


<b>PBP FORM 290</b>  <b>PITTSBURGH BUREAU OF POLICE</b> <i>"...honor, integrity, courage, respect, and compassion."</i>		<b>SUBJECT:</b> <b>"COMMENDATIONS AND AWARDS"</b>	<b>ORDER NUMBER:</b> <b>19-01</b>
		<b>PLEAC STANDARD:</b> <b>NONE</b>	<b>PAGE 1 OF 7</b>
<b>ISSUE DATE:</b> <b>8/29/2018</b>	<b>EFFECTIVE DATE:</b> <b>02/19/2016</b>	<b>ANNUAL REVIEW DATE:</b> <b>FEBRUARY</b>	<b>RESCINDS:</b> <b>ALL PREVIOUS</b>
			<b>AMENDS:</b> <b>NONE</b>

## 1.0 POLICY/PURPOSE

1.1 To provide official recognition to members (both sworn and civilian) of the Pittsburgh Bureau of Police (PBP), as well as non-members who have distinguished themselves furthering the mission and values of the Pittsburgh Bureau of Police.

## 2.0 TYPES OF COMMENDATIONS/AWARDS

2.1 The following are the awards and commendations within the Pittsburgh Bureau of Police Approval authority is as designated.

### 2.2 Chief of Police Approval:

#### 2.2.1 Medal of Valor

2.2.1.1 The "Medal of Valor" is the highest honor presented by the Pittsburgh Bureau of Police, and shall be awarded only under the most extraordinary of circumstances.

2.2.1.2 It shall be awarded to sworn members who distinguish themselves by performing an act of exceptional courage and bravery above and beyond the call of duty. This conduct shall occur in immediate life-threatening peril that places the member at extreme risk without regard for his/her personal safety, and in the interest of others. This act must demonstrate professional judgment that does not jeopardize the mission.

2.2.1.3 This award is given in the form of a medal, a framed certificate and a ribbon bar that shall be a gold star on a light blue field.

2.2.1.4 The Mayor, the Director of Public Safety or the Chief of Police shall present the "Medal of Valor" at an appropriate ceremony.

#### 2.2.2 Citation of Honor

2.2.2.1 The "Citation of Honor" award is the highest honor presented to a civilian employee, civilian non-employee, or member of an outside agency by the Pittsburgh Bureau of Police and shall be awarded only under the most extraordinary circumstances.

2.2.2.2 This award shall be awarded to civilian employees, civilian non-employees, and members of outside agencies who distinguish themselves by performing an unselfish act of exceptional courage and bravery. This conduct shall occur in life-saving, life-protecting situations for the civilian or member of an outside agency who acts with the knowledge of great personal risk.

2.2.2.3 This award shall be presented in form of a framed certificate.

2.2.2.4 The Mayor, Director of Public Safety, or the Chief of Police shall present the "Citation of Honor" at an appropriate ceremony.

#### 2.2.3 Purple Heart

2.2.3.1 The "Purple Heart" is awarded to sworn members who are injured in the line of duty.

- 2.2.3.2 It shall be awarded to members who have received serious injuries incurred during the course of criminal apprehension efforts. Injury is defined as one that requires medical treatment of wounds or injuries that could be life threatening or cause permanent disfigurement or disability. (Injuries occurring in traffic crashes or other accidental injuries shall be considered on a conditional basis.)
- 2.2.3.3 This award is given in the form of a framed certificate and a ribbon bar that shall be red in color.
- 2.2.3.4 The Mayor, the Director of Public Safety, or the Chief of Police shall present the "Purple Heart" at an appropriate ceremony.
- 2.2.4 Bureau of Police Officer of the Month
- 2.2.4.1 The Bureau "Officer of the Month" shall be selected from the nominees who have received the Officer of the Month nomination for their respective division (branch).
- 2.2.4.2 This award is given in the form of a certificate and ribbon bar that is divided into five sections that shall be white in the center with a red stripe to the left and a blue stripe to the right, and two white stripes on either end.
- 2.2.4.3 The Chief of Police or his designee shall present the Bureau "Officer of the Month" award at an appropriate time.
- 2.2.5 Bureau of Police Officer of the Year
- 2.2.5.1 The "Officer of the Year" shall be selected from officers who have been approved for any Chief of Police approval level awards during the calendar year.
- 2.2.5.2 This award is given in the form of a framed certificate and ribbon bar that is divided into three sections that shall be red, white and blue in color.
- 2.2.5.3 The Mayor, the Director of Public Safety or the Chief of Police shall present the "Officer of the Year" award at an appropriate ceremony.
- 2.2.6 Leadership Award
- 2.2.6.1 The Pittsburgh Police Leadership Award is presented to a Bureau member of any rank or position. The award recognizes the recipient's dedication to duty, service and leadership throughout the year combined with excellent work performance. The individual's work performance or action should be clearly above and beyond the call of ordinary duty. A significant achievement in providing public safety and enhancing services to the communities we serve should be displayed as well as demonstrating a constant commitment to outstanding service. Contributions of time and service to the community are desirable.
- 2.2.6.2 This award is given in the form of a framed certificate and ribbon bar that is yellow.
- 2.2.6.3 The Mayor, the Director of Public Safety or the Chief of Police shall present the "Leadership Award" award at an appropriate ceremony.
- 2.2.7 Police Outstanding Volunteer Service Award
- 2.2.7.1 Awarded to Bureau of Police members who performed outstanding volunteer community service of a sustained, direct and consequential nature. To be eligible, an individual's volunteer service must (1) be to the civilian community, (2) be significant in nature and produce tangible results, (3) reflect favorably on the Police Bureau and the City of Pittsburgh and (4) be of a sustained and direct nature. While there is no specific time threshold to qualify for the Police Outstanding Volunteer Service Award (POVSA), reviewing authorities shall ensure the service to be honored merits the special recognition afforded by this award. The POVSA is intended to recognize exceptional community support over time and not a single act or achievement. Further, it is intended to honor direct support of community activities.
- 2.2.7.2 This award is given in the form of a framed certificate and ribbon bar that is black and gold. The left section shall be black and the right section shall be gold.
- 2.2.7.3 The Mayor, the Director of Public Safety or the Chief of Police shall present the "Leadership Award" award at an appropriate ceremony.

**2.3 Assistant Chief of Police Approval:****2.3.1 Bureau Citation**

2.3.1.1 The "Bureau Citation" may be granted to a member of the Pittsburgh Bureau of Police, or a non-member, who has performed a given task of bravery or heroism above and beyond the call of duty. This conduct shall occur in life-saving, life-protecting situations for the member who acts with the knowledge of great personal risk. The Bureau Citation recognizes heroic conduct, but to a lesser degree than the "Medal of Valor."

2.3.1.2 This award is given in the form of a certificate and ribbon bar that is divided into five sections. The middle section shall be gold with two dark blue sections to either side, and two white sections at either end.

2.3.1.3 The Assistant Chief of Police shall present the "Bureau Citation" at an appropriate ceremony.

**2.3.2 Meritorious Service Award**

2.3.2.1 The "Meritorious Service Award" is given to one or more members of the Pittsburgh Bureau of Police who have distinguished themselves by exhibiting professional excellence in the performance of a series of tasks or duties which have contributed to the improvement and/or objectives of the Pittsburgh Bureau of Police.

2.3.2.2 This award is given in the form of a certificate and a ribbon bar that shall be divided into two sections. One section shall be gold and the other shall be dark blue.

2.3.2.3 The Assistant Chief of Police shall present the "Meritorious Service Award" at an appropriate ceremony.

**2.3.3 Certificate of Commendation**

2.3.3.1 A "Certificate of Commendation" is given to a member of the Pittsburgh Bureau of Police or a non-member who has displayed initiative in performing a task above and beyond that which is required in a professional manner and is consistent with Bureau of Police standards.

2.3.3.2 This award is given in the form of a certificate and a ribbon bar that shall be dark blue in color.

2.3.3.3 The Assistant Chief of Police shall present the "Certificate of Commendation" at an appropriate ceremony.

**2.3.4 Division (Branch) of Police Officer of the Month**

2.3.4.1 The Division (Branch) "Officer of the Month" shall be selected from the nominees who have received the Officer of the Month nomination for their respective units within the division (branch).

2.3.4.2 This award is given in the form of a certificate.

2.3.4.3 The Assistant Chief of Police shall present the division (branch) "Officer of the Month" award at an appropriate time.

**2.3.5 Division (Branch) of Police Officer of the Year**

2.3.5.1 The "Officer of the Year" shall be selected from officers who have been approved for any Chief of Police or Assistant Chief of Police approval level awards during the calendar year.

2.3.5.2 This award is given in the form of a certificate.

2.3.5.3 The Assistant Chief of Police shall present the division (branch) "Officer of the Year" award at an appropriate ceremony.

**2.3.6 Recognition of Excellence**

2.3.6.1 The "Recognition of Excellence" award is presented to a civilian employee, civilian non-employee, or member of an outside agency by the Pittsburgh Bureau of Police, who has displayed initiative in performing a task above and beyond that which is required.

2.3.6.2 This award shall be presented in the form of a plaque.

2.3.6.3 The Assistant Chief of Police shall present the "Recognition of Excellence" at an appropriate ceremony.

#### 2.4 Commander of Administration Approval:

##### 2.4.1 Field Training Officer

2.4.1.1 The "Field Training Officer" award shall be given to members who have successfully completed the required training in Instructor Development and Field Training Officer courses, and who are currently designated in writing by the Commander of Administration and serving as Field Training Officers for satellite training and/or recruit training purposes.

2.4.1.2 This award is given in the form of a certificate and ribbon bar that is white with four dark blue stripes.

2.4.1.3 The Commander of Administration shall present the "Field Training Officer" award at an appropriate time.

#### 2.5 Commander Approval:

##### 2.5.1 Letter of Recognition

2.5.1.1 A "Letter of Recognition" is given to a member of the Pittsburgh Bureau of Police who has performed a given task in an exemplary and professional manner consistent with Bureau of Police standards.

2.5.1.2 This award is given in the form of a certificate.

2.5.1.3 The unit Commander will present the "Letter of Recognition" to the member.

##### 2.5.2 Unit Recognition

2.5.2.1 The "Unit Recognition Award" shall be given for any act of high regard or recognition that results in outstanding service to the citizens of the City of Pittsburgh and/or the Pittsburgh Bureau of Police. It recognizes commendable conduct, but to a lesser degree than a "Letter of Recognition."

2.5.2.2 This award is given in the form of a letter from the unit Commander and it shall be placed in the member's personnel jacket.

2.5.2.3 The unit Commander will present the "Unit Recognition Award" to the member.

##### 2.5.3 Unit Officer of the Month

2.5.3.1 The unit "Officer of the Month" shall be selected from the nominees submitted by the unit's supervisors.

2.5.3.2 This award is given in the form of a letter.

2.5.3.3 The unit Commander will present the Officer of the Month award to the member.

##### 2.5.4 Unit Officer of the Year

2.5.4.1 The unit "Officer of the Year" shall be selected from officers who have been approved for any Chief of Police, Assistant Chief of Police or Commander approval level awards during the calendar year.

2.5.4.2 This award is given in the form of a certificate.

2.5.4.3 The division (branch) Assistant Chief of Police shall present the unit "Officer of the Year" award.

##### 2.5.5 Safe Driving

2.5.5.1 The "Safe Driving" award shall be given to those sworn members who have safely operated a motorized police vehicle in the performance of duty without a traffic conviction or preventable accident over a period of three (3) years of continuous service .

2.5.5.2 Casual and infrequent drivers are considered eligible to participate in this program while they are assigned to duties that do not require them to regularly operate police vehicles, however, the time period to be eligible is extended to six (6) years. Casual or infrequent drivers are defined as:

- All Operations, Investigative, Administration division (branch) personnel assigned to administrative duties.
- All personnel assigned to the Deputy Chief, except those whose duty requires them to operate a vehicle on a regular basis.

2.5.5.3 This award is given in the form of a letter and ribbon bar that is dark green in color.

2.5.5.4 The unit Commander will present the Safe Driving award to the member.

#### 2.5.6 Good Conduct

2.5.6.1 The "Good Conduct" award is given to those sworn members who have performed satisfactorily over a three year period of continuous service.

2.5.6.2 One or more of the following actions within the three-year period will disqualify an officer from consideration for receiving the "Good Conduct" award:

- An evaluation rating of "Needs Improvement" in any category of any performance evaluation.
- Any disciplinary action, including oral or written reprimands or suspensions, taken against an officer.
- The sustaining of any Citizen's Complaints against an officer.
- The rendering of any civil judgment against an officer for actions while in performance of his/her duties.
- The rendering of any Civil Rights violations upheld against an officer for actions while in the performance of his/her duties.
- Any criminal conviction of a felony, misdemeanor or summary offense that is a breach of the peace.
- Any pending litigation.

2.5.6.3 This award is given in the form of a letter and ribbon bar that is divided into two sections, one silver and the other dark blue in color.

2.5.6.4 The unit Commander will present the Good Conduct award to the member.

#### 2.5.7 Certificate of Appreciation

2.5.7.1 The "Certificate of Appreciation" award is given to a member or non-member by the Pittsburgh Bureau of Police who through any act or acts has aided the Pittsburgh Bureau of Police in its efforts to better serve the citizens of the City of Pittsburgh.

2.5.7.2 This award may be given for "Good Samaritan" efforts, volunteer service, or any act which directly benefits the Pittsburgh Bureau of Police and the City of Pittsburgh.

2.5.7.3 This award shall be presented in the form of a certificate.

2.5.7.4 The unit Commander shall present the "Certificate of Appreciation".

#### 2.6 Summary of Approval Levels:

##### 2.6.1 Chief of Police

- 2.6.1.1 Medal of Valor
- 2.6.1.2 Purple Heart
- 2.6.1.3 Bureau Officer of the Month
- 2.6.1.4 Bureau Officer of the Year
- 2.6.1.5 Leadership Award
- 2.6.1.6 Police Outstanding Volunteer Service Award
- 2.6.1.7 Citation of Honor (civilian)

##### 2.6.2 Assistant Chief of Police

- 2.6.2.1 Bureau Citation
- 2.6.2.2 Meritorious Service Award
- 2.6.2.3 Certificate of Commendation

- 2.6.2.4 Branch Officer of the Year
- 2.6.2.5 Branch Officer of the Month
- 2.6.2.6 Recognition of Excellence (civilian)

**2.6.3 Commander**

- 2.6.3.1 Letter of Recognition
- 2.6.3.2 Unit Recognition
- 2.6.3.3 Officer of the Month Recommendation
- 2.6.3.4 Officer of the Year Recommendation
- 2.6.3.5 Safe Driving
- 2.6.3.6 Good Conduct
- 2.6.3.7 Certificate of Appreciation (civilian)
- 2.6.3.8 Field Training Officer (Commander – Administration approval only)

**3.0 COMMENDATION BOARD**

- 3.1 A Commendation Board shall be convened at the discretion of the Chief of Police, and shall be comprised of members of each rank. The board shall be responsible for reviewing all awards requiring the Chief of Police approval and making recommendations to the Chief of Police.

**4.0 RECOMMENDATION FOR AWARDS**

- 4.1 Recommendations for the awards requiring Chief of Police or Assistant Chief of Police approval shall be made by the submission of an "Awards Recommendation Report" and any relevant reports by any officer/civilian through the chain of command of the member being recommended.
- 4.2 Recommendations for awards requiring unit Commander approval will be submitted via a Special and any relevant reports.

**5.0 WEARING OF AWARDS**

- 5.1 Ribbon bar(s) awarded will be worn on the blouse, short jacket or shirt when it is authorized as the outer garment.
- 5.2 Ribbon bar(s) earned will be worn over the right pocket with the bottom of the ribbon flush with the upper seam of the pocket flap.
- 5.3 A single ribbon will be centered over the upper seam of the right pocket. Two (2) or more ribbon bars will be centered accordingly over the pocket button. No more than three (3) ribbons will be worn on a row.
- 5.4 A gold number shall be centered on the service bar for each additional award of the same class
- 5.5 The highest award will be worn on the uppermost bar in the left-most position. Other awards will be worn in descending order in the following manner:

	<b>Medal of Valor</b>	
<b>Bureau Citation</b>	<b>Purple Heart</b>	<b>Leadership Award</b>
<b>Meritorious Service Award</b>	<b>2009 Meritorious Service Award</b>	<b>Commendation</b>
<b>Officer of the Year</b>	<b>Officer of the Month</b>	<b>Field Training Officer</b>
<b>Outstanding Volunteer Service</b>	<b>Good Conduct</b>	<b>Safe Driving</b>

- 5.6 Awards that have been received from an outside agency may only be worn with approval from the Branch Assistant Chief. If outside agency awards are to be worn, they must match the shape, size and make-up of those presented by the Bureau of Police. Any awards received from outside agencies shall be worn below those awarded from the Bureau of Police.

**6.0 RECORDS**

- 6.1 A copy of the certificate or letter along with the original award recommendation form shall be sent to Personnel & Finance to be placed in the personnel file of the officer.
- 6.2 Officers who wish to have outside awards and recognitions included in their personnel file will forward copies of the award and presentation letters to Personnel & Finance.
- 6.3 Personnel & Finance is responsible for coordinating with the Chief of Staff for updating of OMS.

Approved By:



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Scott Schubert  
Chief of Police