



WEST VANCOUVER POLICE DEPARTMENT

Administrative Policy

AC10: COMMENDATIONS – EMPLOYEES AND CITIZENS

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COMMENDATIONS – EMPLOYEES AND CITIZENS

1.0 PURPOSE

- 1.1 The purpose of this policy is to ensure that:
- (a) Employees and citizens receive proper recognition for outstanding conduct or humanitarianism; and
 - (b) The eligibility and level of Commendation received is determined by an Commendations and Awards Board.

2.0 DEFINITIONS

- 2.1 For the purposes of this policy, the following definitions shall apply:

“Board” means the West Vancouver Police Board.

“Commendation and Awards Board” means a committee, consisting of the Inspectors in charge of the Operations Division, the Support Division and the Administration Division, and the Staff Sergeant in charge of the Human Resources Section.

“Commendation” means formal recognition by a Commissioned Officer of the Department or by the Board, in accordance with this policy.

“Commissioned Officer” means a member of the Department holding a rank of Inspector or above.

“Department” means the West Vancouver Police Department.

“Employee” means any employee within the Department, including sworn and civilian staff.

“Member” means a sworn peace officer employed at the Department.

“Unit” means two or more Employees, sworn or civilian, working together.

3.0 POLICY

- 3.1 The Department is committed to recognizing Employees who distinguish themselves through performance that is above and beyond the routine call of duty, and citizens who provide assistance to the Department that is above and beyond normal civic duty.

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4.0 PROCEDURE

Commendation for Employees

4.1 Employees are eligible for Departmental Commendations at three levels based on the following criteria:

- (a) A Chief Constable's Commendation for:
 - i. demonstrating the highest standards of police conduct or humanitarianism in a single operation, incident or investigation, when there was a high risk of, or exposure to, actual danger;
 - ii. demonstrating the highest standards of conduct or humanitarianism in a single operation, incident or investigation, when there was some risk of, or exposure to, actual danger;
 - iii. demonstrating over the course of a single investigation, operation or incident, exceptional skill, judgment, dedication or integrity in the performance of duty;
 - iv. demonstrating over a period of time exceptional skill, judgment, dedication or integrity in the performance of duty; or
 - v. developing a method or program that has a substantial and positive effect on the operation of the Department; or
- (c) An Inspector's Commendation for:
 - i. demonstrating the highest standards of police conduct or humanitarianism in a single operation, incident or investigation, when there was minimal or no risk of, or exposure to, actual danger;
 - ii. demonstrating over the course of a single investigation, operation or incident, notable skill, judgment, dedication or integrity in the performance of duty; or
 - iii. diligent and sustained effort in the performance of duties well above that which is normally expected; or
- (d) A Unit Citation for:
 - i. diligent and sustained effort in the performance of duties well above that which is normally expected; or

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- ii. an outstanding performance in relation to a single investigation, operation or incident; or
 - iii. developing a method or program that significantly affects the operation of one or more divisions in the Department.
- 4.2 For Employees, a Commendation shall consist of a certificate of Commendation and a Commendation Pin. Members may wear their Commendation Pin with their Departmental uniforms in accordance with the following guidelines:
 - (a) a Member shall wear only one Commendation Pin, that being the one representing the highest commendation received; and
 - (b) the Commendation Pin shall be worn in accordance with the Dress and Department policy of the Department.
- 4.3 No Employee shall receive both a commendation and a Unit Citation for actions arising out of the same circumstances.

Commendation for Citizens

- 4.4 Citizens are eligible for Commendation in two categories based on the following criteria:
 - (a) A Letter of Commendation from the Chief Constable when the citizen has:
 - i. on their own initiative in the absence of danger, assisted the police in preventing a crime, apprehending or attempting to apprehend an offender, or made a life saving attempt; or
 - ii. provided facilities or personal assistance during a police investigation or incident.
 - (b) A Certificate of Merit from the Board when the citizen has, on their own initiative, and in the face of actual or anticipated danger, assisted the police in preventing a crime, apprehending or attempting to apprehend an offender, or made a life saving attempt.

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Submissions for Commendation

- 4.5 The Inspector in charge of the Administration Division will act as the Chair of the Commendation and Awards Board and will be responsible to administer the Commendation process and this policy.
- 4.6 Any Supervisor may make a submission for a Commendation to be awarded in cases of noteworthy performance by an Employee, or by a citizen assisting the police. The submission will be by way of a Departmental memo through their chain of command to the Inspector in charge of the Administration Division. The submission memo should set out in detail the circumstances of the investigation, operation or incident, and the rationale supporting the recommendation.
- 4.7 The Inspector in charge of the Administration Division will determine the suitability of the request based on the criteria set out in this policy and, where warranted, arrange for the Commendation and Awards Board to review the matter.
- 4.8 The Commendation and Awards Board shall review the submission and make written recommendations to the Chief Constable, or the Board in the case of Certificates of Merit, as to whether or not a Commendation is justified and, if so, the level of Commendation.
- 4.9 The Chief Constable, at his/her discretion, or the Board in the case of Certificates of Merit, will accept, reject or amend the Commendation and Awards Board recommendation.
- 4.10 Where warranted, the Chief Constable may recommend the matter be submitted for consideration by the B.C. Police Services Branch Police Honours Selection Committee.
- 4.11 The rejection of a request for Commendation should not prevent the Employee's Section, Team or Unit supervisor from documenting an entry in the Employee's performance appraisal.

Presentation and Documentation of a Commendation

- 4.12 The manner of the presentation or notification of a Commendation shall be at the discretion of the Chief Constable, Inspector or Board, as the case may be.
- 4.13 An Inspector's Commendation shall be presented by the Inspector commanding the Division to which the Employee is assigned.

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4.14 In the case of Employees, a copy of the certificate or award shall be placed in the Employee's personnel file and a notation made in their service record.

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