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1. PURPOSE

The purpose of this policy is to establish standards for the presentation of awards to Hawai'i Police Department personnel.

2. PERSONS AFFECTED

All personnel.

3. POLICY

It shall be the policy of the department that all personnel who have performed above and beyond expected levels of performance should be recognized for their accomplishments through the administration of appropriate awards. The Award System, as outlined in this order, is in conformance with the following authority:

- 3.1. Rule 20, Civil Service Commission, County of Hawai'i.
- 3.2. Section 82-1 and 82-5, Hawai'i Revised Statutes.
- 3.3. "Length of Service Award", Mayor's Policy, County of Hawai'i (05-22-80).

4. PROCEDURES

4.1. Nominations for Awards

4.1.1. Nomination for an award may be made by any person or organization for any police officer, reserve officer, civilian employee, private citizen or organization who may distinguish themselves by displaying extraordinary heroism or outstanding performance of a meritorious act or service.

- a. The Police Chief or designee shall ensure that the public is provided information on procedures to nominate the department or its personnel for an award, including letters of commendation/ appreciation.
- b. Information on procedures to nominate the department or its personnel for an award, including letters of commendation/

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appreciation, may be found at the Hawai‘i Police Department website, and at all district police stations.

- 4.1.2. The criterion for qualification has been established for the various awards and should serve as a guide for all recommendations.
- 4.1.3. All recommendations for awards shall be submitted to the Police Chief via official channels utilizing the Recommendation for Award form.
- 4.1.4. Supervisors who receive requests from citizens desiring to nominate personnel under their command for awards are required to complete the Recommendation for Award form and submit it through proper police channels.
- 4.1.5. After review, the Police Chief will forward the award nominations to the awards committee for review and recommendations.
- 4.2. Awards Committee
 - 4.2.1. The Awards Committee shall consist of the following personnel:
 - a. Deputy Police Chief (Chairperson)
 - b. Assistant Police Chief, Field Operations (Member)
 - c. Assistant Police Chief, Administration (Member)
 - 4.2.2. The Awards Committee will convene at the direction of the Police Chief or his representative. It may conduct such independent investigations as are deemed necessary to ascertain the facts bearing on each award nomination.
 - 4.2.3. The Awards Committee will consider and evaluate all award nominations and make a recommendation on each nomination to the Police Chief.
- 4.3. Approving Authority – The Police Chief shall be the final approving authority for any recommended award.

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- 4.4. Notification of Awards – Upon confirmation from the Office of the Police Chief, district and bureau commanders shall be responsible for the notification of personnel under their command who have received awards and the coordination and scheduling of the presentation of the awards with the Office of the Police Chief.
- 4.5. Engraving of Awards – The recipient’s name and date of the valorous or meritorious deed performed shall be engraved on the reverse side of the award.
- 4.6. Presentation Ceremony
 - 4.6.1. The presentation of Service and Retirement Awards shall be made by the Police Chief, or his appointed representative.
 - 4.6.2. The presentation of the Valor and Merit Awards shall be made by the Police Chief or his appointed representative, at a time and place that he designates.
- 4.7. Wearing of Medals – Medals may be worn on the uniform at award or recognition ceremonies, honor guards or other such special situations. Associated commendation bars may be worn on the uniform otherwise.

5. SERVICE AWARDS

- 5.1. Length of service awards shall be granted to employees for every five (5) years of service in the Hawai‘i County Government.

6. VALOR AND MERIT AWARDS

- 6.1. The Hawai‘i Police Department expects a very high level of professional conduct from all personnel; however, department personnel frequently perform their duties in a manner exceeding the highest standards of the department. The official commendation of such performance is to be provided by the department to give full public recognition to those who have brought honor to themselves and the department.
- 6.2. Gold Medal of Valor
 - 6.2.1. Eligibility – Sworn personnel.

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6.2.2. Criteria for Qualification

- a. Any police officer or reserve police officer who distinguishes himself conspicuously, above and beyond the normal performance of duty, by means of outstanding bravery at the risk of his life.
- b. Incontestable proof of the performance of the service will be exacted and each recommendation for this award will be considered on the standard of extraordinary valor.
- c. A certificate describing the valorous deed shall be presented with the medal.

6.3. Silver Medal of Valor

6.3.1. Eligibility – Sworn personnel.

6.3.2. Criteria for Qualification

- a. Any police officer or reserve police officer who is cited for gallantry while in the performance of his duty.
- b. The required gallantry while of a lesser degree than that required for the gold medal of valor must nevertheless have been performed with marked distinction.
- c. A certificate describing the valorous deed shall be presented with the medal.

6.4. Bronze Medal of Merit

6.4.1. Eligibility – Sworn personnel and civilian personnel.

6.4.2. Criteria for Qualification

- a. Any police officer or reserve police officer who distinguishes himself by outstanding meritorious service in a duty of great responsibility. The performance must be such

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as to merit recognition for service which is clearly outstanding. Exceptional performance of normal duty will not alone justify an award of medal. The service rendered should be in the nature of a special requirement or of an extremely difficult duty performed in an unprecedented and clearly outstanding manner.

- b. For service not directly related to extremely hazardous police work, the term “duty of great responsibility” applies to a narrower range of positions within the departmental structure and requires evidence of conspicuously significant achievement.
- c. The Bronze Medal of Merit Award may be given to civilian personnel of the Hawai‘i Police Department under exceptional circumstances, with the express approval of the Police Chief in each case.
- d. A certificate describing the meritorious deed shall be presented with the medal.

6.5. Police Cross Medal

6.5.1. Eligibility – Sworn personnel.

6.5.2. Criteria for Qualification

- a. Any police officer or reserve police officer who receives life threatening injuries as a result of hostile adversary action while in the performance of official police duties.
- b. Life-threatening injury is defined by Section 707-700(3) of the Hawai‘i Revised Statutes as being bodily injury which creates a substantial risk of death or which causes serious permanent disfigurement, or protracted loss or impairment of the function or any bodily member or organ.
- c. Hostile adversary action includes any act against an officer whether individually or with several persons acting in concert, which results in the officer receiving a life-

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threatening injury. The action against the officer shall be recklessly, knowingly, or intentionally initiated, and shall be through the use of a substantial amount of force or with the use of a dangerous instrument, as defined under Section 707-700(4) of the Hawai'i Revised Statutes, which is intended to incapacitate or overcome the officer.

- d. The injury to the officer should be a result of action taken by the officer, as opposed to inaction, whether on-duty or off-duty, while acting under the color of his authority, and not caused by his negligence or failure to follow any rule, regulation, or safety practices of the department.
- e. A certificate describing the circumstances of the incident shall be presented with the medal.

6.6. Certificate of Merit

- 6.6.1. The Certificate of Merit may be awarded to sworn personnel and civilian personnel who have distinguished themselves by exceptional performance of duties or periods of outstanding and faithful service, acts, or achievements which do not meet the standard required for the Bronze Medal or Merit Award.
- 6.6.2. No distinguishing device is authorized for wear to indicate the receipt of a Certificate of Merit.
- 6.6.3. A letter acknowledging the meritorious deed shall be prepared for signature by the Police Chief and presented in conjunction with the Certificate of Merit.

7. MISCELLANEOUS AWARDS

- 7.1. Letters of Commendation/Appreciation – Acts or services above the normal course of duty which do not meet the criteria for decorations or the authorized certificates may be recognized by the issuance of written letters of commendation/ appreciation by the Police Chief, or his appointed representatives, to those persons who so qualify.