THE POLICIES AND PROCEDURES INCLUDED IN THIS MANUAL ARE NOT A CONTRACT OF EMPLOYMENT AND SHOULD NOT BE RELIED ON AS SUCH. THESE POLICIES AND PROCEDURES ARE SUBJECT TO AND MAY BE CHANGED AT ANY TIME BY THE DEPARTMENT OF PUBLIC SAFETY, MEDICAL UNIVERSITY OF SOUTH CAROLINA.

A. Policy (CALEA 26.1.2)

It is the policy of this Department to establish and maintain a unit Awards Program. The program will consist of ribbons which can be worn on the uniform and criteria for their award. The purpose of the program is to provide visual recognition for excellence in performance or outstanding service to the community.

As part of our recognition program, it shall be the policy of this Department to select an employee of each calendar quarter and each calendar year. These employees will be selected by an awards committee appointed by the Director. The purpose of this program is to recognize excellence in employee performance.

B. Procedures

1. Description of Awards: The following Medals/Bars are authorized for issue in this department. They are listed starting with the most important first.

   a. Medal of Honor - Yellow/White/Red, with an “H” and two stars;
   b. Medal of Valor - Red/White/Blue with a “V”;
   c. Directors Medal - Blue/Gold with a shield;
   d. Distinguished Service Medal - Blue/White (Discontinued as of 01/01/00);
   e. Life Saving Bar - Red/Blue/White with a cross;
f. Purple Heart Bar - White/Purple with a heart;
g. Police Commendation Bar - Red/Blue;
h. Exceptional Performance Bar - Blue/Red/White
i. Community Service Bar - Blue/Red/White with wreath;
j. Humanitarian Service Bar - Blue/Red/White;
k. Employee of the Year Bar - Green/White/Red with a star;
l. **Harold R. Bogert** Telecommunicator of the Year - Green/White/red with a red lighten bolt;
m. Employee of the Quarter Bar - Green/White/Red with triangle;
n. Educational Achievement
   m-1 Educational Achievement (Doctorate Degree)
   m-2 Educational Achievement (Master’s Degree) - Blue/Yellow/Red; with a wreath,
   m-3 Educational Achievement (Bachelor’s Degree) - Black/White/Red with a wreath,
   m-4 Educational Achievement (Associates Degree) - Yellow/Blue/Red,
o. Instructor Bar - Green/Gold/Blue;
   n-1 Firearms Instructor - Black/gold
p. Perfect Attendance Bar - White/Gold with a shield bearing number;
q. Years’ Service Bar - Red/White with a bar, star, diamond, or combination;
r. Field Training Officer Bar - Green/Gold/White with F.T.O..
s. Bike Patrol - Black/Gold
t. Recruiting - White/Blue
Note:  multiple awards will be indicated with a numerical attachment.

2. Criteria For Award

Departmental ribbons may be issued for the following reasons:

a. **Medal of Honor** -

   Awarded to a sworn law enforcement officer for an act in the performance of duty which is distinguished by gallantry and life endangering action above and beyond the call of duty which exemplifies personal sacrifice, conspicuous gallantry and bravery in the face of grave personal danger.

b. **Medal of Valor** -

   Awarded to a law enforcement officer who during the performance of duty risks grave personal injury, although not necessarily life threatening, to save the life of another person.

c. **Directors Medal** -

   Awarded to those employed sworn or civilian law enforcement personnel, in the discretion of the Director, for action that:

   1) has qualities of excellence, value, and importance;
   2) demonstrates devotion to duty; and
   3) exemplifies leadership and service in the highest traditions of law enforcement.

d. **Distinguished Service** - (Discontinued as of 01/01/00)

   An act of bravery which amounts to conduct above and beyond the call of duty.

e. **Life Saving Bar** -
Awarded to sworn or civilian personnel who, while in the performance of their duty, performs an act of bravery in efforts to rescue a person whose life was in grave danger.

f. **Purple Heart Bar**

Awarded to sworn or civilian personnel who, while in the performance of their duty, sustain serious injuries or permanent impairment precluding continued performance of duties.

g. **Police Commendation Bar**

Awarded to sworn or civilian personnel who, while in the performance of their duty performs:

1) Exceptional arrest or prevention of Crime

2) Protection of life and/or property under adverse conditions

3) Five (5) letters of appreciation

4) Three (3) letter of commendation

h. **Exceptional Performance Bar**

Awarded to any member of the Department, sworn or civilian, who exhibits exceptional performance in the execution of a task or duty. Any member of the Department may submit a nomination for this award via their chain of command to the Senior Command Staff (Chief, Patrol Commander, Operations Support Commander and the Administrative Manager). The Senior Command Staff will determine if the act rises to the level of this award. The Chief will make the final determination at his/her discretion.

Examples of exceptional performance are, but are not limited to:

1) An extraordinary display of MUSC Excellence

2) Performance of an act of Customer Service that goes ‘above and beyond’ what is expected.
3) A single act of outstanding performance of law enforcement duties.

4) A single act of outstanding telecommunications performance.

5) A single act of outstanding administrative or support service.

6) A single act of outstanding community service.

i. Military Service Commendation: -

Awarded to any sworn member who has honorably served in any branch of the United States Military, including reserve status, completed their tour of duty and received an Honorable Discharge.

j. Community Service: -

Awarded to sworn or civilian personnel for:

1) Significant on-going work with the boy scouts, girl scouts or other similar youth groups.

2) Significant on-going work with the poor, senior citizens, disadvantaged, mentally challenged and other worthy causes.

3) Community service work must be freely given without compensation.

k. Humanitarian Service Bar -

Awarded to sworn or civilian personnel for:

1) Significant service to the community during periods of natural disasters, accidents or emergency situations.

l. Employee of the Year -
Awarded to sworn or civilian (non-salary) personnel for:

1) Performance that, in the Awards Committee judgment, exceeds the success criteria reflected in the employee's Job Description and Performance Report.

2) Outstanding service or performance that was specifically noticed by faculty, students, general public or official. This will be in the form of letters of Appreciation or Commendation submitted to the Supervisor. In some cases, it may be verbally passed to the Supervisor. Copies of all such letters must be attached to the PSD-11 nomination, or, if the nomination is based on verbal comments, the Supervisor must quote or paraphrase the individual's comments.

3) An outstanding event, performance or act must have occurred within the year for which the employee is being nominated.

4) Only those persons previously nominated as Employee of the Quarter, during the current year, and have not received any disciplinary actions are eligible to compete for Employee of the Year.

5) If desired, Supervisors may submit additional information. The submission of additional information is appropriate if additional letters or verbal comments of a favorable nature are received, or the supervisor observes additional instances of outstanding performance.

6) If, subsequent to being selected as Employee of the Quarter an individual's performance becomes substandard, the Supervisor may withdraw the Employee of the Year nomination by notifying the Selection Committee in writing.

7) If required, additional information must be submitted in writing, to arrive by 31 December, and meet the criteria established above.

8) Persons nominated for Employee of the Year must have been with the department the preceding 12 months.

m. Harold R. Bogert
   Tele-communicator of the Year

POLICY AND PROCEDURE # 24 Departmental Awards
Awarded to Communication personnel for:

1) Performance that, in the Awards Committee’s judgment, exceeds the success criteria reflected in the employee's Job Description and Performance Report.

2) Outstanding service or performance that was specifically noticed by faculty, students, general public or official. This will be in the form of letters of Appreciation or Commendation submitted to the Supervisor. In some cases, it may be verbally passed to the Supervisor. Copies of all such letters must be attached to the PSD-11 nomination, or, if the nomination is based on verbal comments, the Supervisor must quote or paraphrase the individual's comments.

3) An outstanding event, performance or act must have occurred within the year for which the employee is being nominated.

4) If desired, Supervisors may submit additional information. The submission of additional information is appropriate if additional letters or verbal comments of a favorable nature are received, or the Supervisor observes additional instances of outstanding performance.

5) If, subsequent to being selected as Tele-communicator of the Year an individual's performance becomes substandard, the Supervisor may withdraw the Tele-communicator of the Year nomination by notifying the Awards Committee in writing.

6) If required, additional information must be submitted in writing, to arrive by 31 December, and meet the criteria established above.

6) Persons nominated for Tele-communicator of the Year must have been with the department the preceding 12 months. Recipients of this award will be submitted as the Department’s nominee for the Tri County Tele-communicators award.

n. Employee of the Quarter

Awarded to sworn or civilian (non-sworn) personnel for:

1) Performance that, in the Awards Committee’s judgment, exceeds the success criteria reflected in the employee's Job Description and Performance Report.
2) Outstanding service or performance that was specifically noticed by faculty, students, general public or official. This will be in the form of letters of Appreciation or Commendation submitted to the Supervisor. In some cases, it may be verbally passed to the supervisor. Copies of all such letters must be attached to the PSD-11 nomination, or, if the nomination is based on verbal comments, the Supervisor must quote or paraphrase the individual's comments.

3) An outstanding event, performance or act must have occurred within the quarter for which the employee is being nominated.

4) Any employee is eligible to submit nominations.

5) Employees will submit their nominations to the Awards Committee through the appropriate Chain of Command as of the last day of the following months - March (1st Quarter), June (2nd Quarter), September (3rd Quarter) and December (4th Quarter).

6) Nominations will be submitted on a PSD-124. If a Supervisor receives no nominations from his/her direct reports, he/she must submit a PSD-11 to the appropriate Component Commander/Head stating that fact. If a Supervisor feels a nomination received from an employee is unjustified, the Supervisor must document their reason(s) in the endorsement section of the PSD124 and forward the nomination to the appropriate Component Commander/Head.

7) The Component Commanders/Heads will review and endorse either positively or negatively, each nomination. All nominations will be promptly forwarded to the Chairperson of the Awards Committee.

8) Any employee who feels that they have been overlooked or unfairly treated with regard to nominations should contact their Supervisor, Operations Support Commander, Patrol Commander and Director, in that order.

9) Persons nominated for Employee of the Quarter must have been with the department for the previous 3 months.

10) Components of Selection Criteria (Examples)
a) Nomination by any Department employee with endorsement by the appropriate Chain of Command.

b) Job knowledge and performance

c) Dress and appearance

d) Ability to communicate

e) Demonstrated support for the department Mission Statement and MUSC Excellence

f) Attitude

g) Attendance

h) Disciplinary Actions

i) Self improvement efforts

o. Educational Achievement -

Awarded to sworn or civilian personnel for educational. This award is granted for obtaining an advanced degree, ie. Associate, Bachelor, Master, or Doctorate Degree.

m-1 - Doctorate Degree

m-2 - Master Degree

m-3 - Bachelor Degree

m-4 - Associate Degree

p. Instructor Bar

Awarded to sworn or civilian personnel that have been certified as an instructor by the South Carolina Criminal Justice Academy (Basic or Specific Skills).
n. Firearms Instructor

q. Perfect Attendance:

Awarded to sworn or civilian personnel for perfect attendance throughout the calendar year. To meet this requirement, the employee must actually work 8 or 10 hours as appropriate to assignment for each duty day required during the year, annual & administrative leave excepted.

r. Years’ Service Bar -

Awarded to sworn or civilian personnel for year service in law enforcement. Awarded for increments of 2, 5, 10, 15, 20, 25, and 30 years of law enforcement service.

s. Field Training Officer Bar -

Awarded to sworn personnel for service as a Field Training Officer. This award is authorized for personnel currently assigned to FTO duty.

t. Bike Patrol -

Awarded to sworn personnel for service as a Bike Patrol Officer. This award is authorized for personnel currently assigned to Bike Patrol duty.

u. Recruiting -

Awarded to sworn or civilian personnel for recruiting qualified personnel for employment within the Department. Individuals recruited/referred must be accepted for employment within the Department to qualify for this award.

v. Honor Guard

Awarded to sworn personnel for service as an Honor Guard Officer. This award is authorized for personnel currently assigned to Honor Guard duty.
Note: All bars will be accompanied by an appropriate citation.

3. **Bar Devices:**

The following devices will be affixed to the bars as necessary to signify additional awards of the same bars.

a. A numerical device indicating the number of additional awards.
   
   1) The bar will indicate one award, the numerals 2, 3, 4, etc. will be used to indicate subsequent awards.

4. **Eligibility for Department Awards**

a. Upon receipt of a recommendation for a department award the Awards Committee will evaluate its merits. The committee will consist of a senior officer as chairman and a representative from Patrol, Administrative Section, Communications. The Awards Committee will meet as needed or once a quarter. Findings and recommendations will be submitted to the Director in writing by the chairman.

b. During the month of January, the Administrative section will review all personnel records to determine who should be awarded the Perfect Attendance and/or Years of Service bars. The justification for these awards will be based solely on documentation found in the recipient's records.

c. The Operations Support Commander and or his designee will keep track of the number of previous awards received by individuals, in order to enable the committee to know which level of award to issue.

d. **Employee of the Year**

   1) The Administrative Manager will review the personnel records of all nominees to determine eligibility.

   2) Not later than 15 January of each year, the Chairperson will convene the Committee to select the Employee of the Year.

   3) Each Employee of the Year will receive an appropriate plaque, accompanied by a citation and bar.

e. **Employee of the Quarter**

POLICY AND PROCEDURE # 24 Departmental Awards

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1) **Selection Process**
   
a) The Committee will meet at the call of the Chairperson and consider the nominations. Each Committee Member will cast one (1) vote. The Chairperson will vote only to break a tie.

b) The Chairperson will report to the Director, in writing, the Committee’s recommendation by the 15th of the month following the quarter.

c) The Chairperson will read the nominations to the committee, handing out copies for the committee to read again. After a discussion of the nominations, the committee will vote. The selection should be based on the highest average from the committee.

d) The Director will approve all nominations, which will be announced at his discretion.

e) All employees nominated for Employee of the Quarter will receive a letter of appreciation from the Director.

2) Each Employee of the Quarter will receive an appropriate plaque, accompanied by a citation and bar.

   f. The Director must approve the award of all bars/medals.

5. **Awards Ceremony:**

   a. The award of bars will be accomplished during the month of their approval, each year. The ceremony will be conducted at a time and place designated by the Director.

   b. In addition to the award of bars, employees who retire from the department during the year will receive appropriate plaques, citations or other special recognition.

6. **Display of Bars**

   Bars will be displayed above the right shirt pocket.

C. **Exceptional TEAM Performance Citation**

POLICY AND PROCEDURE # 24 Departmental Awards
Awarded to two or more members of a unit, shift, and / or squad of the Department, sworn or civilian, who exhibits exceptional performance while acting in concert as a team in the execution of a task or duty. Any member of the Department may submit a nomination for this award via their chain of command to the Senior Command Staff (Chief, Patrol Commander, Operations Support Commander and the Administrative Manager). The Senior Command Staff will determine if the act (s) rises to the level of this award. The Chief will make the final determination at his/her discretion.

Examples of exceptional team performance are, but not limited to:

1. An extraordinary display of MUSC Excellence
2. Performance of act(s) of Customer Service that goes “above and beyond” of what is expected.
3. A single act of outstanding team performance of law enforcement duties
4. A single act of outstanding team telecommunications performance
5. A single act of outstanding team administrative or support service
6. A single act of outstanding team community service efforts

D. **Awards Committee**

1. The Director of Public Safety will appoint four (4) members of the Department to serve on the committee. One of the members will be a Senior Officer, Lieutenant or above, who will serve as the Chairperson. The Chairperson will supervise the Committee and insure the procedures reflected in this policy are complied with.

2. All members will serve for a period of two (2) years. A new Committee will be appointed by 31 January. Committee members will consist of a representative from Patrol, Communications, and Administration. There are no other restrictions.

Attachment

1. Format for nomination for Department Award
| MEDICAL UNIVERSITY OF SOUTH CAROLINA  
| DEPARTMENT OF PUBLIC SAFETY |
| TO: Awards Committee | SUBJECT: Nomination for Departmental Award |
| DATE SUBMITTED: | NOMINEE: |
| DATE RECEIVED: | FROM: |

Attachment #1

Nomination for Employee of the