



## Enabling Guidance

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***This enabling guidance is suitable for public disclosure under the  
Freedom of Information Act 2000***

This document sets out principles to help guide decision making and in some parts may be quite prescriptive. However, it is vital that officers and staff have the freedom to innovate, exercise discretion and take risk based decisions centred on the needs of the victim and the merits of each case.

There may be occasions when a member of staff is considered to have acted outside of the content of this document but if they have done so with honesty, integrity and professionalism, to make the best decision for the community we serve, they will be trusted and supported. On the occasions when this is the case, the rationale for it must be properly recorded.

***This document should be read in conjunction with the Force Policy Statement.***

## Introduction

The purpose of this guidance is to increase awareness that individuals' efforts are valued and where appropriate, they are being formally recognised and rewarded. It is important not to trivialise awards and recognition and for this reason criteria need to be established and standardised throughout the force to ensure a consistent approach.

It must be reinforced that recognition is for extraordinary work, performance or bravery above and beyond the call of duty. The act of work must be beyond what is normally expected.

Throughout the nomination process, consideration should be given to all available ways of recognising the actions, work or performance of the individuals involved with the aim being to use the most appropriate means, whether this be by way of award, commendation, by the Check-in process or a thank you card.

Recognising and rewarding our staff for their hard work and achievements is a vital part of our culture. Our Celebrating Achievement Awards recognise and reward our dedicated officers, staff, volunteers and teams, who embody our principles and are the key drivers of our purpose and success, ensuring our communities are safe. The awards will showcase exactly what it means, in reality, to do the right thing, make a difference and shape the future.

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.

Awards panels meet to discuss the submissions that are made available from departments/divisions. They ensure the integrity of the process and judge from the information given in the submission the appropriate award to give.

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.

## Guidance

### Tiers of Recognition

**One-off good job** – The simplest and easiest form of praise is verbal. Saying well done can go miles for morale. It shows your team that you're taking note of their hard work, even with a small gesture. A handwritten note peer to peer, or simple "great job" email from line manager/second line manager to say thank you, when an employee sends a piece of work, can make all the difference, or use the thank you cards which are readily available at stations. Here it's the personal touch that matters – think Personal! Specific! Unexpected! Picking up on specifics is important as well – one particular piece of work for example. One way to make those gestures really count can be to make sure you do them in front of higher management or the rest of the team.

**Over and above normal duties** – A good work notation presented personally by a senior manager or Divisional/Departmental Commendation presented formally – to recognise the work of those whose actions do not fall within the parameters set out below. These are recorded on an individual's personal record.

**Outstanding Bravery – Chief Constable's Commendation** – The criteria for nomination are acts of outstanding operational performance, incidents where life or lives are at risk and where bravery and courage are displayed. Such actions are usually self-evident and will invariably involve a significant personal risk of danger or harm to the person(s) involved. These are recorded on an individual's personal record.

**Outstanding work (going significantly above and beyond the individual's role) – Chief Constable's Commendation** – Nominations can be made for sustained commitment to duty and where extreme professionalism and dedication are displayed, or where the individual or team displays significant determination/courage in the pursuit of objectives. At the heart of these awards are the principles – doing the right thing, making a difference and shaping the future. 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 their actions occurred within a team environment, in order that the outstanding nature of the contribution can be assessed on a case by case basis. These are recorded on an individual's personal record.

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.

**Consistently above average performance** – Consideration for nomination for a specific award category shown below. These are recorded on an individual's personal record.

**Chief Constable's Special Recognition Award** – An 'unsung hero' style award with the ethos that it recognises extraordinary staff whose achievements don't necessarily fit with a specific award category or act of bravery, but perhaps someone who has battled adversity, demonstrated immense moral courage in order to highlight an issue, someone whose creativity and innovation made positive change for the benefit of policing or their colleagues, or recognising extraordinary out-of-work achievements. These will be special and personal in their nature and we expect few and far between because it will be someone who has made an incredible difference that has made their family proud. These are recorded on an individual's personal record.

**Judge's, Magistrates and HM Coroner's Commendations** – Awarded by HM Coroner, or a judge, Recorder or Magistrate following a criminal prosecution outcome. This does not ordinarily entitle the recipient to receive the Chief Constable's Commendation – the criteria for the Chief Constable's Commendation must be met and only then will a nomination be considered in addition to any other award granted. These are recorded on an individual's personal record.

## **Derbyshire Constabulary Award**

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**

In cases where a member of the public give 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.

## **Team of the Year**

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**

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**

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**

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**

A trophy is awarded annually to a PIP2 detective constable or detective staff investigator for the most outstanding achievement in the field of crime investigation.

### **Student Police Officer of the Year**

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**

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

### **Leadership Award**

A trophy is awarded annually to a police or police staff leader at any level within the Constabulary for excelling in their demonstration of the behaviours outlined in the force's leadership pledge 'The Deal'.

### **Police Community Support Officer of the Year**

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**

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.

### **Special Constable of the Year**

A trophy is awarded annually to a Special Constabulary officer or group of officers 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 Lord Ferrers Award. Awarded by the Home Office to recognise outstanding contributions to volunteering in policing, they are awarded annually and are open to a wide range of policing volunteers.

### **Police Cadet of the Year**

An annual award to recognise our cadets' dedication and commitment to the Volunteer Police Cadets Scheme in Derbyshire. One cadet from each cohort will be nominated and interviewed by an awards panel. One overall winner will be selected as Police Cadet of the Year who will ultimately be nominated for the Lord Ferrers Award.

### **Volunteer of the Year**

Open to our Police Support Volunteers (PSVs) and awarded annually to recognise their invaluable work, freely giving up their time, skills and links with communities to support the work of the police. The winner will be put forward for the Lord Ferrers Awards.

### **Sporting Achievement Award**

Derbyshire Constabulary Sports Club presents a trophy annually to a full sports club member to recognise sporting excellence, for either their outstanding achievements or their contribution to sport. The winner is selected at the Sports Club's Annual General Meeting. 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 can be considered.

## **Long Service Awards**

### **Special Constabulary Long Service Medal**

Special constables on completion of nine years' service, during which time their conduct is deemed to have been very good, will be awarded a long service medal. They will be entitled to a bar after a further ten years service of good conduct and an additional bar for each subsequent ten years' service of good conduct.

### **Police Staff Long Service Award**

Police staff on completion of 20 years' part-time or full-time police service will be awarded the police staff long service award. A Certificate of Service will be issued to all police staff retiring, either through ill-health or age limit, irrespective of length of service.

### **Police Long Service and Good Conduct Medal**

Police officers must complete 20 years' part-time or full-time police service, during which time their character and conduct should have been very good, to be nominated for the award of a long service and good conduct medal. Previous service with another police force will be considered for the purpose of reckoning qualifying service.

Previous service in the military, as a special constable, police cadet, or as a police staff member does not count towards qualifying service for a police long service and good conduct medal.

### **Police Support Volunteers**

Police support volunteers (PSVs) will be entitled to be awarded for long service on completion of nine years' service.

## 40 Years' Long Service Award

An award will be given to all staff completing 40 years' service or aggregated service with the Derbyshire Constabulary as a member of the police cadets, regular force, police staff, special constabulary or police support volunteer.

## National Awards

National awards available to the police service for recognition of acts of gallantry are as follows: -

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

## Society Awards

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

The Society for the Protection of Life from Fire awards framed certificate 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.

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

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**

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

- The Stanhope Gold Medal (awarded annually);
- The Royal Humane Society Police Medal (awarded annually) (for members of the Police Service only);
- Silver Medal;
- Bronze Medal;
- Testimonial on Vellum;
- 'In Memoriam' Testimonial;
- Testimonia on Parchment;
- Certificate of Commendation;
- Resuscitation Certificate.

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.

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.

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 St. John**

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**

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.

## **Carnegie Hero Fund Trust**

The aim of the Carnegie Hero Trust UK is to recognise acts of civilian heroism and give financial

assistance, where necessary, to people who have been injured or to the dependants of people who have been killed in saving or attempting to save another human life. Additionally, for some occupations the ordinary discharge of duty necessitates risks, and such risks cannot in general be regarded as voluntary. Where the ordinary requirements of duty have been exceeded, a case is eligible for consideration.

### **St. John Meritorious First Aid Award**

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 itself sufficient.

### **Police Public Bravery Awards**

The Police Public Bravery Awards are the only national bravery awards where members of the public receive well deserved recognition for outstanding acts of bravery or meritorious devotion to civic duty in support of the police. Their annual ceremony presents a wonderful opportunity for many of the chief officers' present to express their appreciation to these fine members of our communities. 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.



