



University of Pennsylvania Police Department 4040 Chestnut Street, Philadelphia, Pa 19104		 
Directive: 49	Subject: Commendations, Awards and Ceremonies	Effective Date: 03/18/1996
Order of: Gary Williams, Chief of Police		Amended Date: 08/01/2023

I. Purpose

The purpose of this directive is to establish guidelines on the issuance of commendations and awards to University of Pennsylvania Police Department (UPPD) personnel, as well as guidelines for the conduct of official ceremonies for commendations, awards, oath of office, and promotion.

II. Policy

It is the policy of the UPPD to officially recognize its members, sworn and civilian, for the outstanding performance of their duties. Official commendations shall be awarded to deserving personnel in recognition of, and appreciation for, outstanding acts of public service and police performance which contribute to the goals of the UPPD. These awards are not to be construed as automatic citations but shall be awarded after a thorough evaluation of each request. The Chief of Police will ensure that only exceptional acts are submitted for commendation and that the service rendered is beyond the requirements of routine police duties. The UPPD will honor recipients of commendations and awards by regularly hosting an award ceremony.

III. Scope

This directive shall affect all UPPD personnel.

IV. Procedures

A. Definition of Awards

1. **Commendation for Valor:** For an extraordinary act of courage, without regard to personal safety while engaged in actual combat with an armed and dangerous adversary.

This commendation is represented in the form of a purple ribbon bar and certificate.

2. **Commendation for Bravery:** For the performance of an outstanding arrest where the officer's effort is met by an armed and dangerous adversary.

This commendation is represented in the form of a red ribbon bar and certificate.

3. **Commendation for Heroism**: For an act of courage without regard to personal safety, which places the officer in imminent physical danger in his efforts to affect a rescue or save a life.

This commendation is represented in the form of a green ribbon bar and certificate.

4. **Commendation for Merit**: For a highly intelligent and valuable act of police service that demonstrates special initiative and perseverance in the performance of police duties.

This commendation is represented in the form of a blue-ribbon bar and certificate.

5. **Commendatory Citation**: For an arrest or any police service showing exceptional courage, intelligence, or integrity in the performance of routine duty.

The Commendatory Citation is represented in the form of a blue and gold ribbon bar and a letter-style certificate. Numbers (in multiples of 5 and 10) will be used for additional citations.

6. **Distinguished Unit Citation**: A Distinguished Unit Citation will be awarded where the outstanding accomplishment is the result of teamwork rather than that of an individual(s). This presentation will be awarded to the Commanding Officer of a shift or Unit.
7. **Chief's Citation (Officer of the Year)**: May be awarded at the discretion of the Chief of Police for the year's most outstanding contribution to the UPPD by a sworn officer.
8. **Commendatory Letter**: For a valuable act or public service by a civilian or sworn employee of the UPPD that is exceptional and beyond the requirements of routine duty.
9. **Letter of Recognition**: For any law enforcement service rendered to the UPPD by outside law enforcement agencies and professionals.

B. Requests for Commendations/Citations

1. Preparation of Request

- a. Shift/Unit Commanders will submit to the Chief of Police separate memoranda for each case where a commendation is requested. (See Appendix "A")
 - 1) Requests will be made as soon as possible after the incident occurs. Submission of a request shall not exceed 30 days after the commendatory action has taken place. It is not necessary to await court adjudication in those cases where an outstanding arrest has been made.
 - 2) Ensure a copy of the Incident Report (UPPD-10) is attached to each request.

- b. Shift/Unit Commanders will ensure that commendation requests are complete and accurate, special attention to correct spelling of names and locations in addition to all numerical identifiers.
- c. Civilian heads of departments within the UPPD can submit commendation requests for personnel under their direct supervision to the Chief of Police, if the service rendered falls under the guidelines prescribed in **Section IV. A.**, of this directive.

2. Review and Evaluation

- a. The Chief of Police will review and evaluate each recommendation based on the criteria established under **Section IV. A.**, of this directive.
- b. Return all disapproved requests to the initiating Shift/Unit Commander.
- c. Maintain the original copy of approved requests on file.
- d. Ensure that the appropriate type of commendation is prepared for presentation.
- e. Ensure that all acknowledgments to Citizen's Complimentary Letters are prepared.
- f. Ensure that a duplicate copy of all commendations, Complimentary Letters, etc., are filed in the employee's personnel file.

C. Citizen's Complimentary Letters

- 1. All letters received by supervisors originating from outside sources commending an employee's conduct and performance of duty will be forwarded via the chain of command to the Chief of Police for acknowledgment.
- 2. The Superintendent's acknowledgment will be distributed as follows:
 - a. Original to complimenting citizen.
 - b. Copy to employee.
 - c. Copy, with citizen's letter, for insertion into the employee's personnel file.

D. Awards and Rewards

- 1. No reward or award may be solicited or accepted for any UPPD related activity by any employee without the official written approval of the Chief of Police.
- 2. No commendation or certificate will be awarded to any non-sworn civilian, members of outside police agencies, or UPPD personnel, without the official written approval of the Chief of Police.

E. Citizen Commendation

1. Whenever a citizen (any non UPPD employee) renders valuable or courageous assistance to members of the UPPD, particularly in cases in which a criminal is seized and detained until arrival of the police, the Shift/Unit Commander will submit a detailed report of such facts to the Chief of Police. These cases will be reviewed, and if deemed worthy of commendation, an appropriate award will be given. This request must include the citizen's name, address, social security number, and date of birth. Where applicable, an Incident Report (UPPD-10) should accompany the request.
2. A criminal records check shall be performed on each citizen being nominated. The results of this check are to be taken into consideration by the Commander initiating the nomination, and are to be incorporated in the report.

F. Ceremonies

1. **At least once annually**, award, oath of office, and/or promotional ceremonies will be held at the discretion of the Chief of Police.
2. When a formal ceremony is held those present may include:
 - a. Personnel invited by the Chief of Police, and Divisional Directors.
 - b. Families and friends of personnel to be honored.
 - c. Representatives of business concerns or university departments directly connected either as a victim or rendering assistance to the officer or officers in the act that merited commendations, etc.
3. Procedure to be followed in formal ceremonies:
 - a. Notification of the news media (press, radio, TV) and the scheduling of an official photographer will be the responsibility of the Public Information Officer (PIO).
 - 1) Notification of the PIO of the time and place of the ceremony will be the responsibility of Chief of Police.
 - b. Notification of personnel who are to receive awards will be the responsibility of the Chief of Police. Personnel shall be informed to report no later than twenty (20) minutes prior to the time set for the ceremony, at the designated location.
 - c. Notification of University and outside dignitaries (e.g., the Executive Vice President, Chaplain, other police agencies, etc.) will be the responsibility of the Office of the Chief of Police.

- d. Upon being dismissed, the recipients may remain to receive personal congratulations from relatives, friends and co-workers.
4. Personnel who are unable to attend official award ceremonies shall receive their commendation(s) as soon as possible and in a formal setting (e.g., shift briefing). The recipient's Shift/Unit Commander shall present the award(s).

G. Compliance

Violations of this directive, or portions thereof, may result in disciplinary action.

H. Officers Assigned to Other Agencies

Officers of this department assigned to or assisting other law enforcement agencies will be guided by this directive.

I. Application

This directive constitutes departmental policy and is not intended to enlarge the employer's or employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims insofar as the employer's or employee's legal duty as imposed by law. Violations of policy will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.

Directive 49, "Commendations, Awards and Ceremonies"
Appendix "A"
Subject: "Preparation of Commendation Requests"

Memorandum (UPPD-28)

TO: Chief of Police

FROM: _____

CC: Captain of Patrol

DATE: _____

SUBJECT: **Request for Commendation-Case #2014-0000**

1. Request is hereby made that the appropriate form of recognition be granted to the following officer(s) for his/her action taken on Day of Week, Month and Date, Year, Location.

Police Officer John Doe Badge #000 0700 x 1500 Shift Assignment

2. No other award has been requested and/or received as a result of this action.

3. Participating officers/persons from other agencies:

Police Officer Jane Smith Badge #00 ----- Department

4. A Copy of the UPPD-10, PPD 75-48 and PARS report are attached.

5. The facts of this case that make it a commendable action are:

6. On Day of Week, Month and Date, Year, at Time, Officer Doe, assigned as Mobile-1, responded to a radio call for a "Hospital Case/Unconscious Male" 3300 Market St. Upon arrival, Officer Doe observed a male, later identified as, -----, lying on the ground unconscious and unresponsive. After a brief assessment, Officer Doe determined that ---- was experiencing cardiopulmonary arrest and not breathing. Officer Doe immediately initiated CPR, while Officer Smith from ---- Department arrived with an Automated External Defibrillator (AED). After several cycles of CPR and the delivery of two shocks from the AED, ----- began to breathe and presented a weak pulse. The Officers continued CPR for nearly 10 minutes before PFD Medic Personnel arrived on the scene and relieved them. PFD Medic 34 immediately transported ----- to the Hospital of the University of Pennsylvania where he/she was treated and stabilized.

7. Officer John Doe and Officer Jane Smith exhibited outstanding character and professionalism by providing immediate aid to a person in a medical emergency. Through their swift and decisive actions, and the expert application of their skills, the life of another was saved. They are all true examples of heroes in our society.

Sergeant John Doe