**

43. The purpose of the Carnegie Hero Fund Trust is to give financial assistance, if necessary, to the dependants of persons who have died, or couples in a long-standing relationship, persons who have been injured or persons who have incurred appreciable financial loss through performing acts of heroism in peaceful pursuits. The act of heroism must involve the saving or attempted saving of human life and also risk to the rescuer's life. Cases will not normally be recognised where a close relationship exists between rescuer and person rescued, eg a husband of his wife or vice versa, a parent of their child or vice versa, etc. As well as financial assistance, a certificate is awarded and, in outstanding cases, a Bronze Medallion, plus an inscription is entered in the Trust's Roll of Honour. Cases must reach the Trust within six months of the incident.

#### **ST JOHN MERITORIOUS FIRST AID AWARD**

44. Nominations for the St John Meritorious First Aid Award can be made in any circumstances where first aid rendered to a person can be shown to have saved life and the person saving has been trained by the St John Ambulance Association. It is necessary that all applications be supported by the relevant evidence from a Doctor or Casualty Officer. No personal risk needs to be involved, but the treatment afforded to the victim must be of a high standard. Competency is not in itself sufficient.

## **THE MCWHIRTER MEMORIAL AWARDS**

**45.** These annual awards are given for individual acts of initiative, leadership or courage by citizens, usually outside their customary calling and unlikely to attract official recognition. Nominations will be invited by the Awards Office, Force Headquarters, in March each year.

## **THE QUEEN'S GOLDEN JUBILEE AWARD (FOR VOLUNTARY SERVICE BY GROUPS IN THE COMMUNITY)**

**46.** To mark the occasion of Her Majesty the Queen's Golden Jubilee, this award recognises outstanding achievement by groups of two or more people who volunteer their own time to enhance and improve the quality of life and opportunity for individuals or other groups in the community. Groups must be nominated by, for example, beneficiaries of their work, members of the public, representatives of public bodies or voluntary groups.

## **ACPO POLICE PUBLIC BRAVERY AWARDS**

### GENERAL

**47.** Members of the Association of Chief Police Officers of England, Wales and Northern Ireland, wishing to recognise outstanding cases of assistance given to police by members of the public in the maintenance of law and order, instituted an award formerly known as the Provincial Police Award. The principal award takes the form of a Gold Medal which is presented to the person(s) adjudged to have performed the most meritorious deed in support of law and order. Silver Medals and Certificates of Commendation are awarded in those instances where the degree of bravery or devotion to civic duty does not quite attain the very high standard required for the Gold Medal. The award is considered annually and Divisional Commanders should submit any nominations to Headquarters as soon as possible after the events have occurred.

## **DERBYSHIRE CONSTABULARY AWARD**

**48.** The Derbyshire Constabulary Award is equivalent to the Chief Constable's Commendation for members of the public, voluntary or community groups to recognise dedicated or meritorious service to the police in support of law and order or in other circumstances which may warrant official recognition. The award will consist of a signed certificate which will be formally presented. Unsuccessful nominees will receive a letter of thanks from the Chief Constable and may be recognised at a local level by the relevant Head of Department/Divisional Commander.

## **LETTERS OF APPRECIATION TO MEMBERS OF THE PUBLIC**

### GENERAL

**49.** In cases where a member of the public gives assistance to the police or performs other acts in difficult circumstances, an official letter of appreciation may be sent to the person concerned by a Chief Officer or Divisional Commander.

## **STAFF SUGGESTION SCHEME**

### GENERAL

**50.** In order to encourage the submission of suggestions for the improvement of police efficiency and service to the public, a Staff Suggestion Scheme is operated within the Force.

**51.** The Scheme is open to all employees of the Derbyshire Constabulary including police officers, police staff and members of the Special Constabulary with the exception of those members of staff responsible for administering the Scheme.

### CRITERIA

**52.** Acceptable suggestions must be original and contain proposals, which if implemented, will lead to improvements in:-

- organisational efficiency
- quality of service
- operational performance
- reducing bureaucracy
- financial savings.

Non acceptable suggestions are those which:-

- are frivolous or anonymous
- are identical to a suggestion which has been submitted in the previous two years or differs from such a suggestion in insignificant detail only
- fall within the normal scope of the originator's duties.

**53.** Suggestions must be submitted either on Force Form 538 or by logging on to the STAR Award Scheme intranet site

### **AWARDS AND RECOGNITION**

**54.** Awards will be made in respect of all adopted suggestions based on the evaluator's report and the decision of the Evaluation Panel. Additionally, encouragement awards to the value of £10 may be made for a suggestion which, though not implemented, has some intrinsic merit and/or reflects meritorious effort on the part of the suggestor. The decision to make such an award will rest jointly with the evaluator for the submission and the Deputy Chief Constable.

### **EVALUATION PANEL**

**55.** An Evaluation Panel will convene annually and consider all suggestions accepted for implementation. Monetary prizes will be awarded to staff whose suggestion has reached this stage, the amount of which will be determined by the panel.

**56.** The Panel will comprise:-

- Deputy Chief Constable
- A member of the Police Authority

Head of Corporate Services  
Representatives of Staff Associations.

REGISTER

**57.** A database of suggestions showing the officer initiating and the outcome will be maintained in Corporate Services.

**MONITORING**

**58.** The Head of Corporate Communications has overall responsibility for the management and monitoring of this guidance.